

Academic Council Minutes February 23, 2011

The Academic Council met Wednesday, February 23, 2011, in the Clark Student Center Kiowa Room. Voting members in attendance were:

Dr. Matthew Capps, Dean, West College of Education
Dr. David Carlston, Faculty Senate Vice President
Dr. Rodney Cate, Interim Dean, College of Science and Mathematics
Dr. Ron Fischli, Dean, Lamar D. Fain College of Fine Arts
Dr. Harry Hewitt substituting for Dr. Patti Hamilton, Graduate School Dean
Dr. Barb Nemecek, Dean, Dillard College of Business Administration
Dr. Susy Sportsman, Dean, College of Health Sciences and Human Services
Dr. Sam Watson, Dean, Prothro-Yeager College of Humanities and Social Sciences

Voting members not in attendance:

Mr. Shawn Conner, Student Government Association Vice-President

Other attendees:

Dr. Robert Clark, Vice President for Institutional Effectiveness
Ms. Naoma Clark, Director, Academic Support Center
Dr. Mark Farris, Director, Honors Program
Dr. Candice Fulton, Assistant Professor of Chemistry
Ms. Darla English, Registrar
Ms. Linda Knox, Staff Senate Representative
Dr. Clara Latham, University Librarian
Ms. Barb Merkle, Director, Admissions
Dr. Pam Morgan, Director, Extended Education
Mr. Matthew Park, Director, Student Development and Orientation
Dr. David Rankin, Chair, Department of English
Dr. Larry Williams, Director, International Programs

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

Approval of Minutes

The Minutes from the December 2010 meeting were being revised due to an error.

Old Business

The Academic Council Meeting scheduled for January 2011 was cancelled due to only one item being on the agenda. The agenda item was the proposal of a degree plan for a BBA in General Business (Attachment 1) which was sent electronically to the Council on January 18, 2011.

Voting members of the Council unanimously approved the adoption of the degree plan. (*closed*)

New Business

1. Dr. Candice Fulton, Assistant Professor of Chemistry, provided information on the Great Day of Service which will be on April 9. She asked that all members of the Council

promote the program and encourage students and faculty to participate. (*information item; no vote required*)

2. Dr. White asked the Council to respond immediately when information is required for the Texas Higher Education Coordinating Board requirements. (*information item; no vote required*)
3. Dr. White reported that the Dean Search for the College of Science and Mathematics has been suspended until next fall due to budgetary concerns. Dr. Cate has agreed to remain as Interim Dean where he has been doing an excellent job. Dr. White thanked him for his service. (*information item; no vote required*)
4. Dr. White announced that it is important for MSU to participate in submitting students' work to the COPLAC Undergraduate Research Journal. She encouraged the academic deans to promote this opportunity to their students. (*information item; no vote required*)
5. Dr. White proposed the move of the Teacher Learning Resource Center (TLRC) from the Graduate School under Dr. Hamilton to Extended Education under Dr. Morgan. She believes it will help the TLRC be more involved in structural design and offer additional training for distance and on-line learning. Discussion ensued on how the TLRC has been very successful under Dr. Hamilton due to her management style, creativity and collegiality. The program has provided peer to peer discussion across the disciplines and the hope is to not lose that closeness. It was suggested that the TLRC meet with the Faculty Forum and TACT to combine efforts for workshops and instruction. Dr. White will meet with the TLRC and discuss the move and their focus with them. (*information item; no vote required*)
6. Matthew Park, Darla English, and Naoma Clark presented a proposal on Early Advising and Registration of New Undergraduate Students. *Dr. Capps made a motion to adopt the policy with the option for continuous registration through the end of July; Dr. Fischli seconded and the motion was unanimously adopted (closed).*

Current MSU policy requires all new undergraduate students to attend an orientation session prior to registering for classes. In order to improve the advising and registration process for new students, we are proposing a change to this policy.

Proposal: The change we are proposing is to allow new students, who have been admitted, appropriately tested, and will be starting at MSU in the fall 2011 semester, the opportunity to meet with an academic advisor and register for classes prior to attending an orientation session. Any students who take advantage of this early advising and registration opportunity during the established time period, which corresponds with the registration calendar, would be required to subsequently attend a Spirit Days or Transfer Day session of their choosing during the summer prior to matriculation.

There are several benefits associated with this proposed change, including but not limited to:

- Better awareness of course enrollment and registration numbers for the management of course/section offerings, classroom size, and faculty teaching loads at an earlier date.
- Increased percentage of new students participating in Spirit Days and Transfer Day, both of which are well-established and quality programs of MSU's first-year experience.
- Increased time for faculty advisors and professional staff to prepare for the fall semester by reducing Fall Orientation to a two-day program (W & Th instead of W-F), made possible by having more students complete the early registration process.
- Additional time for academic advisors to connect with and mentor students through a lengthening of the new student advising and registration timeline.
- And, hopefully, increased enrollment of high quality students who would have the opportunity to secure their MSU class schedule early, reinforcing the characteristic of Midwestern State University as a "first-choice" institution.

Through the recent implementation of the Mustangs Advising Center (MAC) and year-round presence of professional advising staff in the College of Health Sciences and Human Services and Dillard College of Business Administration, MSU is well-positioned to make this proposed change.

Some important logistical considerations related to this proposal include the following:

- New students who are not advised through the MAC or by professional advising personnel in the College of Health Sciences and Human Services or Dillard College of Business Administration, (e.g., transfer students over 24 earned hours) will continue to be advised through their respective academic departments. Departments would need to be prepared for those new students not advised through the MAC (including transfers), who wish to schedule their own, early advising appointments, in a manner consistent with the timeline for early advising/registration. Resources will be available to departments through the MAC's AdvisorTrac program, a tool to assist academic advisors in scheduling and tracking their students.
- The Mustangs Advising Center will communicate the university's academic advising process to all new students after they have been accepted and cleared TSI, based on the established protocol for each college.
- The Office of Student Development and Orientation will establish procedures for temporarily removing the orientation hold for new students participating in the early advising/registration program, send reminders to new students about the requirement to attend a Spirit Days or Transfer Day session, and provide a void list to the Registrar's Office of those new students not in compliance with the orientation requirement following the final Spirit Days session.
- The Office of the Registrar will void the class schedules of any new students who participated in early advising/registration but did not attend a Spirit Days or Transfer Day session. These students would need to attend the regular Fall Orientation session (mid-August), where they would be re-advised and have to re-register for their classes.

It is noteworthy to mention that distance education students would also benefit from this proposed change. Distance education students would continue to complete the online orientation program ahead of time, but instead of registering on the first day of regular registration for a respective term, they would also be eligible to register during the new student early/advising registration period. The proposed new student early/advising registration period would begin after re-enrolling students have had the first opportunity to early register.

7. Dr. Sportsman made a motion to adopt the following proposal for articulation; *Dr. Capps seconded and the motion was unanimously adopted (closed).*

VERNON COLLEGE AND MIDWESTERN STATE UNIVERSITY WILSON SCHOOL OF NURSING PROPOSAL FOR ARTICULATION ADN TO MSN TRACK

Purpose: To facilitate the progression of selected students in the Vernon College Associate Degree Program into the Midwestern State University RN to BSN/MSN programs without a break in their educational process.

Pilot Project

At least ten students enrolling in the Vernon College LVN to RN program will be selected to participate in this program.

- Students eligible for admission to the program will be introduced to the opportunity for dual enrollment by the VC Director of the ADN program and the MSU Chair of the Wilson School of Nursing during their orientation process.
- Interested students will complete the Nursing Dual Enrollment application. Faculty representatives from VC ADN program and MSU WSON will select 10 qualified applicants who meet the MSU criteria for transfer, as defined in the MSU Undergraduate Catalog.
- Once students are selected for the program, the MSU faculty responsible for the RN to BSN program and the COHSHS advisor will assist the students to apply to MSU. Students will be expected to request necessary transcripts and pay the usual fees.

The MSU COHSHS advisor or faculty will direct the student to complete the MSU concurrent enrollment form, as described in the catalog, in order to maintain enrollment in both MSU and VC. All rules related to concurrent enrollment will apply

8. Dr. Watson made a motion to adopt the following undergraduate course and catalog change; *Dr. Sportsman seconded and the motion was unanimously adopted (closed).*

New Course Addition, effective Fall 2011:

ENGL 4000. Senior Capstone

Description: ENGL 4000 will be a zero-credit course that all English majors will be required to take in the semester in which they plan to be graduated. The class will meet for a total of ten hours at times TBA and convenient for the students. During these ten hours students will complete assignments that will provide reliable and useful assessment data. These assignments will include 1) a critical essay, 2) an argumentative essay, 3) an objective exam that will assess their knowledge of major authors, works, literary periods, terms, and concepts, and 4) a portfolio containing sample papers from three upper-level

ENGL courses, a self-assessment, and an assessment of the curriculum, the faculty, and the quality of teaching and advising. The course will be team-taught by the department chair and the faculty member who oversees assessment of the major.

Practicum (Zero-credit Assessment Course)

Justification: The English faculty, with the support of Christi Klyn, Assessment Specialist, propose the creation of ENGL 4000 as a means of assessing the BA English program.

9. Dr. Watson made a motion to adopt the following catalog change; *Dr. Sportsman seconded and the motion was unanimously adopted (closed).*

To improve undergraduate writing at Midwestern, the English department proposes the following:

That a grade of **C** or better be required in ENGL 1113 and 1123.

Rationale: A campus-wide Writing Across the Curriculum Committee was established by the Provost last year and charged with increasing and improving student writing at Midwestern. Their efforts have resulted in a series of WAC workshops for faculty—practical workshops that cover such topics as framing good writing assignments, avoiding wordiness, avoiding plagiarism, organizing papers, improving sentence structure, revising and editing, evaluating writing effectively and efficiently, marking papers, and even “teaching” basic grammar and punctuation. Nearly forty faculty from across the campus have participated in these workshops and have increased the time and attention they are giving to writing in their classes. Two additional groups of faculty will attend the workshops this semester. Clearly, for many students, writing is going to be an increasing part of the Midwestern experience. The **C-** or-better requirement will improve students’ chances of success in all courses that require writing, most importantly in upper-level courses in their majors. We are confident that the requirement will improve GPAs, retention, and graduation rates.

10. Dr. Watson made a motion to adopt the following catalog change; *Dr. Sportsman seconded and the floor was opened for discussion.* After discussion, the original motion was withdrawn and Dr. Watson made a new motion for approval to move forward to develop guidelines for the Undergraduate Writing Proposal; *Dr. Sportsman seconded and the motion was unanimously adopted (closed).*

That Academic Council, with guidance and help from the WAC committee and our Writing Program Administrator, develop and approve standards for the quality of academic writing at Midwestern. Rationale: Most universities that teach students to write well take the time to articulate and make available to students and faculty the qualities of good academic writing. Although we do have

a rubric for evaluating the Writing Proficiency Exam, we do not have any standards or criteria in place for evaluating writing campus-wide. A detailed rubric, developed and adopted for use across the campus, 1) would show students that the faculty understand and agree on the qualities of good writing, 2) would clarify for students the criteria upon which their writing will be evaluated, and 3) would help us grade more consistently and objectively than we otherwise might.

11. Dr. Farris presented a proposal for course and catalog change in the Honors Program. Dr. Watson made a motion to adopt the proposal; *Dr. Fischli seconded and the motion was unanimously adopted (closed).*

New Course Addition, effective Summer I, 2011:

MWSU 2033. Information Skills in a Networked Environment

Description: An introduction to research principles and techniques; will cover the creation and execution of research strategies; the critical evaluation of information; the appropriate use of citations and ethical issues in the field of information gathering commonly useful in academic libraries and other research institutions.

Lec/Lab Hrs: 3(3-0)

Texas CIP code: 25.0101.00 10

Justification: This course would be taught by professional staff from Moffett Library; there are several with either Ph.Ds or at least 18 hours of graduate level work in an appropriate field. The goal is to run this as an honors course during first summer term. A survey of current Honors Program students indicates that there is a market for such a course. Instructional costs would be covered by the Honors Program.

12. Dr. Hamilton provided a handout on Spring 2011 Dates to Remember for the Graduate School programs. She reminded the Council about the Scholarship Colloquium in April and asked for their support. (*information item; no vote required*)

Adjournment

There being no other business, the meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Deb Schulte, Assistant to the Provost

Old Business
Degree Plan for BBA in General Business

Attachment 1

Revised degree plan for a BBA in general business, effective Spring 2011. The revision reflects the inclusion of a new accounting course, ACCT 3003 Accounting Applications, as one of the accounting options for the general business majors. The accounting course has been previously approved by the Academic Council.

DILLARD COLLEGE OF BUSINESS ADMINISTRATION
2010 – 2012 DEGREE PLAN FOR A BBA WITH A MAJOR IN GENERAL BUSINESS

 Last Name First Middle Mustangs ID Date of Graduation

Placement Exams: MATH 0003 _____; MATH 1003 _____; ENGL 1003 _____; ENGL 1013 _____;
WRITING PROFICIENCY: Taken _____; Passed _____ THEA Test: Writing _____; Reading _____; Mathematics _____

<p>COMMUNICATION 3 semester hours: SPCH 1133 Fundamentals of Speech Comm, 1233 Voice & Diction, or 2423 Interpersonal Communication</p> <p>SCIENCE¹ 6 - 8 semester hours: _____ _____</p> <p>HUMANITIES & VISUAL AND PERFORMING ARTS² 9 - 11 hours: English literature, history, humanities, philosophy or a foreign language _____ _____</p> <p>Visual and Performing Arts _____</p> <p>INSTITUTIONALLY DESIGNATED OPTION³ 2 semester hours: _____ _____</p>	<p>BUSINESS CORE⁷ 27 semester hours: ENGL 1113 Rhetoric & Composition ENGL 1123 Rhetoric & Composition MATH 1203 Math Analysis for Business or 1233 College Algebra BUAD 1033 Introduction to Business ACCT 2143 Financial Accounting ACCT 2243 Managerial Accounting MIS 2003 Information Technology Concepts for Business ECON 2333 Macroeconomic Principles ECON 2433 Microeconomic Principles</p> <p>SOCIAL & BEHAVIORAL SCIENCES 15 semester hours: HIST 1133 American History to 1865 HIST 1233 American History since 1865 POLS 1333 American Government POLS 1433 American Government PSYC 1103 General Psychology or SOCL 1133 Introductory Sociology</p>
---	---

<p>PROFESSIONAL BUSINESS CORE 27 semester hours⁴: MIS 3003 Management Information Systems MGMT 3013 Organizational Behavior BUAD 3033 Business & Economic Statistics LSBA 3233 Legal Environment of Business BUAD 3323 Business Ethics MGMT 3453 Operations Management MKTG 3723 Principles of Marketing FINC 3733 Business Finance MGMT 4853 Strategic Management⁵</p> <p>APPROVED ELECTIVES⁶ (0 - 1 hours) _____ _____</p>	<p>COURSES FOR MAJOR IN GENERAL BUSINESS 30 semester hours: LSBA 3243 Commercial Law <p style="text-align: center;">AND</p> One approved elective from each of the following areas⁸: (18 semester hours) ACCT _____ ECON _____ FINC _____ MGMT _____ MIS _____ MKTG _____</p> <p style="text-align: center;">AND</p> Any three 3000 – 4000 level courses from DCOBA: (9 semester hours) _____ _____ _____
--	--

Total hours needed: **120** Hours taken: _____ Hours not completed: _____ Total hours: _____

I have read and understand that this is not an official record of work taken and that it does not supersede catalog requirements for which I am totally responsible.

 Student signature Date

See back of page for endnotes and suggested course of study.

ADDITIONAL INFORMATION

The degree plan may never supersede catalog requirements. The student is held responsible for meeting all requirements of the catalog selected for graduation.

ENDNOTES

- ¹ This requirement may be fulfilled by taking any two of the following courses, and their respective labs, if applicable: BIOL 1134, 1144, 1234, 1544; CHEM 1103, 1141 and 1143, 1203, 1241 and 1243; ENSC 1114; GEOS 1134, 1234; PHYS 1144, 1244, 1533, 1624, 2104, 2204, 2644.
- ² A) Six hours from English literature, history, humanities, philosophy, or two semesters of one foreign language; any courses in art history, music history, or theatre history may also be accepted in fulfillment of the humanities requirement: ENGL 2413, 2423, 2613, 2623, 2723, 2813, 2823; HIST 1333, 1433, 3133; HUMN 2013, 2023, 2033, 2043, 2053; PHIL 1033, 1533, 2033, 2233, 2633; FREN 1134, 1234; GERM 1134, 1234; SPAN 1134, 1234, **AND:**
 B) Three hours from: ART 1113, 1123, 1313, 1413; MUSC 1001, 1021, 1033, 1603/1601; MCOM 2213; THEA 1403.
- ³ This requirement may be fulfilled by the following: EXPH 1011 and a one-hour activity course **OR** Two different activity courses **OR** One semester of marching band and one activity course **OR** Two semesters of marching band.
- ⁴ Students must complete all nine (27 semester hours) of the professional business core with an overall GPA of 2.0 in those courses.
- ⁵ This course is restricted to graduating seniors and must be taken during the student's final semester.
- ⁶ Electives may be upper or lower division courses from any college on campus, and must be approved by the student's advisor. Developmental courses and EXPH activity courses cannot be counted as electives.
- ⁷ In order to matriculate in the upper division business curriculum, students must complete the DCOBA Admissions Application to be admitted. Additionally, students must complete all nine (27 semester hours) of the business core courses with an overall GPA on those courses of 2.2, and have completed an additional 21 hours in the university core.
- ⁸ ACCT options: 3003, 3023, 3033, 3043, 3073, 3203, 3633, 4063. ECON options: 3323, 3333, 3543, 3703. FINC options: 3353, 4653, 4733. MGMT options: 3783, 4033, 4113, 4213, 4513, 4613. MIS options: 3113, 3123, 3133, 3163, 3203, 3303, 4153. MKTG options: 3763, 3823, 4143, 4203, 4643, 4723, 4743, 4753.

SUGGESTED PROGRAM OF STUDY

Freshman year, first semester		Freshman year, second semester	
MIS 2003 InfoTech Concepts for Business	3	BUAD 1033 Introduction to Business	3
ENGL 1113 Rhetoric & Composition	3	ENGL 1123 Rhetoric & Composition	3
HIST 1133 American History to 1865	3	HIST 1233 American History since 1865	3
MATH 1203 Math Analysis for Business	3	ACCT 2143 Financial Accounting	3
Visual and Performing Arts	<u>3</u>	POLS 1333 American Government	3
SEMESTER HOURS	15	SEMESTER HOURS	15
Sophomore year, first semester		Sophomore year, second semester	
ACCT 2243 Managerial Accounting	3	ECON 2433 Microeconomic Principles	3
ECON 2333 Macroeconomic Principles	3	Science	3 to 4
Science	3 to 4	POLS 1433 American Government	3
Humanities	3 to 4	Humanities	3 to 4
SPCH option	3	PSYC or SOCL option	3
Institutionally Designated Option (EXPH)	<u>1</u>	Institutionally Designated Option (EXPH)	<u>1</u>
SEMESTER HOURS	16 to 18	SEMESTER HOURS	16 to 18
Junior year, first semester		Junior year, second semester	
MKTG 3723 Principles of Marketing	3	MGMT 3013 Organizational Behavior	3
MIS 3003 Management Information Systems	3	MGMT 3453 Operations Management	3
BUAD 3033 Business and Economic Statistics	3	FINC 3733 Business Finance	3
LSBA 3233 Legal Environment of Business	3	MKTG Elective	3
BUAD 3323 Business Ethics	3	ECON Elective	3
SEMESTER HOURS	15	SEMESTER HOURS	15
Senior year, first semester		Senior year, second semester	
LSBA 3243 Commercial Law	3	Dillard College Elective	3
ACCT Elective	3	Dillard College Elective	3
MIS Elective	3	Dillard College Elective	3
MGMT Elective	3	Approved Elective (if needed)	1 to 3
FINC Elective	3	MGMT 4853 Strategic Management	3

SEMESTER HOURS

15

SEMESTER HOURS

13 to 15

For additional information, contact an academic advisor or visit our web page: <http://business.mwsu.edu/>