

Academic Council Minutes December 14, 2011

The Academic Council met Wednesday, December 14, 2011, in the CSC Kiowa Room. Voting members in attendance were:

Ms. Holly Allsup, Student Government Association Vice-President
 Dr. Matthew Capps, Dean, West College of Education
 Dr. Rodney Cate, Interim Dean, College of Science and Mathematics
 Dr. Ron Fischli, Dean, Lamar D. Fain College of Fine Arts
 Dr. Karen Polvado, Chair of Nursing, substituting for Dr. Patti Hamilton, Interim Dean,
 College of Health Sciences and Human Services
 Dr. Barb Nemecek, Dean, Dillard College of Business Administration
 Dr. Jane Owen, Interim Dean, Graduate School
 Dr. Kathleen Roberts, Faculty Senate Vice President
 Dr. Sam Watson, Dean, Prothro-Yeager College of Humanities and Social Sciences

Other attendees:

Ms. Naoma Clark, Director, Academic Success Center
 Dr. Mark Farris, Director, Honors Program
 Ms. Darla English, Registrar
 Dr. Clara Latham, University Librarian
 Ms. Barb Merkle, Director of Admissions
 Dr. Pamela Morgan, Associate Vice President for Outreach and Engagement
 Mr. Matthew Park, Staff Senate Representative
 Dr. Michael Vandehey, Psychology

Dr. Alisa White, Provost and Vice President for Academic Affairs, presided and the meeting began at 2:02 p.m.

Approval of Minutes

Dr. White called for a motion to approve the minutes of the November 2011 Academic Council meeting. *Dr. Roberts made a motion that the minutes be adopted; Ms. Allsup seconded and the motion was adopted. (closed)*

Old Business

Dr. White reported on information requested by committee members at the last Academic Council. *(information item; no vote required)*

- Room reservations for classes not meeting on campus: Dr. White would like us to follow the process that was used last year in determining classroom use/reservations. She will review classroom use with each dean after the first of the year and will report back to the Council on actual scheduling verses room use (space ratio). Dr. White will send a current inventory of room use to each dean.

New Business

1. Dr. Polvado made a motion to adopt a proposal for use of MSU faculty co-authored textbooks in the Radiology Department; *Dr. Cate seconded and the motion was adopted (closed).*

According to the MSU Policy Manual, Policy 3.139 Intellectual Property Rights, section C, #7, any commercially printed workbook, textbook, or material used by students and authored or co-authored by Midwestern State University faculty members must be approved by the Academic Council.

Dr. Beth Vealé, Associate Professor of Radiologic Sciences, has been teaching Principles of Imaging I & II, the majority of which now deals with digital radiography. Current imaging textbooks lack more than basic information about this subject. The majority of hospitals throughout the United States use digital radiography exclusively and there is significant concern about the education and training of current technologists on this technology. Midwestern State University Radiologic Sciences has long been a leader in our professional education and with this in mind, she would like to increase the breadth of knowledge in digital radiography for our students.

In Spring 2012, Dr. Vealé would like to begin using Carter, C., & Vealé, B. (2009). *Digital Radiography and PACS*. Philadelphia, PA: Elsevier Mosby. Revised Edition. It is the only textbook that comprehensively covers digital imaging and patient archiving communication systems (PACS) that is on a level that the students can be expected to understand. There is another current text on digital imaging, but it is geared for physicists.

In Fall 2012, Dr. Vealé would like to adopt Essentials of Radiographic Physics and Imaging 1st edition, by James Johnston and Terri Fauber. Dr. James Johnston is a faculty member in the MSU Radiology Department. His book follows the sequence of Dr. Vealé's Fall semester course and will be a much needed addition.

Note: The average cost of books for the Radiologic Science Program is \$125 to \$200 per book. Dr. Veale's book on Amazon is \$42.50 for a new book and \$18.75 for a used book. Dr. Johnston's book on Amazon is \$92.95 for a new book and \$90 for a used book.

**3.139 Provost
INTELLECTUAL PROPERTY RIGHTS GENERAL STATEMENT
Date Adopted/Most Recent Revision: 11/07/03**

A. Introduction

The public interest is best served by creating an intellectual environment whereby creative efforts and innovations can be encouraged and rewarded, while retaining for the University and its learning communities reasonable access to, and use of, the intellectual property, for the creation of which the University has provided assistance. The University supports the development, production, and dissemination of intellectual property of its faculty.

C. Intellectual Property Ownership

7. Textbook Adoption

Any commercially printed workbook, textbook, or material used by students and authored or co-authored by Midwestern State University faculty members must be approved by the Academic Council. The College Dean will show in writing that the adoption is realistically priced and has been properly evaluated. A review of any adoption will be made by the College Council concerned every three (3) years. All subsequent adoptions of this work will be approved by the Academic Council.

2. Dr. Polvado made a motion to adopt the following undergraduate catalog change under Management Information Systems; *Dr. Roberts seconded and the motion was adopted (closed).*

Catalog change, effective Fall 2012:

Under Common Body of Knowledge Agreement, add:

MIS 3003. Management Information Systems 3 hrs.

3. Dr. Fischli made a motion to adopt the following undergraduate course changes in Art; *Dr. Capps seconded and the motion was adopted (closed).*

ART (Graphic Design), effective Fall 2012

Change of prerequisite and course description:

ART 2713. Graphic Design I, Introduction to Graphic Design

Prerequisites: ART 1113, 4423, 1333 or consent of instructor.

Description: ~~Introduction to the digital environment including graphic design principles and practices. Experiences in publication design, illustration, web development, photographic programs and time based design. Exploration of the main threads in current graphic design.~~ Introduction to the fundamental components of design theory and the history of graphic design. Creation of solutions to design problems through conceptualization, research, execution and presentation of projects. Overview of design methodologies.

Change of course title and course description:

~~ART 3703. Graphic Design II, Publication Design~~ **Graphic Design II, Print Design**

Description: ~~Introduction to the fundamental components of design theory and the history of graphic design. Creation of solutions to design problems through conceptualization, research, execution, and presentation of projects. Overview of design methodologies. In-depth exploration of the production of vector and raster graphics. Projects ranging from the creation of logos to the creation of social awareness campaigns. Continuation of the development of print production and presentation skills.~~

~~ART 3713. Graphic Design III, Illustration~~ **Graphic Design III, Publication Design**

Description: ~~Illustration in both digital and traditional environments will be introduced as an essential part of overall design. Creation in visual forms utilizing both symbolic and representation solutions. Students will show competencies in several illustration methods.~~ Introduction to the role of graphic designers in the layout and design of publications. Practices and technologies used to create multi-page publications. Exploration of typographic forms and applications.

~~ART 4703. Graphic Design IV, Time Based Design~~ **Graphic Design IV, Animation**

Description: ~~Time based design will be introduced and explored. Production of content in Power Point, Flash, and other similar technologies. Emphasis on solving communication problems. Students will learn design concepts as they apply to this medium.~~ Three-dimensional and animation design. Use of storyboards and skills

involving interface design. Special attention to concept design and creative problem solving.

ART 4733. ~~Graphic Design VI, 3D and Animation~~ Graphic Design VI, Portfolio Design

~~Description: Exploration of three-dimensional and animation programs. Use of storyboards and skills involving interface design. Special attention to concept design and creative problem solving. May be repeated for credit.~~ Creation of a job-seeking portfolio. Refinement of existing projects and creation of new projects to ensure a substantial portfolio. Creation of self-promotional materials to accompany the print portfolio.

Change of course description:

ART 4713. Graphic Design V, Web Development

~~Description: Introduction to Web development. Utilization of current web programs and development of individual projects. Information hierarchy and visual organization will be a strong theoretical basis for this class. Emphasis on team approaches to solving complex design issues. Creation of content for web and mobile devices. Introduction to Web-page and site development. Preparation of individual projects. Emphasis on team approaches to solving complex design problems.~~

4. Dr. Polvado made a motion to adopt the following undergraduate course change in Respiratory Care; *Dr. Owen seconded and the motion was adopted (closed).*

RESPIRATORY CARE, effective (no date provided)

Deletion of course:

RESP 4663. Advanced Practice Problems

5. Dr. Cate made a motion to adopt the following undergraduate catalog changes under Chemistry, Geosciences and Physics; *Dr. Roberts seconded and the motion was adopted (closed).*

CHEMISTRY, GEOSCIENCES AND PHYSICS, effective Fall 2012

Catalog changes:

DEPARTMENT OF CHEMISTRY, GEOSCIENCES AND PHYSICS

Randall Hallford, Interim Chair (McCoy Engineering 107)

CHEMISTRY

~~Randal Hallford, Interim Chair (Bolin Hall 307B)~~

Professors: Cate, Rogers

Associate Professors: Hallford, Hansen, **Shao**

Assistant Professors: Fulton, ~~Shao~~

Professor Emeritus: Sund

6. Dr. Cate made a motion to adopt the following undergraduate catalog and course changes under Chemistry; *Dr. Watson seconded and the motion was adopted (closed).*

Catalog changes in Chemistry, effective Fall 2012:

MISSION STATEMENT FOR THE CHEMISTRY PROGRAM

Bachelor of Science: (see page 93)

Major

Option A **ACS Certification**

CHEM 1141, 1143, 1241, 1243, 1253, 2001, 2003, 2011, 2013, 3305, 3405, 3603, 3705, 4243, 4305, two hours of 4001, ~~CHEM 4943 (Physical Chemistry Math-Prep)~~; **MATH 2603 (Math for Thermodynamics)**. (Those students who wish to continue their studies in graduate biochemistry should take CHEM 4242 and 4253. Those students who wish to obtain ACS certification must take one additional advanced laboratory **hour** in chemistry **is required**, exclusive of 3504 and 4505.)

Optional Minor

Additional Requirements

Requirements common to both optional degree plans:

MATH 1233 and 1433 or MATH 1534; MATH 1634 and 1734; ~~CHEM 4943~~

MATH 2603; PHYS 1624 and 2644; and one year of a foreign language.

(MATH 2603 Math for Thermodynamics must be completed in the spring before Physical Chemistry I)

COURSES IN CHEMISTRY (CHEM)

3603. Physical Chemistry/Thermodynamics 3(3-0)

Prerequisites: CHEM 1241, 1243; MATH 1734; **MATH 2603**; PHYS 1624 and 2644 or consent of instructor.

Classical and statistical thermodynamics, kinetic molecular theory and chemical kinetics

4305. Advanced Inorganic Chemistry 5(3-4)

Prerequisites: CHEM 3405 and 3705 (may be concurrent).

A systematic study of the basic principles applicable to inorganic chemistry and the chemistry of selected main group elements, transition metal complexes, organometallic compounds, bioinorganic systems, and inorganic chemistry laboratory practice.

Course changes in Chemistry, effective Fall 2012:

Change of course title and course prerequisite:

CHEM 3603. Physical Chemistry/Thermodynamics ~~Physical Chemistry I~~

Prerequisites: CHEM 1241, 1243; MATH 1734, **MATH 2603** ~~4933~~; PHYS 1624 and 2644 or consent of the instructor

Change of course prerequisite:**CHEM 4305. Advanced Inorganic Chemistry**Prerequisites: **CHEM 1253**, 3405, and 3705 (may be concurrent)

7. Dr. Cate made a motion to adopt the following undergraduate catalog and course changes under Geosciences; *Dr. Fischli seconded and the motion was adopted (closed).*

Catalog changes for Geosciences, effective Fall 2012:**Move location in catalog to follow Chemistry****DEPARTMENT OF GEOSCIENCES**

Pamela Buzas Stephens, Chair (Bolin Hall 102A)

Associate Professors: Dodge, Stephens

Assistant Professor: Price

Professor Emeritus: Kocurko

MISSION STATEMENT FOR
THE ~~DEPARTMENT OF~~ GEOSCIENCES **PROGRAM**

The ~~Department of~~ Geosciences **Program** provides students with a comprehensive education that prepares them for a variety of employment opportunities as well as graduate school. Degrees incorporate field and classroom experience, with courses that offer the most current technology, information, and research techniques available. Students graduate with skills that enable them to utilize equipment, think critically, and interact effectively.

The requirements for the degree of Bachelor of Science with a major in geosciences may be satisfied through either the Environmental Science track or the Geosciences track.

General: (see page 89)**Academic Foundations and Core Curriculum:** (see page 91)**ENVIRONMENTAL SCIENCE TRACK**

~~A program of study leading to the degree of Bachelor of Science with a major in environmental science is as follows:~~

~~The degree is an interdisciplinary program that covers the basic sciences.~~

~~Environmental problems are multifaceted and require problem-solving skills that cover breadth in each of the sciences.~~

Major: (same)

Interdisciplinary – ENSC 1114, 3103, 4103; BIOL 1144, 1544, 3104; CHEM 1141, 1143, 1241, 1243, 3504; GEOS 1134, 3634, 4001

Options (must choose one):

Option A – Biology: BIOL 3133, 3534, 4684, plus 7 additional hours

Option B – Chemistry: CHEM 3305, 4505, plus 8 additional hours

Option C – Geosciences: GEOS 1234, 3134, 4233, plus 7 additional hours

Program Requirements: (same)

Catalog changes for General Science:

Move location of General Science information and courses to follow Geosciences (*should avoid confusion that this is not an additional track*)

Catalog changes for Geosciences:

GEOSCIENCES TRACK

~~A program of study leading to the **Bachelor of Arts Degree with a major in Geosciences**~~

~~**General:** (see page 89)~~

~~**Academic Foundations and Core Curriculum:** (see page 91)~~

~~**Major** GEOS 1134, 1234, 3134, 3234, 3434, 3534, 3634, 3734 or 4034, 4001, 4534.~~

~~**Minor**~~

~~To be chosen in consultation with the student's advisor, and approved by the department chair.~~

~~**Program Requirements**~~

~~CHEM 1141, 1143, 1241, 1243; PHYS 1144, 1244; MATH 1233 and 1433 or 1534; six hours of sophomore literature, and two years of a single foreign language (or the equivalent of one language through the second year).~~

A program of study leading to the

Bachelor of Science Degree with a major in Geosciences

General: (see page 89)

Academic Foundations and Core Curriculum: (see page 91)

Major GEOS 1134, 1234, **3034 or 4034**, 3134, 3234, 3434, 3534, 3634, **3734**, 3836, 4001, **4233** or 4034, 4534.

~~**Minor** Minor to be chosen in consultation with the student's advisor, and approved by the department chair. A minor in biology, chemistry, physics, mathematics, or computer science is strongly recommended.~~

Program Requirements

CHEM 1141, 1143, 1241, 1243; PHYS 1144, 1244 or 1624, 2644; MATH 1634 and 1734; one year of a single foreign language.

Requirements for an Interdisciplinary Minor

~~Geosciences majors only: BIOL 1144 and 1544; CHEM 1141, 1143, 1241, and 1243; plus six additional advanced hours from Biology or Chemistry (exclusive of organic chemistry).~~

Requirements for a minor in Geosciences

GEOS 1134, 1234, and 10 additional hours in geosciences, six of which must be advanced.

8. Dr. Cate made a motion to adopt the following undergraduate catalog and course changes under Physics; *Dr. Fischli seconded and the motion was adopted (closed)*.

Catalog changes for Physics, effective Fall 2012:

Move location of Physics to follow Geosciences.

PHYSICS

Associate Professor: Fleming

Assistant Professor: Dunn

Professors Emeriti: Holverson, ~~Sims~~

**MISSION STATEMENT FOR THE ~~DEPARTMENT OF~~
PHYSICS PROGRAM**

The mission of the ~~Department of~~ Physics **program** is to prepare students for the pursuit of ~~advanced~~ degrees in physics, engineering, **science** or other areas of intellectual endeavor...

Recommended preparation for a major degree: ~~Major~~ (32 hours)

COURSES IN PHYSICS (PHYS)

~~1533.~~ **1534.** Descriptive Astronomy ~~3(2-2)~~ **4(3-1)**

Prerequisite: MATH 1003 or equivalent.

A survey course in astronomy designed to meet the needs of students majoring in liberal arts, business, and education. Lectures, films, demonstrations, and laboratory work, including the use of the planetarium and telescopes, will be utilized.

Course changes in Physics:

Change of course number and change of lecture/lab hours:

PHYS ~~1533~~ 1534. Descriptive Astronomy

~~3(2-2)~~ 4(3-2)

9. Dr. Cate made a motion to adopt the following undergraduate catalog changes under Computer Science; *Dr. Fischli seconded and the motion was adopted (closed)*.

Catalog Changes, effective Fall 2012:

Minor in Computer Science

The requirements for a minor in computer science are Computer Science 1044, 1063, 2084, 2143, 2433, 3013, 6 hours of ~~advanced~~ computer science electives (**3 advanced**).

(The MSU catalog requires 6 advanced hours for a minor. Since one of the required courses is advanced, the CMPS minor only needs 3 more advanced hours, not 6. This will allow the student more flexibility in scheduling and for transfer courses.)

10. Dr. Cate made a motion to adopt the following undergraduate catalog changes under Mathematics; *Dr. Owen seconded and a discussion began.* A question was asked regarding the addition of a new course and how it would affect the degree plan requirements. Concern was voiced about raising the requirements past the 120 hour rule. Dr. Roberts motioned to table the item until Dr. Cate could obtain additional information; *Dr. Owen seconded, and the motion was tabled (open).*

New course addition, effective Fall 2012:

MATH 2603. Math for Thermodynamics

Prerequisite: MATH 1734

Description: Applications of series, linear algebra, complex numbers, vector analysis, multivariate integration, and partial differentiation in the study of Physical Chemistry.

Lecture

11. Dr. Owen made a motion to adopt the following graduate catalog and course changes under the Dillard College of Business Administration; *Dr. Watson seconded and the motion was adopted (closed).*

Dillard College of Business Administration, effective Fall 2012

Catalog changes:

Page. 58 under Common Body of Knowledge Requirement

COMMON BODY OF KNOWLEDGE REQUIREMENT

The common body of knowledge (CBK) represents the minimum core of knowledge which must be attained prior to beginning graduate study in business. The CBK is composed of ~~24~~ **27** semester hours of undergraduate course work representing each of the major business disciplines. The required CBK courses are listed below.

ACCT 2143 Financial Accounting 3 hrs.

ACCT 2243 Managerial Accounting 3 hrs.

BUAD 3033 Business and Economic Statistics 3 hrs.

ECON 2333 Macroeconomics 3 hrs.

ECON 2433 Microeconomics 3 hrs.

FINC 3733 Business Finance 3 hrs.

MGMT 3013 Organizational Behavior 3 hrs.

MIS 3003 Management Information Systems 3 hrs.

MKTG 3723 Principles of Marketing 3 hrs.

Page 59 under degree requirements for MBA

MIS ~~5103 Information Systems Concepts~~ **5113 Information Technology Management**

Deletion of courses, effective Spring 2012:

ECON 5893. Graduate Internship in Economics

FINC 5893. Graduate Internship in Finance

MGMT 5893. Graduate Internship in Management

MIS 5103. Information Systems Concepts

MIS 5893. Graduate Internship in Management Information Systems

MKTG 5893. Graduate Internship in Marketing

12. Dr. Owen made a motion to adopt the following graduate course change under the Prothro Yeager College of Humanities and Social Sciences; *Dr. Watson seconded and the motion was adopted (closed).*

New Course Addition, effective Spring 2012

ENGL 5553. Rhetorical Theory and Criticism

Prerequisite: ENGL 1123

Description: Introduction to theories of rhetoric and examination of different critical lenses for analyzing the persuasive or contextual elements of written or spoken texts.

Lecture 3(3-0)

Course Objectives:

Goal 1. Critical Inquiry

1.1: Student engages in an increasingly sophisticated discourse and demonstrates aesthetic and critical discernment through close textual analysis.

1.2: Student evaluates secondary sources and applies skills in information gathering and management, and document design, using traditional sources and emerging technologies.

Goal 2. Knowledge of Language and Literature

2.1: Student understands the usage and structure of the English language.

2.4: Student is introduced to academic and professional publications in the field.

Goal 3. Writing as Process

3.1: Student reflects on his or her arguments over multiple stages of Development.

3.2: Using traditional resources and emerging technologies, the student references and formats primary and secondary sources in MLA style.

(course fills gap in offerings for graduate students)

13. Dr. Owen made a motion to adopt the following graduate catalog and course changes under the College of Health Sciences and Human Services; *Dr. Rogers seconded and the motion was adopted (closed).*

Nursing, effective Fall 2012

Catalog Changes:

JOHN AND NEVILS WILSON SCHOOL OF NURSING

Karen Polvado, ~~Interim~~ Chair, John and Nevils Wilson School of Nursing
Debra Walker, Graduate Coordinator

Graduate Faculty: ~~Bedoian~~, Bowles, ~~Coyle~~, Genung, Hamilton, **Howard**, Leach, Lockhart, Mercer, Polvado, Roberts, ~~Robinson~~, ~~Sportsman~~, ~~Stramski~~, Walker, Williamson

Emeritus Faculty: Tickle

THE MASTER OF SCIENCE IN NURSING

The Master of Science in Nursing (MSN) program at Midwestern State University is a professional program of study offered in concert with the mission and purpose of the University, building upon the foundation of undergraduate nursing education. Master's education includes the development of refined analytical skills, broad-based perspectives, enhanced abilities to articulate viewpoints and positions, as well as the ability to integrate theory with practice and to utilize research findings in advanced practice roles. MSU's MSN program offers ~~four~~ **three** options: Nurse Educator, Family Nurse Practitioner, **and** Family Psychiatric Mental Health ~~and~~ Nurse Practitioner, ~~and Nurse-Administrator~~. The master's programs are accredited by the Commission on Collegiate Nursing Education.

...

~~The Nurse Administrator program prepares the student to act in a managerial or administrative role within the healthcare delivery system. In addition to nursing core courses and courses specific to the nurse administrator role, students will also take 21 semester credit hours in Health Services Administration.~~

...

ADMISSION TO THE MSN PROGRAM

The MSU graduate application is available on the web site at <http://admissions.mwsu.edu/apply.asp>. An application to the Wilson School of Nursing must also be completed. It can be found at <http://hs2.mwsu.edu/nursing/index.asp>. ~~If preferred, a paper copy of the application for admission to the MSN Program should be sent to:~~

Midwestern State University
 Chair, John and Nevils Wilson School of Nursing
 College of Health Sciences and Human Services
 3410 Taft Boulevard
 Wichita Falls, TX 76308

The following are required prior to admission to the graduate program:

1. a completed application to the MSN Program (can be completed online at <http://hs2.mwsu.edu/nursing/index.asp>);
2. a completed application to MSU **Graduate** Admissions (can be completed online at <http://admissions.mwsu.edu/apply.asp>);
3. official transcripts from all colleges or universities attended (sent directly to MSU **Graduate** Admissions); Graduate Record Examination (GRE) scores ~~or Miller Analogies Test (MAT) scores~~; and
4. Application essay.

ADMISSION REQUIREMENTS FOR STUDENTS HOLDING A BACHELOR OF SCIENCE IN NURSING

The Wilson School of Nursing endorses the Admissions Policy as set forth in the Graduate ~~Bulletin-Catalog~~ of Midwestern State University. Refer to the section titled, "Admission to the Degree Program" for admission requirements.

Specific Admission Requirements

1. Current RN licensure to practice in Texas and any other state relevant to student's clinical experiences.
2. Basic undergraduate statistics course (3 semester hours).
3. Personal interview with the graduate and/or program coordinator either in person or by telephone.
4. Compliance with the State and Program mandated immunizations before enrollment in the first clinical course. Refer to the Wilson School of Nursing Immunization Policy at <http://hs2.mwsu.edu/nursing/pdf/immunizations.pdf>.
5. Current liability insurance purchased through MSU is required by students in the clinical setting in advanced practice student roles.
- 6. Documentation of current health insurance.**
7. Documentation of current CPR/BLS Health Care Provider Certification
8. Prospective students must present evidence of basic physical assessment content in their undergraduate program or completion of approved physical assessment content (~~for FNP, FPMHNP, and Nurse Educator students~~). Students may be required to demonstrate competence in physical assessment skills if most recent content exposure and clinical experience occurred more than three years prior to admission.

In addition to those requirements, the Wilson School of Nursing adds the following:

A. Unconditional Admission

May be granted to an applicant who has the following:

1. An earned baccalaureate degree in nursing from a nationally accredited program. ~~Any applicant from a non-accredited program will be considered on an individual basis. The MSU Graduate Admissions Office~~ must receive an official transcript, including one on which the bachelor's degree is posted, directly from each institution the applicant has attended.
2. A GPA of at least 3.0 on the last 60 hours of undergraduate work exclusive of credit hours awarded by a two year college.
3. A satisfactory score on the GRE/MAT. ~~The MSU Graduate Admissions Office~~ must receive official admissions test scores directly from the organization which administers the test.

B. Conditional Admission

A student who does not meet each of the above admission criteria may be conditionally admitted by review of the graduate coordinator if the applicant has the following:

1. An earned baccalaureate degree in nursing from a nationally accredited program. ~~Any applicant from a non-accredited program will be considered on an individual basis. The MSU Graduate Admissions Office~~ must receive an official transcript, including one on which the bachelor's degree is posted, directly from each institution the applicant has attended.

2. An official score on the GRE/MAT. The MSU **Graduate** Admissions Office must receive official admissions test scores directly from the organization which administers the test.
3. An undergraduate background judged by the graduate coordinator to be adequate for success. The graduate coordinator may require additional undergraduate credit for unconditional admission to be granted.
 - a. A grade of no less than a “C” in undergraduate nursing course work, or
 - b. A grade of “B” in an undergraduate Clinical Decision Making leveling course.
4. A student who is conditionally admitted must remove the condition by earning a grade of “B” or better in each of the first four graduate courses (which total at least 12 SCH) applicable to the student’s graduate major (FNP, FPMHNP, Nurse Ed., ~~Nurse Adm.~~). These courses must be completed as designated in the degree plan, with no drops or incompletes. Courses may not be repeated. Exceptions for severe, extenuating circumstances may be granted jointly by the Chair of the Nursing Department and the Dean of the College of Health Sciences and Human Services.
5. A student who is assessed additional undergraduate leveling work must complete that work at the direction of and to the satisfaction of the graduate coordinator.

~~C. Conditional Admission by Review~~

~~An applicant who is not admitted under either of the above procedures may be admitted conditionally by review if the applicant has the following:~~

- ~~1. An earned baccalaureate degree in nursing from a nationally accredited program. Any applicant from a non-accredited program will be considered on an individual basis. The MSU Graduate Admissions Office must receive an official transcript, including one on which the bachelor’s degree is posted, directly from each institution the applicant has attended.~~
- ~~2. An official score on the GRE/MAT. The MSU Graduate Admissions Office must receive official admissions test scores directly from the organization which administers the test.~~
- ~~3. An undergraduate background judged by the graduate faculty to be adequate for success. The graduate coordinator may require additional undergraduate credit for unconditional admission.

 - a. A grade of no less than a “C” in undergraduate nursing course work, or
 - b. A grade of “B” in an undergraduate Clinical Decision Making leveling course.~~
- ~~4. The following additional factors may be considered for review by the Wilson School of Nursing Graduate Curriculum and Standards Committee. The student may be required to provide the necessary documentation upon request:

 - a. An applicant’s academic record as an undergraduate student;
 - b. The socioeconomic background of the applicant while the applicant was an undergraduate student, including any change in that background;
 - c. Whether the applicant would be the first generation of the applicant’s family to attend or graduate from a graduate program;
 - d. Whether the applicant has multilingual proficiency;~~

- ~~e. The applicant's responsibilities while attending school as an undergraduate student including whether the applicant was employed, helped to raise children, or other similar factors;~~
 - ~~f. The applicant's region of residence at the time of application (to achieve geographic diversity);~~
 - ~~g. The applicant's involvement in community activities;~~
 - ~~h. The applicant's demonstrated commitment to the field of nursing;~~
 - ~~i. The current comparative availability of members of the graduate nursing program in the applicant's region of residence.~~
- ~~5. A student who is admitted conditionally by review must remove the condition by earning a grade of "B" or better in each of the first four graduate courses (which total at least 12 SCH) applicable to the student's graduate major (FNP, FPMHNP, Nurse Ed., Nurse Adm.). These courses must be completed as designated in the degree plan, with no drops or incompletes. Courses may not be repeated. Exceptions for severe, extenuating circumstances may be granted jointly by the Chair of the Nursing Department and the Dean of the College of Health Sciences and Human Services.~~
- ~~6. A student who is assessed additional undergraduate leveling work must complete that work at the direction of and to the satisfaction of the graduate coordinator.~~
- ~~D. C. Previous Master's Degree~~
- ~~1. An applicant who has earned a BSN and a master's or higher degree from a nationally accredited institution of higher education may be accepted on the basis of such degree. Determination of conditions, if any, will be made by the Graduate Coordinator.~~
 - ~~2. Certificate Programs~~
 - ~~a. An applicant who has earned an MSN or an MS in nursing from a nationally accredited institution of higher education may be accepted into the family nurse practitioner or family psychiatric mental health nurse practitioner program in pursuit of a certificate. The program consists of advanced nursing practice courses mandated by the Texas Board of Nursing and the Texas Higher Education Coordinating Board.~~
 - ~~b. An applicant with the MSN or MS in nursing, or a BS in nursing and a master's degree in a related field from a nationally accredited institution **may enroll may be accepted into the in nursing education program courses** to earn a certificate in Nursing Education or to meet the Texas Board of Nursing requirements for teaching in a nursing program.~~
 - ~~c. Health Services Administration certificate information can be found in the Health Services Administration section of this graduate catalog.~~

PROGRESSION POLICY

Satisfactory progression in MSU graduate nursing courses is defined as a 3.0 or better cumulative grade point average (CGPA) and no grade less than a B (80-89%) in the nursing courses.

1. If a grade of C or less is earned in any graduate nursing course, the course must be successfully repeated the next regular academic semester during which the course is offered. Failure to achieve the minimum grade of B when repeating a course

will result in dismissal from the program. Students may petition the Graduate Curriculum and Standards Committee to accept a repeated course from another university in advance of enrollment for the course; however, the original grade will remain on the transcript and will be calculated into the CGPA. The only way to remove the grade from the GPA calculation is to retake the course at MSU.

2. A student who fails to successfully complete a nurse practitioner major clinical course either by dropping the course during the semester or by earning less than a B will be required to register for and satisfactorily complete (minimum grade of B) a one semester credit hour special topics course for each ~~long~~ semester until retaking the dropped or failed course. The purpose of the special topics course is to maintain clinical competence. The course will consist of 64 clinical hours under the direction of an FNP or FPMHNP faculty member. Clinical hours that were earned during the dropped or failed course will be forfeited. Clinical hours earned during the special topics course will be in addition to the minimum required clinical hours for the FNP and FPMHNP programs.
3. A student who earns lower than a “B” in any two graduate nursing courses either the same course twice or two different courses, will be dismissed from the program. Readmission will be considered by the Graduate Curriculum and Standards Committee on an individual basis.

Students making unsatisfactory progress in the program are not eligible for assistantship positions.

A student who is in the process of appealing a course grade through Academic Appeals Committee may not enroll in any subsequent nursing courses for which the course under appeal is a prerequisite. If the student has already registered, he/she will be administratively withdrawn from those courses.

Exceptions to the Progression Policy: The MSN program's Graduate Curriculum and Standards Committee (GCSC) reserves the right to make exceptions to the above due to extenuating circumstances. It is the student's responsibility to provide the Graduate Coordinator and GCSC with a written request (accompanied by appropriate documentation) for exceptions to the progression policy. The student will be notified in writing of the GCSC's decision within ten ~~(10)~~ (30) working days.

Grading Scale

| | | | |
|-------------|---|---|---|
| 90 – 100 | = | A | Research Paper in Progress=NC |
| 80 – 89 | = | B | Completed Satisfactory Research Paper=CR |
| 74 - 79 | = | C | Thesis in Progress = X |
| 65 - 73 | = | D | Completed Thesis = Letter grade equal to score on |
| 64 or below | = | F | oral comprehensive exam |

DEGREE REQUIREMENTS

The program leading to the Master of Science in Nursing includes ~~four~~ **three** programs with different curricula, each of which has a specific content focus relative to the roles of

nurse educator, family nurse practitioner, family psychiatric mental health nurse practitioner, or nurse administrator (health services administration). Each student must complete either a thesis or evidence-based project (EBP).

...no additional changes until...

PROGRAM COMPLETION TIME LIMIT

~~HEALTH SERVICES ADMINISTRATION – NURSE ADMINISTRATOR OPTION~~

~~— SCH~~

~~Nursing Administrator Core~~

~~NURS 5023 Research in Nursing 3~~

~~NURS 5053 Contemporary Perspectives 3~~

~~NURS 5103 Theoretical Foundations in Nursing 3~~

~~Subtotal 9~~

~~Nursing/Health Services Administration Core (Course descriptions for HSAD courses can be found in the Health Services Administration section of this catalog.)~~

~~HSAD 5103 Health Service Administration 3~~

~~HSAD 5113 Health Care Financial Management I 3~~

~~HSAD 5123 Health Care Personnel 3~~

~~HSAD 5143 Health Care Law and Bioethics 3~~

~~HSAD 5153 Managed Care 3~~

~~HSAD 5223 Health Informatics 3~~

~~HSAD 5293 Managerial Epidemiology and Biostatistics 3~~

~~NURS 6221 Nursing Administration: Synthesis and Application Clinical 1~~

~~NURS 6223 Nursing Administration Synthesis and Application 3~~

~~Subtotal 25~~

~~Thesis-~~

~~NURS 6983 Thesis 3~~

~~NURS 6993 Thesis 3~~

~~Subtotal 6~~

~~Or Alternative Option: Non-Thesis~~

~~NURS 6872 Evidence-Based Project I 2~~

~~NURS 6882 Evidence-Based Project II 2~~

~~NURS 6892 Evidence-Based Project III 2~~

~~Subtotal 6~~

~~Total Hours 40~~

ADDITIONAL POLICIES PERTINENT TO THE RN TO MSN PROGRAM

Students in the RN to MSN program are held to all policies previously stated for the MSN programs and, in addition, are held to the following additional policies.

Admission Requirements

1. **Declare intent to pursue the RN to MSN program upon application for admission to the Wilson School of Nursing.**
2. **Take the HESI Entrance Examination.**
3. Take the GRE or MAT before enrolling in first graduate courses.

Progression Requirements

1. Students pursuing the RN to MSN program may substitute up to 9 semester hours of graduate nursing courses for up to 9 semester credit hours of undergraduate courses as follows:
 - NURS 5023 Research in Nursing in lieu of NURS 3503 Nursing Research
 - NURS 5043 Pathological Processes for Advanced Nursing Practice in lieu of NURS 3203 Pathophysiologic Process
 - NURS 5053 Contemporary Perspectives in lieu of NURS 3705 Advanced Nursing Seminar

~~Nurse Administrator Student: Students who are pursuing the Nurse Administrator Program are not required to take NURS 5043 as a part of their degree plan. These students may take either NURS 3203 or NURS 5043 to meet the requirements of the BSN program.~~
2. Students must earn a B or better in all graduate courses in order to meet the requirements for the MSN. A grade less than “B” in a graduate course precludes progression in the RN to MSN program; however, the course may be substituted, if applicable, toward the BSN degree. A student whose RN to BSN degree plan includes a substituted master’s course will not be allowed to use the same course during any future enrollment in the graduate programs at MSU.
3. Upon completion of all courses required for the BSN degree, students may elect to exit the program and receive a BSN.
4. Students who elect to exit the RN to MSN program with a BSN and who do not enroll in the subsequent fall or spring semester will not be able to use the master’s courses in their graduate degree plan. Appropriate educational experiences will be designed in lieu of the master’s courses previously applied to the BSN.

NON-NURSING REQUIREMENTS FOR THE RN TO BSN DEGREE:

Basic Core (24 semester hours)

English 1113, 1123

History 1133, 1233

Mathematics 1053, or 1203, or 1233

Political Science 1333, 1433

Speech Communication – 3 hours

Academic Course Work (39 semester hours)

BIOL 1134, 1234, 3004

Chemistry – 3 hours (no lab)

ECON 1333 or 2333

PSYC 1103, 3233

SOCL 1133

Statistics Data Analysis (recommend NURS 4123)

Fine Arts/Humanities (courses in literature, Western Civilization, humanities, philosophy, OR a two-semester sequence of a foreign language) – 6 hours

Elective 3000- or 4000-level – 3 hours (If indicated by degree plan.)

COURSES IN NURSING (NURS) {only listed those with changes}

5111. Health Assessment for Advanced Nursing Practice Clinical

1(0-4)

(formerly NURS 5113)

Prerequisites: An undergraduate assessment course and NURS 5043. (NURS 5043 may be taken concurrently.)

Provides students with the opportunity to refine and augment comprehensive health assessment knowledge and skills in individuals, families, groups, and communities (IFGC) across the lifespan. Emphasis is on the ability to distinguish pathological changes from normal variants. Additional diagnostic techniques are included.

5112. Health Assessment for Advanced Nursing Practice 2(2-0)
(formerly NURS 5113)

Prerequisites: An undergraduate assessment course and NURS 5043. (NURS 5043 may be taken concurrently.)

Provides students with the opportunity to refine and augment comprehensive health assessment knowledge and skills in individuals, families, groups, and communities (IFGC) across the lifespan. Emphasis is on the ability to distinguish pathological changes from normal variants. Additional diagnostic techniques are included.

5163. Family Nurse Practitioner I 3(3-0)
(formerly NURS 5176)

Prerequisites: NURS 5043, 5103, 5111, 5112, 5123, 5133.

Provides the opportunity to assess, diagnose, and formulate plans for health-wellness promotion and illness/injury prevention across the lifespan among IFACS. Primary care roles are emphasized.

5173. Family Nurse Practitioner I Clinical 3(0-12)
(formerly NURS 5176)

Prerequisites: NURS 5043, 5103, 5112, 5123, 5133.

Provides the opportunity to assess, diagnose, and formulate plans for health-wellness promotion and illness/injury prevention across the lifespan among IFACS. Primary care roles are emphasized.

5183. Family Nurse Practitioner II (formerly NURS 5196) 3(3-0)
Prerequisites: NURS 5163, 5173.

A continuation of NURS 5163 and 5173. Students are provided the opportunity to gain additional knowledge and application of diagnostic evaluation and therapeutics necessary to manage common health deviations across the lifespan in the ambulatory setting.

5193. Family Nurse Practitioner II Clinical (formerly NURS 5196) 3(0-12)
Prerequisites: NURS 5163, 5173.

A continuation of NURS 5163 and 5173. Students are provided the opportunity to gain additional knowledge and application of diagnostic evaluation and therapeutics necessary to manage common health deviations across the lifespan in the ambulatory setting.

5241. Nurse Educator I Clinical (formerly NURS 5243) 1(0-4)
Prerequisite: NURS 5103.

Exploration of the components of the curriculum development process. Focus is on the application of major teaching-learning and nursing theories in the classroom environment. Supervised practicum related to the role of the teacher of nursing in the classroom is required.

5242. Nurse Educator I (formerly NURS 5243) 2(2-0)
Prerequisite: NURS 5103.

Exploration of the components of the curriculum development process. Focus is on the application of major teaching-learning and nursing theories in the classroom

environment. Supervised practicum related to the role of the teacher of nursing in the classroom is required.

5251. Nurse Educator II Clinical (formerly NURS 5253) 1(0-4)

Prerequisites: NURS 5241, 5242, 5233.

Development of a personal philosophy of nursing education and an organizational framework upon which to build curriculum. Focus is on the application of major teaching-learning and nursing theories in the clinical laboratory environment. Supervised practicum related to the role of the teacher of nursing in the clinical setting is required.

5252. Nurse Educator II (formerly NURS 5253) 2(2-0)

Prerequisites: NURS 5241, 5242, 5233.

Development of a personal philosophy of nursing education and an organizational framework upon which to build curriculum. Focus is on the application of major teaching-learning and nursing theories in the clinical laboratory environment. Supervised practicum related to the role of the teach of nursing in the clinical setting is required.

5283. Role of the Advanced Nurse Practitioner (formerly NURS 6073) 3(3-0)

Prerequisites: NURS 5103 and/or consent of the graduate coordinator.

Examination of the multiple roles of the nurse in advanced practice and integration of these roles into the practice settings. Explores the process of resource utilization in relationship to health care management, health promotion, and cost effectiveness.

5331. Clinical Focus for Nurse Educator Clinical (formerly NURS 5333) 1(0-4)

Prerequisites: ~~NURS 5103, 5111, 5112, 5043, 5133.~~ **Admission to MSN Nurse Educator Program**

Ensure advanced competence in a focused clinical nursing area (Medical-Surgical; Parent-Child; Pediatric; or Psychiatric Mental Health) as a foundation for the role of nurse educator. In-depth review of the current professional literature and direct patient care clinical experience. At the conclusion of the course, the graduate student is expected to take a national certification examination for the selected clinical specialty.

5332. Clinical Focus for Nurse Educator (formerly NURS 5333) 2(2-0)

Prerequisites: ~~NURS 5103, 5111, 5112, 5043, 5133.~~ **Admission to MSN Nurse Educator Program**

Ensure advanced competence in a focused clinical nursing area (Medical-Surgical; Parent-Child; Pediatric; or Psychiatric Mental Health) as a foundation for the role of nurse educator. In-depth review of the current professional literature and direct patient care clinical experience. At the conclusion of the course, the graduate student is expected to take a national certification examination for the selected clinical specialty.

5371. Family Nurse Practitioner III (formerly NURS 5375) 1(1-0)

Prerequisite: NURS 5183, 5193.

Building on NURS 5183 and 5193, provides students with the opportunity to synthesize knowledge and theories in the application of primary care health management across the lifespan. This course is the capstone practicum experience for the family nurse practitioner program.

5374. Family Nurse Practitioner III Clinical (formerly NURS 5375) 4(0-16)

Prerequisite: NURS 5183, 5193.

Building on NURS 5183 and 5193, provides students with the opportunity to synthesize knowledge and theories in the application of primary care health management across the

lifespan. This course is the capstone practicum experience for the family nurse practitioner program.

~~6221. Nursing Administration: Synthesis and Application Clinical (formerly NURS-6224) 1(0-4)~~

~~This course provides a foundation for nursing administration in today's integrated health care delivery system. Students will synthesize and apply theoretical and conceptual frameworks, governmental and accreditation regulations and health policies important to the practice of nurse executives. Particular attention will be paid to evidence based nursing administration.~~

~~6223. Nursing Administration: Synthesis and Application (formerly NURS 6224) 3(3-0)~~

~~This course provides a foundation for nursing administration in today's integrated health care delivery system. Students will synthesize and apply theoretical and conceptual frameworks, governmental and accreditation regulations and health policies important to the practice of nurse executives. Particular attention will be paid to evidence based nursing administration.~~

~~MINNIE RHEA WOOD DISTINGUISHED PROFESSORSHIP OF NURSING~~

~~Dr. Susan Sportsman, the Minnie Rhea Wood Distinguished Professor of Nursing, is the Dean of the College of Health Sciences and Human Services at MSU. She was previously the Associate Dean for Practice at Texas Tech University Health Sciences Center School of Nursing, a hospital administrator, and Assistant Professor at the University of Texas at Arlington. Dr. Sportsman has served in leadership roles in numerous professional organizations, such as the Texas Nurses Association, Texas Nurses Foundation, Nursing Education Policy Coalition and Texas Society of Allied Health Professionals. Her scholarship interests include the use of patient simulation in competency education and evaluation and conflict management in the health care arena.~~

~~WILSON PROFESSOR OF NURSING~~

~~Dr. Patti Hamilton, the Wilson Distinguished Professor of Nursing, is the Interim Dean of the College of Health Sciences and Human Services at MSU. She is author of the book, Health Care Consumerism. Dr. Hamilton has authored or co-authored more than forty publications including scientific articles, book chapters, and work books. She currently is the principal investigator for a research study funded by the Robert Wood Johnson Foundation. Her research interests include the work of nurses and patient care in off-peak hours and the effect of institutional structures on the decisions made by front-line workers in health care and education.~~

14. Dr. Owen made a motion to adopt the following graduate catalog and course changes under the College of Health Sciences and Human Services; *Dr. Polvado seconded and the motion was adopted (closed).*

Health Services Administration, effective Fall 2012

New Course:

HSAD 5163 Health Administration Problems (formerly Health Administration Problems Residency)

New description: This course is designed to provide students with opportunities to integrate content from the program and apply it to situations in health services organizations. The course may include a variety of learning experiences including observation of and participation in administrative practice in selected health service organization, applied research projects relevant to a community or organization, and analyses of case studies requiring the application and integration of program course content. Courses activities are determined with students at the start of the course.

Catalog Changes:

HEALTH SERVICES ADMINISTRATION

Kirk Harlow Nathan R. Moran

Chair, Health Services and Public Administration

and MHA & MPA Graduate Coordinator

Graduate Faculty: Behrens, Harlow, Moran, ~~Plubell, Polvado, Moran~~, Roberts, ~~Sportsman~~, Stiles

DEGREES/CERTIFICATES:

The Health Services Administration Graduate Program offers the following:

Master of Health Administration (MHA) with a major in Health Services Administration (45 semester hours)

Graduate Certificate in Health Services Administration (GCHSA – 18 semester hours)

In cooperation with other programs, the Health Services Administration program also offers the following:

MPA with a specialization in Health Services Administration (36 semester hours) – see page 133.

MPA with a Graduate Certificate in Health Services Administration (39 semester hours) – see page 133.

~~MSN with a major in Health Services Administration (40 semester hours) – see page 121.~~

An MHA degree is offered for those who want to continue to work full-time and complete a master's degree in two to three years. Full-time students who take advantage of this unique on-campus and off-campus MHA should be able to complete the degree in five semesters. Each course meets face-to-face twice a semester, along with intensive Internet-based discussions; meetings are scheduled on weekends whenever possible. ~~The Health Services Administration major in the MSN program provides a broad based curriculum for those nurses who are interested in adding an emphasis on health services administration.~~ The MPA program is for those who want careers in government or nonprofit operations with a health administration focus. The stand-alone GCHSA is primarily for those who are interested in health services administration, but are unsure as to which master's degree program to complete. The Health Services Administration program is a Graduate Associate member of the Association of University Programs in Health Administration (AUPHA).

VISION, MISSION, GOALS, AND OBJECTIVES

Vision: To be a high value provider of health services administration education at the regional, state, national, and international levels to all types of clinical and non-clinical

individuals.

Mission: The mission of the Master of Health Administration program is to effectively prepare students to operate in leadership roles in the complex and changing environment of health services administration. We strive to provide students with a cross-section of knowledge, skills, and abilities that prepare them to meet the health services administration needs of the larger community, as well as to assist them in accomplishing their career goals. Through ongoing faculty research and development, we aim to incorporate current theory and practice to provide an educational experience that effectively prepares students with diverse backgrounds and experiences to take on administrative roles within the health services delivery system.

Program Goal: Prepare students with the essential competencies to work in mid-level administrative positions at larger health services organizations or upper level positions in smaller health services organizations.

Program Objectives: Develop critical thinking and problem-solving skills to apply within a range of health services organizations; (2) Develop leadership and human resource management skills to respond effectively in diverse health services work settings; (3) Apply core tools in the financial management of health services to support organizational success; (4) Apply quantitative and qualitative analysis techniques to enable effective organizational decision-making and problem solving; (5) Understand and apply health care ethics to issues that arise in the changing health services environment; (6) Analyze and synthesize information for effective market-related and strategic decision making and planning; and (7) Be knowledgeable about the regulatory and legal environment in which health services operate.

GRADUATE ADMISSION REQUIREMENTS

Applicants must complete an application for admission to the Midwestern State University Graduate Programs. In addition to completing MSU admission application materials, **each applicant must also complete a separate application for admission to the Health Services Administration Program.** Application forms can be obtained from: <http://hs2.mwsu.edu/healthandpublic/>.

Entrance into the MHA program is competitive, but open to students with varied educational backgrounds. No specific baccalaureate degree is required. The applicant must have a bachelor's degree from a regionally accredited institution and meet the respective admission requirements for each degree program. All applicants are required to submit GRE scores as part of the application process, or scores from an equivalent exam approved by the program chair. Students who have obtained a graduate degree from a regionally accredited program – master's or doctoral – are exempt from standards above and are admitted with unconditional status.

Unconditional Admission Guidelines:

Unconditional admission may be granted to an applicant who meets the general admission requirements of Midwestern State University graduate admission, and has met the department's minimum competency requirements including consideration of the following:

1. A competitive score on the quantitative section of the GRE;

2. A competitive score on the analytical writing section of the GRE;
3. A competitive score on the reading section of the GRE;
4. Successful completion of College Algebra with a B or better within the last 3 years, or other documented evidence of analytical skills required for graduate level work approved by the Department Chair;
5. Successful completion of a College level course in Technical/Report Writing with a B or better within the last 3 years, or other documented evidence of graduate level writing skills approved by the Department Chair; and
6. A basic knowledge of Excel, Word, and PowerPoint to enable the student to adequately prepare assignments and effectively function within the Web-based instructional modes used in instruction.

Conditional Admission Guidelines:

Applicants who do not meet the requirements of unconditional admission may be admitted conditionally subject to specific requirements determined at that time. As a general rule,

1. Conditional admission shall continue through the first twelve hours of graduate study.
2. If the conditional admission requires leveling courses, they must be completed in the first semester of attendance with a grade of B or better, unless the department agrees otherwise.
3. Upon reaching twelve hours, the student's records will be reviewed to determine eligibility for full admission status.
4. The student must have a 3.2 grade point average in the first twelve hours and have no grade lower than a B in courses within the major.
5. Any student removed from the program for academic reasons or rejected for admission to the MHA program may apply for a waiver according to directions below.

Application for Re-Admittance

The department does recognize that in rare cases, situations may arise which result in course grades that may cause a student to be administratively dismissed from the program.

In those cases, a student may apply to the department's academic review committee for re-admission after he or she has been officially dismissed from the program. The student must submit a letter requesting readmission with supporting documentation of ability to perform satisfactory academic work. Approval of the request will be based upon the student's written essay in his or her original application, the trend of undergraduate and graduate grades, professional work experience, letter of request, GRE analytical score, and consideration of letters of recommendation. Approval of a re-admission request moves the student to conditional status with attendant requirements, which shall be evaluated based on a time schedule established by the department's academic review committee.

Requirements for Academic Good Standing

Any student who receives two grades of C or D, or a combination of C and D, or one F will be administratively removed from the program. MHA courses in which the student

earns a grade of C or lower, may be repeated one time for a higher grade, with the approval of the department's academic review committee. A 3.0 overall grade point average is required for graduation, and students must have a grade of B or better in all courses in the major.

STRUCTURE OF PROGRAMS:

Lockstep/Part-time programs: The MHA program is conducted as a 45-credit lockstep structure whereby students take courses in a specific sequence. Although students are encouraged to start in the fall semester, exceptions are made for those who want to start in the spring semester. MHA part-time slots also are available but students must work with an advisor to ensure courses are completed in an appropriate sequence.

Core Courses: All Health Services Administration students must complete the courses specified below.

Students from other Master's Programs with Health Services Administration Major or Specialization should see respective catalog area.

DEGREE REQUIREMENTS

MHA - 45 semester credit hours are required. Students should contact their advisor to ensure courses are taken in the proper sequence. The typical semester in which courses are offered is presented below.

Fall

HSAD 5103* Health Services Administration 3 hrs.
 HSAD 5113 Health Care Financial Management I 3 hrs.
 HSAD 5123 Health Care Personnel 3 hrs.
 HSAD 5203 Health Care Marketing and Microeconomics 3 hrs.
 HSAD 5223 Health Informatics 3 hrs.
 HSAD 6063** Graduate Seminar in Advanced Research 3 hrs.

Spring

HSAD 5103* Health Services Administration 3 hrs.
 HSAD 5133 Health Systems Analysis 3 hrs.
 HSAD 5153 Managed Care 3 hrs.
 HSAD 5163 Health Administration Problems (Residency) 3 hrs.
 HSAD 5213 Capstone: Health Services Strategic Management 3 hrs.
 HSAD 5253 Health Services Research 3 hrs.
 HSAD 5293 Managerial Epidemiology and Biostatistics 3 hrs.
 HSAD 6063** Graduate Seminar in Advanced Research 3 hrs.

Summer

HSAD 5143 Health Care Law and Bioethics 3 hrs.
 HSAD 5233 Health Policy and Macroeconomics 3 hrs.
 HSAD 5273 Health Care Ethics 3 hrs.

*Taken only once.

**Taken only one time after completing at least 18 semester credit hours and HSAD 5253.

Students who have earned a bachelor's degree, but who are not enrolled in the MHA

program may elect to complete the Graduate Certificate in Health Services Administration offered by the department. The course requirements for this certificate are listed below.

Graduate Certificate in Health Services Administration - 18 semester hours:

(MPA students see page 133)

HSAD 5103 Health Services Administration 3 hrs.

HSAD 5113 Health Care Financial Management I 3 hrs.

HSAD 5123 Health Care Personnel 3 hrs.

HSAD 5133 Health Systems Analysis 3 hrs.

HSAD 5143 Health Care Law and Bioethics 3 hrs.

HSAD 5153 Managed Care 3 hrs.

Note: this section revised prior to final vote of Academic Council due to format.

GRADUATION REQUIREMENTS

To graduate, all students must successfully complete all course work including completion of HSAD 5163 in a manner consistent with the guidelines for that course (Contact the Department Chair for more information). In addition, all MHA students ~~must complete (and successfully pass) a written comprehensive exam at least one week prior to the last day of class in the semester in which they intend to graduate in order to graduate. A student who fails the comprehensive examination may be allowed one retake of the exam. S/he will be notified by the Program Coordinator and/or his/her advisor if a retake is permitted. This retake cannot be completed until the next semester and will consist of a new exam. If a student fails the retake of the examination, his/her degree candidacy will be terminated. Completion of the oral exam requires two steps. First the student must submit written responses to a set of questions provided by the Department at least five weeks prior to the last day of class. The Chair will review the written submission, and if acceptable, will work with the student to schedule the oral exam. Should the written responses not be acceptable, the Chair will require the student to rewrite the responses prior to scheduling the exam.~~ **must pass a final comprehensive examination prior to receiving the graduate degree. This examination is to be taken in the semester in which the student intends to complete the requirements for the degree. If unsuccessful in the examination, the student may be re-examined only once during the same semester. If the student fails this second examination, he/she must wait to be re-examined until the semester following the initial examination, except with the permission of the Department Chair. Before the petition for re-examination is granted, evidence of additional preparation must be presented. A student who fails the exam three times will be dismissed from the program.**

Note: These requirements are specific to MHA students. Students who are in other program areas and taking MHA courses should refer to the program requirements for the program for which they have been admitted.

ADMISSION TO CANDIDACY

Admission to Candidacy occurs when the student completes all course requirements.

COURSES IN HEALTH SERVICES ADMINISTRATION (HSAD)

5003. Independent Graduate Study in Health Administration 3(3-0)

Independent study and supervised readings of topics relevant to health services administration.

5006. Public Health – Determinants of Health Disparities – A Comparative International Perspective 6(6-0)

Course will investigate (1) the delivery of health care needs/services of selected populations in the U.S. and Great Britain; (2) description of health disparities and measurement issues; (3) determinants of health disparities: politics and health insurance coverage, economics, social and physical environmental factors, behavioral and emotional variables; (4) impact of aging of the populations, increased racial and ethnic diversity and technological developments; (5) intervention strategies and evaluation results. Each student will be expected to complete a substantial, original research paper or project to satisfy the six hour requirement. This course will only be taught as part of the British Studies program in London, England.

5103. Health Service Administration 3(3-0)

Examines the structure and functions of the American health care industry, the concepts and processes of health and illness, the institutional and individual providers of health services, and related concepts.

5113. Health Care Financial Management I 3(3-0)

A theoretical and practical study of organizations and functions of health care finance and financial management. Emphases are on institutional fiscal policies, accounting concepts, methods of strategically positioning health organizations, internal/external control and ethical considerations.

5123. Health Care Personnel 3(3-0)

Examination of the health care personnel/human resources and assessment of the alternative approaches for improving the productivity of medical and allied health care providers. Emphasis is on health care provider productivity analysis and projection of human resource evaluation.

5133. Health Systems Analysis 3(3-0)

Introduction to principles and methods employed in health evaluation within health organizations. Focus will be on conceptualization, design, and operational procedures used in health program evaluation.

5143. Health Care Law and Bioethics 3(3-0)

Examines the basic principles and practices of law affecting health facilities, medical practice, and patient care and treatment, medical services and other health related functions relating to health employment law. Ethical issues relating to health care such as genetics, euthanasia and privacy will be examined.

5153. Managed Care 3(3-0)

A pragmatic examination of the theories for and uses of managed health in a complex society. Managed Medicaid and Medicare are discussed as well as a special emphasis on financial contract negotiations.

5163. Health Administration Problems (Residency) 3(3-0)

Prerequisite: Admission by the professor.

A hands-on worksite oriented assessment of an operating health organization. A portfolio and oral examination is required for MHA students only. For those taking it as an

elective, 90 clock hours must be documented at an operating health organization unless waived by the professor. MHA students must document 160 hours of contact time with their respective preceptor. May be repeated.

5203. Health Care Marketing and Microeconomics 3(3-0)

A foundational approach to the theories, concepts, and techniques of marketing and microeconomics as applied to the health care services market. Emphasis is placed on the role of marketing and health facility/organization outcomes with patient needs.

5213. Capstone: Health Services Strategic Management 3(3-0)

Prerequisite: 18 semester hours including HSAD 5103.

Integrated course that focuses on the formulation, implementation, and evaluation of strategy in health care organizations. Emphasizes concepts dealing with industry structure, the strategic management process, and achieving/implementing planned programs to sustain competitive advantage.

5223. Health Informatics 3(3-0)

Examines the software and hardware components required for effective health care operations. Both regulatory and procedural aspects of daily health operations are explored for those who use p.c.-based and mainframe computer systems.

5233. Health Policy and Macroeconomics 3(3-0)

Focuses on the current policy and future political ideology as they both impact care in health organizations. As economic drivers underlay many of the policy decisions in the U.S. today, both sociologic and economic frameworks will be used to present issues and discuss policy outcomes.

5243. Long Term Care Administration 3(3-0)

Focuses on unique knowledge and skills considered essential for effective long term care administration. Emphasis is on the long-term care administrator as a person who ensures normalized living within a health care environment.

5253. Health Services Research 3(3-0)

Prerequisite: HSAD 5103 or concurrent enrollment.

A seminar on the current knowledge and research issues within specialized areas of health. An emphasis on the organizing, planning, and implementing of research results is used. Basic statistical techniques will also be reviewed.

5273. Health Care Ethics 3(3-0)

Examines the ethical issues when providing healthcare in a complex culture. Morals and ethics are assessed with a framework of six domains: decision-making, professionalism, clinical, business, organizational, and social.

5283. Health Care Financial Management II

Prerequisite: HSAD 5113 or approval of the instructor.

An advanced healthcare financial management course building on the skills learned in HSAD 5113.

5293. Managerial Epidemiology and Biostatistics 3(3-0)

The course will focus on the principles and practices of monitoring disease status and control as they relate to healthcare management. It will emphasize the use of epidemiological methods and biostatistical procedures as a basis for sound management decision making. Core aspects of management will be emphasized in relationship to the critical evaluation of communities' and/or populations' health.

6003. Special Graduate Topics in Health Administration 3(3-0)

Topics vary. May be repeated with different content.

6063. Graduate Seminar in Advanced Research 3(3-0)

Prerequisite: Must have completed at least 18 semester credit hours of core courses and completed HSAD 5253, or have permission of the instructor.

The course focuses on defining a clear research question, effective literature reviews, and critically reviewing published research.

15. Dr. Owen made a motion to adopt the following graduate catalog and course changes under the College of Health Sciences and Human Services; *Dr. Polvado seconded and the motion was adopted (closed).*

Public Administration Graduate Catalog Changes, effective Fall 2012

PUBLIC ADMINISTRATION

~~Kirk Harlow~~ Nathan R. Moran

Chair, Health Services and Public Administration

MPA Graduate Coordinator

Graduate Faculty: Behrens, Fidelie, Harlow, Moran, Roberts

Emeritus Faculty: Mertens

MASTER OF PUBLIC ADMINISTRATION

The Master of Public Administration degree is a thirty-six or thirty-nine hour program, that offers students both thesis and non-thesis options. The program emphasizes the technical, managerial and theoretical skills necessary for a career in government, military, and non-profit organizations. The program is **taught via the Internet. ~~provided entirely online, and all classes are taught via the Internet using utilizing the WebCT platform.~~** The MPA program is a member of the National Association of Schools of Public Affairs and Administration (NASPAA). The department e-mail address is MPA@mwsu.edu.

Mission Statement

The mission of the Master of Public Administration program is:

1. to train students through theory and practice to become effective public managers, possessing both general understanding and technical expertise in the unique aspects of public administration;
2. to serve North and Central Texas by developing affiliations and support relationships with professional public administrators and community advisory groups;
3. to introduce students to the profession and ideals of public administration, to help students understand the importance of honor, integrity, and ethical behavior in their personal and professional lives, and to assist students in developing a commitment to build ethical public organizations;
4. to support the university's liberal arts mission, the program is committed to providing quality instruction, and innovative research, so as to create a learning environment that broadens the students' understanding of their place in the global community; and
5. to cultivate in students an appreciation for the democratic process, an awareness that they are accountable to the public, a spirit of respect for all peoples, and an understanding that a public office is a public trust.

Program Objectives: (1) Develop critical thinking and problem-solving skills to apply within in a range of public-sector and nonprofit organizations; (2) evaluate and apply organizational and management theory, process, structure and systems to the administration of public and nonprofit organizations; (3) evaluate and apply tools of budgeting, management control, and finance in support of the effective operation of public and nonprofit organizations; (4) select quantitative and qualitative methods and assess effectiveness and efficiency of public programs and policies; (5) assess and act upon issues of ethical behavior in the management of public entities; (6) articulate and manage vision, strategic planning, problem solving, quality management, and organization development in public and nonprofit organizations; (7) respond to issues raised by legal, environment, and stakeholder factors in a manner consistent with public and nonprofit organizational missions, goals, and strategies; and (8) formulate and implement government and/or organization policies in support of public interest.

GRADUATE ADMISSION REQUIREMENTS

Applicants must complete an application for admission to the Midwestern State University Graduate Programs. The graduate application is available on the web site at <http://www.mwsu.edu>. In addition to completing MSU admission application materials, **each applicant must also complete a separate application for admission to the Public Administration Program.** Application forms can be obtained from: <http://hs2.mwsu.edu/healthandpublic/>.

Entrance into the MPA program is competitive, but open to students with varied educational backgrounds. No specific baccalaureate degree is required. The applicant must have a bachelor's degree from a regionally accredited institution and meet the respective admission requirements for each degree program. All applicants are required to submit GRE scores as part of the application process, or scores from an equivalent exam approved by the program chair. Students who have obtained a graduate degree from a regionally accredited program – master's or doctoral – are exempt from standards above and are admitted with unconditional status.

Due to the department's strong reliance on the internet as a mode of course delivery, the department requires that all students accepted into the Public Administration program have unrestricted access to a computer, the appropriate computer programs (at a minimum Word, Excel, and PowerPoint) and internet access. It is strongly recommended that whenever possible students make use of a high-speed internet connection.

Unconditional Admission Guidelines:

Unconditional admission may be granted to an applicant who meets the general admission requirements of Midwestern State University graduate admission, and has met the department's minimum competency requirements including consideration of the following:

1. A competitive score on the quantitative section of the GRE;
2. A competitive score on the analytical writing section of the GRE;
3. A competitive score on the reading section of the GRE;
4. Successful completion of College Algebra with a B or better within the last 3 years, or other documented evidence of analytical skills required for graduate

level work approved by the Department Chair;

5. Successful completion of a College level course in Technical/Report Writing with a B or better within the last 3 years, or other documented evidence of graduate level writing skills approved by the Department Chair; and

6. A basic knowledge of Excel, Word, and PowerPoint to enable the student to adequately prepare assignments and effectively function within the Web-based instructional modes used in instruction.

Conditional Admission Guidelines:

Applicants who do not meet the requirements of unconditional admission may be admitted conditionally subject to specific requirements determined at that time. As a general rule,

1. Conditional admission shall continue through the first twelve hours of graduate study.
2. If the conditional admission requires leveling courses, they must be completed in the first semester of attendance with a grade of B or better, unless the department agrees otherwise.
3. Upon reaching twelve hours, the student's records will be reviewed to determine eligibility for full admission status.
4. The student must have a 3.2 grade point average in the first twelve hours and have no grade lower than a B in courses within the major.
5. Any student removed from the program for academic reasons or rejected for admission to the MPA program may apply for a waiver according to directions below.

Application for Re-Admittance

The department does recognize that in rare cases, situations may arise which result in course grades that may cause a student to be administratively dismissed from the program. In those cases, a student may apply to the department's academic review committee for re-admission after he or she has been officially dismissed from the program. The student must submit a letter requesting re-admission with supporting documentation of ability to perform satisfactory academic work. Approval of the request will be based upon the student's written essay in his or her original application, the trend of undergraduate and graduate grades, professional work experience, letter of request, GRE analytical score, and consideration of letters of recommendation. Approval of a re-admission request moves the student to conditional status with attendant requirements, which shall be evaluated based on a time schedule established by the department's academic review committee.

Requirements for Academic Good Standing

Any student who receives two grades of C or D, or a combination of C and D, or receives one grade of F will be administratively removed from the program. MPA courses in which the student earns a grade of C or lower, may be repeated one time for a higher grade, with the approval of the department's academic review committee. A 3.0 overall grade point average is required for graduation, and students must have a grade of B or better in all courses in the major.

Core Curriculum

PUAD 5023 Quantitative Methods in Public Administration

PUAD 5133 Public Administration

PUAD 5923 Organizational Theory and Behavior

PUAD 5933 Human Resource Management in Government

PUAD 5943 Public Budgeting and Fiscal Administration

PUAD 5963 Capstone: Case Studies in Decision-Making

PUAD 6053 Graduate Seminar in Public Policy Analysis

Each student shall complete the seven courses of the core curriculum, unless an equivalent course has been taken at the graduate level within the last 3 years. In such cases, a course substitution may be allowed subject to the approval of the department's academic review committee. Each core course is taught once a year; electives are taught in alternating years.

MPA Thesis Degree

Core curriculum – 21 hours

Thesis Core – 6 hours

Electives – 9 hours

MPA Non-Thesis Degree:**General MPA Degree**

Core curriculum – 21 hours

Electives – 15 hours*

*PUAD 6063 is required for this specialization.

****Graduate Certificate in Administration of Justice (39 semester hours) or Administration of Justice Specialization (36 semester hours)**

Core curriculum – 21 hours

Electives – 15 hours

PUAD 5363 Administration of Justice

PUAD 5373 Management in Criminal Justice Agencies

PUAD 5383 Justice and Society

PUAD 5253 Comparative Administration of Justice

PUAD 6033 Special Graduate Topics in Administration of Justice

(specialization track, students take either 5253 or 6033)

PUAD 6063 Seminar in Advanced Research*

*PUAD 6063 is required for this specialization.

**A graduate certificate in Administration of Justice (without the MPA degree) can be earned by taking the courses listed above (18 semester hours).

****Graduate Certificate in Health Services Administration (42 semester hours) or Health Services Administration Specialization*(36 semester hours)**

Core curriculum – 21 hours

Electives – 15 hours

HSAD 5103 Health Services Administration

HSAD 5133 Health Systems Analysis

HSAD 5143 Health Care Law and Bioethics
 HSAD 5153 Managed Care
 HSAD 5213 Capstone: Health Services Strategic Management
 HSAD 5293 Managerial Epidemiology and Biostatistics
 HSAD 6063 Graduate Seminar in Advanced Research*

*HSAD 6063 is required for this specialization.

**For the graduate certificate, students are required to take 18 semester credit hours from the HSAD courses listed.

Requirements for a Graduate Minor in Public Administration

A minor requires eighteen hours in Public Administration.

Comprehensive Examination

All MPA students must complete ~~an oral~~ a written comprehensive exam at least one week prior to the last day of class in the semester in which they intend to graduate in order to graduate.

A student who fails the comprehensive examination may be allowed one retake of the exam. S/he will be notified by the Program Coordinator and/or his/her advisor if a retake is permitted. This retake cannot be completed until the next semester and will consist of a new exam. If a student fails the retake of the examination, his/her degree candidacy will be terminated.

~~Completion of the oral exam requires two steps. First the student must submit written responses to a set of questions provided by the Department at least five weeks prior to the last day of class. The Chair will review the written submission, and if acceptable, will work with the student to schedule the oral exam. Should the written responses not be acceptable, the Chair will require the student to rewrite the responses prior to scheduling the exam.~~

Note: These requirements are specific to MPA students. Students who are in other program areas and taking MPA courses should refer to the program requirements for the program for which they have been admitted.

Thesis

All thesis students must follow the requirements for a thesis as described in this catalog and those found in the MPA Graduate Handbook.

Additional Electives

Some graduate courses from other academic programs may be applied to the MPA degree with the approval of the graduate coordinator. Under limited circumstances a maximum of six hours of 4000 level courses may be taken for graduate credit with the approval of the graduate coordinator.

Admission to Candidacy

Admission to Candidacy occurs when the student completes all course requirements.

COURSES IN PUBLIC ADMINISTRATION (PUAD)

5001, 5002, 5003. Directed Research in Public Administration 1-3 semester hours

Prerequisites: In most cases, 18 hours of Public Administration and permission of the faculty director.

The student is advised by a faculty member, who assists in selecting a topic to research in public administration and directs an independent research project.

5023. Quantitative Methods in Public Administration 3(3-0)

Study of the theory and methodology of empirical research as applied in public administration from the standpoint of both the practitioner and the consumer.

Methodologies include experiments, field research, field experiments, focus groups, content analysis, policy evaluation research, and survey methods. Quantitative methods relating to research design, probability, and inferential statistics are applied to classroom projects in public administration.

5033. Advanced Quantitative Methods in Public Administration 3(3-0)

Prerequisite: PUAD 5023.

Theory building and testing, advanced statistical modeling, and multivariate analysis, with emphasis on applications for public administration.

5133. Public Administration 3(3-0)

Examination of the basic principles involved in the administration and execution of public policy. Includes such topics as organizational theory, personnel management, budgetary procedures, and the politics of administration.

5143. Ethics in the Public Sector 3(3-0)

Introduction to ethical theories and their application in the public sector. Individual as well as organizational responsibility emphasized through case studies.

5163. Intergovernmental Administrative Problems 3(3-0)

Examines the constitutional basis of federalism and the evolution of fiscal, legal and administrative relationships among federal, state and local governments.

5253. Comparative Administration of Justice 3(3-0)

Compares and contrasts criminal justice agencies within and outside the United States.

The course notes similarities and differences in administrations, organizations, principal functions, and objectives. Considers the nature of governmental control and oversight and the relationship between agencies and the public.

5263. Legal Issues of State and Local Government 3(3-0)

Substantive law applied to all aspects of governmental and administrative operations in state and local government. Topics include state/local relations, governmental structures, liabilities of public officials, and financial and regulatory activities.

5363. Administration of Justice 3(3-0)

Case study approach of an individual defendant from the time the crime is committed through the defendant's parole. Includes an analysis of principal and supportive agencies.

The course will examine the legal procedures and rules in the criminal justice process effecting the defendant and public. The course encompasses an in-depth view of the adversary procedures, which form the basis of the criminal justice system.

5373. Management in Criminal Justice Agencies 3(3-0)

The course is designed to examine areas of management in criminal justice agencies. Particular attention is paid to issues of planning, budgeting, and human resources.

Emphasis will be placed on the development of critical management skills required in modern criminal justice organizations.

5383. Justice and Society 3(3-0)

Comprehensive analysis of the dynamics between the agencies in the administration of justice and the public clients they serve. Emphasis is placed on trust, understanding, integrity, and dialogue.

5723. Non-Profit Management 3(3-0)

Unique aspects of managing non-profit organizations emphasized, including boardstaff relations, fund-raising, grantsmanship, and managing volunteers.

5733. Leadership and Teamwork 3(3-0)

Introduction to the challenges of leadership and the inherent tendencies for individuals and departments to sub-optimize. Ways to improve motivation, communication, coordination, and cooperation will be studied.

5803. State and Local Government Management 3(3-0)

Organization and management of American state and local government. Executive leadership, governance structures, and service implementation are emphasized. Relations between state and local governments examined.

5813. Public Works Administration 3(3-0)

Introduction to management of public works, including municipal water and sewer systems, road-building and maintenance, parks and recreation programs, construction management, and contract administration.

5823. Economic Development 3(3-0)

Role of both private and public sectors in economic development; understanding strategic tools, including quantitative analysis methods and effective economic development programs for local governments.

5833. Community Development 3(3-0)

Theories, policies and methods for managing community growth, including land use, housing, transportation, and capital improvements planning.

5923. Organizational Theory and Behavior 3(3-0)

Analyzes the structure and character of public institutions and examines individual, group, and interpersonal behavior in organizations. Topics include information technology, conflict, designing effective organizations, leadership, and decision-making.

5933. Human Resource Management in Government 3(3-0)

Principles and problems of recruitment for government service, philosophies of pay and promotion, employee motivation, and discipline. Discussion of formulating and administering public personnel policies, concepts, and principles.

5943. Public Budgeting and Fiscal Administration 3(3-0)

Study of the process of developing a public budget both as an accounting device and for public policy planning. Particular attention given to the political aspects of budgeting and budgetary innovation. Consideration will be given to the formulation of national, state, and local budgets and their interrelationships.

5953. Public Law Administration 3(3-0)

An examination of the positive foundation on which agencies are grounded and from which basic authorities of public officers, both elected and appointed, are derived. The positive nexus of law and administration is emphasized.

5963. Capstone: Case Studies in Decision-Making 3(3-0)

Prerequisites: 18 hours of Public Administration.

Theories and principles of decision making in public administration. Students will

apply textbook knowledge to actual cases in public administration through written and oral analysis. Open only to MPA majors.

6003. Special Graduate Topics in Public Administration 3(3-0)

Prerequisites: 15 hours of Public Administration or consent of instructor.

Topics vary. May be repeated with different content.

6033. Special Graduate Topics in Administration of Justice 3(3-0)

Prerequisites: 15 hours of Public Administration or consent of instructor.

Topics vary. May be repeated with different content.

6053. Graduate Seminar in Public Policy Analysis 3(3-0)

Prerequisites: 15 hours of Public Administration including PUAD 5023, or its equivalent, or consent of instructor.

The purpose of this course is to develop capacities to both conduct and utilize analyses of public policies as part of the decision making process. Both quantitative and non-quantitative skills are emphasized.

6063. Graduate Seminar in Advanced Research 3(3-0)

Prerequisite: Must have completed at least 15 semester credit hours of core courses and completed PUAD 5023, or have permission of the instructor.

The course focuses on defining a clear research question, effective literature reviews, and critically reviewing published research.

6093. Graduate Internship 3 semester hours

Prerequisites: 9 hours of Public Administration and consent of faculty advisor.

Application of textbook knowledge to real-world work experience in a public agency. Internships are arranged only for students without significant professional-level work experience.

Open only to MPA majors.

6983, 6993. Thesis 6 semester hours

Prerequisites: Completion of 27 hours of graduate course work in Public Administration and/or a related subject areas as approved by the student's advisor and consent of the graduate coordinator.

15. Dr. Owen made a motion to adopt the following graduate catalog and course changes under the West College of Education; *Dr. Capps seconded and the motion was adopted (closed).*

West College of Education, effective Fall 2012

SPECIAL EDUCATION

Course Changes:

COUN 5363 Multicultural Counseling

- Delete all prerequisites

Catalog Changes:

SPECIAL EDUCATION
Program Coordinator, Edward Schultz

Mission Statement: The mission of the Master of Education degree with a major in

Special Education is to prepare candidates to lead their schools and communities in providing services to students with disabilities.

The Master of Education in Special Education for teachers who have Texas certification in special education is designed to prepare them as Educational Diagnosticians who can use their leadership in providing services to students with disabilities in their schools and communities. Completion of the degree requirements allows students to apply for professional certification upon satisfactory completion of the state mandated TExES requirement as an Educational Diagnostician.

The Master of Education in Special Education for graduates who are not already certified to teach special education will prepare them with the knowledge and skills required to provide leadership on their campuses and in their communities in providing services for students who have disabilities. The degree will then help them develop knowledge and skills in a specialized area; this specialization may lead to the Educational Diagnostician certification. Other specializations may be selected through consultation with the Graduate Coordinator.

The Master of Education in Special Education with an emphasis in dyslexia is designed for teachers interested in working with children or adults who have dyslexia or related disorders. Completion of this degree qualifies the student to apply for professional certification upon completion of a comprehensive examination by the Academic Language Therapists Association (ALTA). Upon passing the exam, graduates will also receive the title of Licensed Dyslexia Therapist (LDT).

Application for professional certification as an Educational Diagnostician requires three years of classroom teaching in an accredited school. Applicants for the Master of Education degree in special education and Texas Educational Diagnostician's Certificate must present the following minimum criteria for acceptance into the graduate program:

1. Bachelor's degree and standard Texas Teacher Certificate or equivalent;
2. A grade point average of 3.0 in previous education courses; and
3. Additionally, a committee may screen applicants based on selected criteria.

For students with an undergraduate major in special education, the program consists of 36 semester hours. ~~Each candidate is required to complete a satisfactory research paper and oral comprehensive examination related directly to some phase of the graduate program.~~

COUN 6013 Human Relations

EDUC 5053 Introduction to Educational Research

EDUC 6753 Applied Research

~~SPED 6043 Educational Research Applications~~

SPED 6613 Individualized Diagnostic Assessment I

SPED 6623 Individualized Diagnostic Assessment II

SPED 6633 Vocational, Motor Skills, and Assistive Technology Assessment

SPED 6913 Special Education Law
 SPED 6943 Practicum in Special Education
 SPED 6953 Special Graduate Topics in Special Education
 SPED 6963 Foundations of Special Education Leadership

Plus: Six (6) hours of electives as approved by the program coordinator.

For students who do not have an undergraduate major in special education, the current program consists of 36 semester hours plus 9 hours of required leveling courses. ~~Each candidate is required to complete a satisfactory research paper and oral comprehensive examination related directly to some phase of the graduate program.~~

Leveling Courses:

SPED 3313 Cognitive Disorders
 SPED 3613 Exceptional Individuals
 SPED 4123 Assessment

Required Graduate Courses:

COUN 6013 Human Relations
 EDUC 5053 Introduction to Educational Research
EDUC 6753 Applied Research
~~SPED 6043 Educational Research Applications~~
 SPED 5613 Foundations of Special Education
 SPED 5813 Tier III Reading Strategies
 SPED 6013 Teaching Strategies for Affective Disorders
 SPED 6033 Early Childhood Special Education
 SPED 6613 Individualized Diagnostic Assessment I
 SPED 6633 Vocational, Motor Skills, and Assistive Technology Assessment
 SPED 6913 Special Education Law
 SPED 6953 Special Graduate Topics in Special Education

Three (3) hours of approved electives (NOTE: Educational Diagnostician Certification requires SPED 6623 – Individual Diagnostic Assessment II, which may be taken as the elective.)

The Master of Education degree in Special Education with an emphasis in dyslexia provides the opportunity for the student to become a specialist in the field of dyslexia and related learning differences. The program requires two years of graduate study, extensive practice teaching hours, and clinical teaching hours.

Professional certification as a LDT requires the following:

A bachelor's degree from an accredited institution

1. Completion of comprehensive therapist training under the supervision of a Qualified Instructor that includes a minimum of 200 instructional hours, a minimum of 700 clinical/teaching hours, a minimum of 10 demonstrations,

- clinical/teaching documentation, and proof of the therapist's progress and competency.
2. Acceptable performance on a comprehensive examination administered by ALTA.
 3. Completion of 3 CEUs (30 contact hours) every three years.

Requirements for completion of degree:

COUN 6013 Human Relations

EDUC 5053 Introduction to Educational Research

EDUC 6753 Applied Research

~~SPED 6043 Educational Research Applications~~

SPED 5103 Survey of Dyslexia and Related Learning Disabilities

SPED 5113 Promoting Early Language Development of the Dyslexic Student/Practicum Experience

SPED 5123 Reading Fluency Instruction and Assessment for the Dyslexic Student/Practicum Experience

SPED 5133 Morphological and Syntactical Awareness for the Dyslexic Student/Practicum Experience

SPED 5143 Cognitive and Linguistic Structure of Written Language for the Dyslexic student/Practicum Experience

SPED 6913 Special Education Law

SPED 6943 Practicum in Special Education

Six hours chosen from the following:

SPED 5013 Exceptional Individuals

SPED 5613 Foundations of Special Education

SPED 6013 Teaching Strategies for Affective Disorders

SPED 6033 Early Childhood Special Education

~~SPED 6613 Individualized Diagnostic Assessment I~~

~~SPED 6623 Individualized Diagnostic Assessment II~~

~~SPED 6633 Vocational, Motor Skills, and Assistive Technology Assessment~~

SPED 6963 Foundations of Special Education Leadership

Educational Diagnostician Certification is available with this degree option for students holding an undergraduate degree in Special Education. Leveling classes will be required for students who do not **have** an undergraduate special education degree to include diagnostician certification. Requires SPED 6613 Individualized Diagnostic Assessment I, SPED 6623-Individual diagnostic Assessment II, and SPED 6633 Vocational, Motor Skills, and Assistive Technology Assessment.

Course content and techniques are based on Take Flight: A Comprehensive Intervention for Students with Dyslexia, a curriculum written by the staff of the Luke Waites Center for Dyslexia and Learning Disorders of Texas Scottish Rite Hospital for Children (TSRHC). Take Flight builds on the success of the three previous dyslexia intervention programs developed by the staff of TSRHC: Alphabetic Phonics, the Dyslexia Training Program and TSRH Literacy Program

16. Dr. Owen made a motion to adopt the following graduate catalog and course changes; *Dr. Fischli seconded and the motion was adopted (closed).*

General Graduate Catalog Changes, effective Fall 2012 (currently on pages 25-28)

APPLICABILITY OF CATALOG REGULATIONS

The student is bound only by the requirements of the catalog in force at the time the degree plan is given final approval. The student may choose to fulfill the requirements of a subsequent catalog. In either case, all courses taken for graduate credit and to be counted toward the degree must have been completed within the time limit stated for the degree.

Midwestern State University reserves the right to make changes in course offerings, academic policies, academic calendar, tuition, fees, other charges, rules, and regulations as required by the Graduate Council, the Academic Council, Board of Regents, Texas Higher Education Coordinating Board, state and national testing agencies, and Texas Legislature. The provisions of this catalog are not to be regarded as a contract between the University and its students or applicants. The MSU catalog is also available on the MSU website. The web version will contain policy updates as they are approved and effective. The updated web version will take precedence over the printed catalog.

A separate publication, The Student Handbook, is issued once each year. The rules and regulations stated in the handbook are applicable to all students.

TIME LIMIT FOR COMPLETION OF A GRADUATE PROGRAM

All requirements for a master's degree must be completed within a period of six years from the time of first enrollment in a graduate course. For example, students enrolling for their first graduate course in Fall 2010 must complete the degree by August 2016. Students enrolling for their first graduate course in Spring 2011 must complete the degree by December 2016. A proportionately longer period of time is granted for programs requiring more than thirty-six graduate hours. Courses completed more than six years prior to graduation date may be repeated or replaced unless the student evidences competency as determined by the graduate coordinator. Students affected by this policy should contact the coordinator of their respective program to initiate an extension to the time limit.

RESPONSIBILITY OF THE STUDENT

The graduate student accepts full responsibility for knowing and fulfilling all of the general and specific regulations and requirements for admission to graduate standing and for completing the chosen program of study. For that reason, it is imperative that the

incoming student be familiar with all of the graduate regulations contained in this catalog and complete them on schedule and in the manner required.

RESIDENCE REQUIREMENT

All candidates for the master's degree may transfer in no more than 6 hours from another university. For example, a student in a program requiring 33 hours must successfully complete 27 hours of graduate course work at MSU.

TRANSFER OF CREDIT

There is no automatic transfer of credit earned at another institution; but in general, a maximum of six semester hours of approved graduate work completed at another regionally accredited graduate school may be accepted for credit.

Exceptions may be made with the approval of the graduate coordinator, dean of the college, and graduate dean. Only courses with a grade of B or better will be considered for transfer. In such cases, however, credits accepted in transfer shall not exceed twelve hours. The graduate student must also secure the approval of the appropriate graduate coordinator at Midwestern State University prior to registration for any course(s) taken at another institution.

Correspondence courses and military educational experience (ACE credit) are not accepted for graduate credit.

SECOND MASTER'S DEGREE AT MIDWESTERN STATE UNIVERSITY

A graduate student who has previously completed a master's degree **at Midwestern State University** may apply not more than six semester hours of applicable credit toward a second master's degree provided that it meets the time limit for a graduate program. The graduate credit applied to the second master's degree must be approved by the appropriate graduate coordinator. This does not apply to the second MSU master's degree from the MBA, MPA or MSN to the MHA that in turn shall be at least 30 additional semester hours.

COURSE LOAD

1. Full-time Graduate Student: Sixteen semester hours is the maximum course load for a graduate student in a fall or spring semester; six semester hours of course work is the maximum course load for a summer term.

| | |
|--------------|------------|
| Fall, Spring | |
| 9 hours | full-time* |
| 6 hours | 3/4 time |
| 3 hours | 1/2 time |

*9 hours or 6 hours plus graduate assistant or
graduate teaching assistantship status = full-time
6 hours for Family Nurse Practitioner major = full-time

Summer Sessions

| | |
|---------|-----------|
| 6 hours | full-time |
| 3 hours | 1/2 time |

Financial Aid award status rules may differ, please see page 41.

2. Teaching Assistants, ~~Administrative~~ **Instructional** Assistants, and Research Assistants are limited to a maximum enrollment of nine semester hours per semester.
3. Fully-employed Graduate Student: Three semester hours of course work per semester are the recommended course load for a fully-employed student.

COURSE NUMBERS

Graduate courses are designated by 5000 and 6000 level numbers. Some 3000 and 4000 level courses can be taken for graduate credit with college approval.

The last digit of a course number indicates the semester hour value of the course.

A number in parenthesis immediately following a course title indicates a former catalog number for the same course.

The three numbers in the right margin of each course title indicate (1) the credit value of the course in semester hours, (2) the number of lecture hours each week, and (3) the number of laboratory hours each week. For example, 4(3-2) indicates a four-semester hour course which meets for three hours lecture and two hours laboratory each week for one semester.

COURSE CHANGES, DROPS AND WITHDRAWALS

Change of Schedule. A student's schedule may be changed on the days designated (see Academic Calendar), subject to the approval of the student's advisor.

The procedure is as follows:

1. The student obtains a drop/add request form from the major college to add a course, drop a course, or to add and drop.
2. After the appropriate signatures have been obtained, the student may use the web to make a change. Please refer to the class schedule for available dates. After classes begin, if the web system is not available, the form must be taken to the Office of the Registrar for processing.

Dropping a Course. After late registration, drop forms may be obtained in the Office of the Registrar. After obtaining the signatures of the course instructor, advisor, and Financial Aid Office, the completed form is submitted to the Office of the Registrar. Additionally, athletes must obtain the signature of the designated athletic advisor. A student may drop a course during the first 8 weeks of a long semester, first 6 weeks of a 10 week summer term, or through the 11th class day of a 4 or 5 week summer term consisting of 20 days with a grade of W (See Academic Calendar in schedule of classes.). After the above deadlines, a grade of F will be recorded for any class drop. Students enrolled exclusively in distance education courses only may process an online drop at: <https://secure.mwsu.edu/registrar/dropform>. All other students must follow drop slip procedures as outlined above.

Official Drop Date. No drop is official until the form is submitted to the Office of the Registrar. The date the drop form is received in the Office of the Registrar is the official drop date for grade determination (W, WF, F). An F will result if a student ceases to attend class without completely processing a course drop or withdrawal from the University.

Instructor Drop. An instructor may drop a student any time during the semester for excessive absences, for consistently failing to meet class assignments, for an indifferent attitude, or for disruptive conduct. The instructor must give the student a verbal or written warning prior to being dropped from the class. An instructor's drop of a student takes precedence over the student-initiated course drop of a later date. The instructor will assign a grade of either WF or F through the first 8 weeks of a long semester, first 6 weeks of a 10 week summer term, or the 11th class day of a 4 or 5 week summer term consisting of 20 days. After these periods the grade will be an F. The date the instructor drop form is received in the Office of the Registrar is the official drop date.

Withdrawals. Any student who does not intend to continue attending classes at Midwestern State University should officially withdraw by the deadline rather than stop attending, since this latter action results in unnecessary failing grades.

- **Voluntary Withdrawal from the University.** A student who desires to withdraw from the University will contact the Dean of Students by the deadline. Following an exit interview, the student will be issued a copy of the withdrawal form and the Dean of Students will process the paperwork with the necessary University offices.
- **Enforced Withdrawal from the University.** A student who fails to comply with the stated regulations concerning temporary admission or other university policies may be required to withdraw after University review. This action will be posted to the permanent record and a statement retained in the academic file.

GRADING SYSTEM

1. **Letter Grades:** Grades of A, B, C, D, F, I, CR, NC, W, WF, WX, and X are recorded for graduate courses. Students will receive credit for grades of A, B, C, and CR only. A grade of CR is applicable to ~~NURS 6883, NURS 6893, and RADS 6883~~ indicates

passing work in designated courses. A grade of NC indicates non-credit in designated courses. A degree-seeking graduate student who has less than a 3.0 semester grade point average for two consecutive semesters may be dismissed. Additionally, each graduate program has the option of dismissing a student at any time due to failure to maintain a B average or failure to meet other standards established by the individual graduate programs. Students must have an overall B average as well as a B average in the major and minor fields for graduation.

Grade Reports: Semester grades may be viewed at the MSU WebWorld site if student has current PIN.

2. **X Grade:** X is the grade used to indicate that a thesis is in progress but not complete. When the thesis is complete, a letter grade is reported.
3. ~~**NC Grade:** NC is the grade used for NURS 6883, NURS 6893, and RADS 6883 to indicate that the research paper is in progress but not complete. When the research paper is complete, a grade of CR is reported.~~
- 3 4. **Removal of an I Grade:** Graduate students enrolled in 5000 and 6000 level courses have a ninety-day limitation from the beginning of the next long semester for removing an incomplete grade. Graduate students enrolled in 3000 and 4000 level courses have the same limitation as undergraduates on removal of an I. It must be removed thirty days after the beginning of the next long semester.
- 5 4. **Post-Baccalaureate Standards:** The post-baccalaureate student must maintain fourth year academic standards. The academic performance of part-time students will be evaluated when the student has accumulated at least twelve semester hours. A student whose MSU cumulative grade point average is below 2.0 will be placed on scholastic probation. A student on scholastic probation who fails to raise the MSU cumulative g.p.a. to 2.0 will be on continued probation if the semester average is 2.0. If neither the semester nor cumulative g.p.a. is 2.0 the following semester, the student will be placed on academic suspension.

APPEAL OF COURSE GRADE

For information on the appeal of a course grade and/or suspension from an academic program, please refer to the current Undergraduate Catalog.

ASSISTANTSHIPS

~~Qualified~~ Graduate students **admitted to a graduate degree program** with acceptable scores on the GRE/GMAT/MAT are eligible for consideration as teaching assistants, ~~administrative~~ **instructional** assistants, and research assistants. Assistantships are usually available in those fields in which graduate study is offered.

Graduate Teaching Assistants may serve as instructors of record in either developmental courses, ~~freshman~~ **lower** level courses, or laboratories. Unless assigned to developmental courses ~~or kinesiology activity courses~~, the instructor of record will have been admitted to graduate study ~~without restriction~~ and will have completed a minimum of eighteen

graduate credit hours in the subject matter field. Graduate Teaching Assistants will typically be employed for up to six semester hours load credit per semester.

Graduate ~~Administrative~~ **Instructional** Assistants will typically have assignments such as laboratory assistance, attending and/or helping prepare lectures, grading papers, keeping class records, and conducting discussion groups.

Graduate Research Assistants will typically assist faculty with research projects.

MSU UNDERGRADUATE STUDENTS TAKING GRADUATE COURSEWORK

Undergraduate students with strong academic backgrounds are allowed to petition to take graduate coursework while completing the last 12 hours of their undergraduate degree requirements. Permission will be granted, on a case by case basis, upon approval by the instructor, student's undergraduate advisor, department chair, graduate coordinator and dean of the college in which the graduate course(s) will be taken and by the Dean of the Graduate School.

The total course load for an undergraduate student enrolled for graduate credit should not exceed 15 semester credit hours. To be eligible to obtain graduate credit, the course(s) must be over and above the student's undergraduate degree requirements and verified as such in writing by the Registrar.

Permission to take a graduate course does not constitute admission to a graduate program and may affect financial aid. If the student applies and is accepted into an MSU graduate program, the program will consider granting transfer credit in accordance with program guidelines and general transfer credit policies.

17. Dr. White introduced Dr. Michael Vandehey as the new Director of the Honors Program, effective January 2012. Dr. Farris has asked to be able to go back to teaching Math full-time for the University. Dr. White thanked Dr. Farris for his invaluable service to the Honors Program and MSU. (*Information item; no vote required*)

Adjournment

There being no other business, the meeting was adjourned at 3:35 p.m.

Respectfully submitted,

Deb Schulte, Assistant to the Provost