

Academic Council Minutes

September 2023

Midwestern State University

The Academic Council met Wednesday, September 20, 2023 at 2:00 p.m. in the Dillard College of Business Administration, the Priddy Conference Room.

Voting Members:

Dr. Jeff Stambaugh, Dean, Dillard College of Business Administration (absent from meeting)
 Dr. Leann Curry, Dean, Gordon T. and Ellen West College of Education
 Ms. Leah Gose, Dean, Lamar D. Fain College of Fine Arts
 Dr. Jeff Killion, Dean, Robert D. and Carol Gunn College of Health Sciences and Human Services
 Dr. Sam Watson, Dean, Prothro-Yeager College of Humanities and Social Sciences
 Dr. Sarah Cobb, Interim Dean, McCoy College of Science, Mathematics, and Engineering
 Dr. Tiffany Ziegler, Interim Dean, Dr. Billie Doris McAda Graduate School
 Dr. Dawn Slavens, Faculty Senate representative (absent from meeting)
 Student Government Association representative (absent from meeting)

Other Attendees:

Dr. Kristen Garrison, Associate Vice President Academic Affairs
 Ms. Leah Hickman, Director, Processing and Operations for Admissions
 Ms. Amanda Raines, Registrar
 Ms. Elizabeth Lewandowski, Professor and Core Curriculum Committee Chair
 Ms. Cortny Moorehead, University Librarian, Moffett Library
 Ms. Elizabeth Ysasi, Associate Director of Admissions and Staff Senate representative
 Ms. Ruby Garrett, Assistant Director, MOSAIC
 Dr. Pam Morgan, Director, Distance Education and Academic Outreach

Dr. Margaret Brown Marsden, Interim Provost and Vice President for Academic Affairs, presided and the meeting began at 2:00 p.m.

Approval of Minutes

The July 2023 minutes were discussed. Dr. Cobb made a motion to approve, Dr. Ziegler seconded the motion, and the minutes were approved.

Old Business

There being no Old Business, the Council moved on to New Business.

All proposed changes are marked as such: deleted items are marked with a strikethrough line and new items are in bold and underlined. Italicized wording is justification or clarification from the proposing department/college.

New Business

Early Registration Proposal – Ruby Garrett

1. Recently passed Texas Bills pertaining to parenting students were discussed and how they affect registration. Dr. Stambaugh was absent but had requested the wording on bullet point three should be changed from “to ensure” to “so that they expect.” Ms. Raines commented this process will be manual but are working with IT to comply with this process. Ms. Lewandowski asked about this information being available to faculty members, and Ms. Garrett and Dr. Brown Marsden clarified. This is a non-voting item, and no votes were taken.

S.B. 459 relating to early registration for parenting students at public institutions of higher education went into effect on September 1, 2023. This act amends Texas Education Code SECTION 1.Subchapter Z, Chapter 51, [Section 51.983](#): Early Registration for Parenting Students to state the following:

If an institution of higher education provides early registration for courses or programs at the institution for any group of students, the institution shall provide early registration for those courses or programs for parenting students in the same manner.

Currently, MSU reserves the first two days of registration for re-enrolling Graduate and Post-Baccalaureate Students, Seniors (90+ hours), Honors, and students served by Student Support Services (a TRiO program, through CFDA Number: 84.042).

For the early registration period for Spring 2024 and onward, parenting students will be permitted to register beginning the first two days of registration.

To implement this option, we propose the following:

- Conduct a survey to identify eligible students;
- Communicate the early registration option through MSU’s parent liaison;
- Inform academic counselors and faculty advisors of this option, ~~to ensure~~ **so that they expect** parenting students are advised and have advising holds lifted in time for the first two days of registration;
- Ensure the Banner system permits parenting students to register during the first two days of early registration.

2024-2025 Academic Calendar – Amanda Raines, Registrar

2. 2024-2025 Academic Calendar brought forth for approval by Ms. Raines. Part of terms A and B have been added to the calendar. Dr. Morgan indicated the new schedule would assist online learners. Dr. Killion made a motion to approve, Dr. Curry seconded the motion and the items were approved.

2024-2025 Academic Calendar

Fall Semester 2024*

Priority Application Date for Admission

March 1

Application Deadline for Admission

August 1

Faculty Meetings

August 19

Student Registration

Early April-August 25

Classes begin

August 26

Part of Term A begin

August 26

Change of Schedule and Late Registration

August 26-29

Labor Day - No classes

September 2

Deadline for December graduates to file for graduation

September 23

Part of Term A Last Day for “W”, 4:00 p.m.

September 25

(Drops after this date will receive grades of “F.”)

Priority Deadline for May graduates to file for graduation

October 7

Spring 2025 Schedule of Classes available online

mid-October

Part of Term A ends

October 18

Part of Term B begin

October 19

Last Day for “W”, 4:00 p.m.

October 28

(Drops after this date will receive grades of “F.”)

Part of Term B Last Day for “W”, 4:00 p.m.

November 19

(Drops after this date will receive grades of “F.”)

Thanksgiving Holidays begin 10:00 p.m.

November 26

Classes resume

December 2

Last day of classes

December 6

Final examinations begin

December 7

Part of Term B ends

December 14

Commencement

December 14

*Fall 2024 Schedule of Classes available online mid-March.

Spring Semester 2025*

Priority Application Date for Admission

November 1, 2024

Application Deadline for Admission

December 1, 2024

Winter Mini Classes begin

December 16

Winter Mini Last Day for “W”, 4:00 p.m.

December 25

(Drops after this date will receive grades of “F.”)

New Year’s Day – no classes

January 1

Winter Mini Classes end

January 3

Student Registration

Early November-January 12

Classes begin

January 13

Part of Term A begin

January 13

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Change of Schedule and Late Registration	January 13-16
Martin Luther King's Birthday observed	January 20
Part of Term A Last Day for "W", 4:00 p.m. (Drops after this date will receive grades of "F.")	February 12
Final Deadline for May graduates to file for graduation	February 17
Part of Term A ends	March 7
Part of Term B begin	March 8
Spring Break begins 5:00 p.m. (March 9-15)	March 8
Classes resume	March 17
Continuation of Spring Semester 2025*	
Summer and Fall 2025 Schedules of Classes available online	mid-March
Last Day for "W", 4:00 p.m.	March 24
Drops after this date will receive grades of "F."	
Part of Term B Last Day for "W", 4:00 p.m. (Drops after this date will receive grades of "F.")	April 14
Holiday Break begins 10:00 p.m.	April 16
Classes resume	April 21
Last day of classes	May 2
Final examinations begin	May 3
Part of Term B ends	May 10
Commencement	May 10
*Spring 2025 Schedule of Classes available online mid-October.	
Summer Session 2025*	
First Term (June 2 – July 3)	
Application Deadline for Admission	May 1
Student Registration**	Early April-June 1
May Mini Classes begin	May 12
May Mini Last Day for "W", 4:00 p.m. (Drops after this date will receive grades of "F.")	May 21
Memorial Day – No Classes	May 26
May Mini Classes end	May 30
Summer I and Long Classes begin	June 2
Emancipation Day – No Classes	June 19
Last Day for "W", 4:00 p.m. (Drops after this date will receive grades of "F.") (Summer I term) (Class meets Friday, June 20.)	June 20
Deadline for August graduates to file for graduation	June 23
Final examinations	July 3
Independence Day Holiday – No Classes	July 4
Second Term (July 7 – August 7)	
Application Deadline for Admission	June 1
Independence Day Holiday	July 4
Student Registration**	Early April-July 6

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Classes begin	July 7
Last Day for “W”, 4:00 p.m.	
Drops after this date will receive grades of “F.”	
(Summer LONG term)	July 10
Last Day for “W”, 4:00 p.m.	
Drops after this date will receive grades of “F.”	
(Summer II term)	July 24
Final examinations	August 7
*Summer 2025 Schedule of Classes available online mid-March.	
**There is no late registration or change in schedule during the summer.	

Pre-Academic Council Checklist – Dr. Margaret Brown Marsden

3. The new Pre-Academic Council checklist was discussed for submissions of items for academic council and all checkpoints through the process. This process should assist in ensuring proper steps are taken for submissions. This is a non-voting item, so no votes were taken.

Core Curriculum Committee Updates – Elizabeth Lewandowski

4. Elizabeth Lewandowski submitted the below Core Committee updates for approval. Ms. Lewandowski made a motion to approve, Dr. Watson seconded the motion and the items were approved.

Core Course Inventory Updates – Effective Fall 2024

Deletion of Course:

Course Prefix: ~~ENGL~~
 Course Number: ~~4443~~
 Course Title: ~~Rhetoric and Composition~~

Course Prefix: ~~ENGL~~
 Course Number: ~~4423~~
 Course Title: ~~Rhetoric and Composition~~

Change of Course Title and Description:

Course Prefix: ENGL
 Course Number: 1153
 Course Title: Introduction to Reading and Writing about Culture ~~Literature~~
 Prerequisite(s):

Description: This course will provide students an opportunity to develop critical reading and ~~literary~~ **cultural** analysis skills in order to achieve deeper understanding of ~~literary~~ **a variety of** texts **and artifacts**. Students will explore the various factors informing the production of ~~written~~ texts and learn how to conduct ~~literary~~ research in order to gain experience exploring different perspectives on select ~~literary~~ works and themes. The course will include several opportunities for students to articulate their interpretations and insights in essay assignments, which will be assessed for clarity, insight, and understanding.

Graduate Course and Catalog Changes – Dr. Tiffany Ziegler

5. Dr. Ziegler submitted the below graduate program updates for approval. Dr. Ziegler made a motion to approve, Ms. Gose seconded the motion and the items were approved.

Effective Fall 2023

Catalog Change Ed.D. Program Information

https://catalog.msutexas.edu/preview_program.php?catoid=34&poid=4702&returnto=1845

Program Information:

The West College of Education at Midwestern State University has received accreditation through the Council for Accreditation of Educator Preparation (CAEP). The EdD program reflects National Educational Leadership Preparation standards developed by a committee comprised of essential stakeholder communities from across the country. Students will work in informal cohorts to apply educational leadership knowledge and skills to current school issues, often in actual school settings. Students who complete the EdD program are eligible to apply for Texas Superintendent Certification upon satisfactory completion of relevant coursework, practicum and state examination.

All students must meet the admission standards for the University and the West College of Education. The EdD with a major in Educational Leadership requires 54 semester hours (57 for the superintendent certificate). The curriculum focuses on knowledge and skills necessary for district level roles and responsibilities. Program objectives include: a knowledge of educational theory and practice, the ability to accurately use research methodology and interpretation to impact practice, and skills in district leadership and management.

The program contains five core courses that provide overarching theoretical, cultural, and legal perspectives of educational policy and practice; and six required courses in the area of district school leadership. Additionally, there are four courses on educational research culminating with a dissertation. The core courses and research courses are standard for the field. The district leadership courses provide a distinct focus for those interested in school district impact.

Within the District Leadership Courses, students work on relevant real-world projects tied to course content to benefit their district of employment. This focus on project-based learning and hands-on application of learning help the students to further develop their skills as problem solvers and critical thinkers that can use their knowledge to create, implement, and assess educational initiatives that impact school district effectiveness.

Admissions

Dr. Billie Doris McAda Graduate School admission criteria:

This program will seek to become nationally competitive by providing an affordable, quality EdD degree designed for students currently working full-time in education. For the graduate school, an applicant who meets each of the following admission criteria may be eligible for unconditional admission by the graduate faculty of the student's intended major:

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1. A bachelor's degree from a regionally accredited institution. The McAda Graduate School must receive an official transcript, including one on which a bachelor's degree is posted, directly from each institution the applicant has attended. International graduate student applicants must submit a course-by-course credential evaluation with GPA that includes verified transcripts. MSU strongly prefers the WES ICAP evaluation, but will accept a comparable evaluation from a NACES member.
2. A cumulative undergraduate GPA of at least 3.0 from the student's graduating institution.
3. A competitive score on the standardized graduate test, if required by the graduate program. The requirement for standardized test scores is decided at the college level. The student should contact the graduate coordinator of the intended graduate program for information. The McAda Graduate School must receive official admissions test scores directly from the organization that administers the test.
4. An undergraduate background determined by the graduate faculty of the student's intended major to be adequate for success in the student's intended major.

Educational Leadership (EdD) doctoral program admission criteria:

- Candidates must hold at least a Master's degree in Education Administration/Leadership, Curriculum and Instruction, or other related field in education.

All candidates are required to complete and submit the following items to the Office of Graduate Admissions:

- Graduate application and processing fee.
- ~~Official GRE scores (< 5 years old).~~
- Official transcripts from all higher education institutions attended by the applicant.
- **Curriculum Vitae**
- **Three reference letters (One letter should be from a college or university professor.)**
- **An essay describing candidate's career goals and how obtaining a doctoral degree will impact those goals.**
- **A case study writing response.**
- **Candidates will be required to complete an admissions interview.**

For students pursuing Superintendent Certification (**TAC §242.15**)

- **Principal Certification:**
 - (1) Complete **Superintendent Certification** program application form **and declare intent to pursue the superintendent certification program upon entrance,** and **provide** a copy of principal certification **if available. Students may be admitted to the superintendent program without a principal certificate however, the principal certificate must be presented to the program prior to recommendation for superintendent certification.**
- ~~Curriculum Vitae~~
- ~~Three reference letters (One letter should be from a college or university professor.)~~

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- ~~An essay describing candidate's career goals and how obtaining a doctoral degree will impact those goals.~~
- ~~A case study writing response.~~
- ~~Candidates will be required to complete an admissions interview.~~

To be eligible to receive the standard Superintendent Certificate, a candidate must:

(1) satisfactorily complete an examination based on the standards identified in TAC §242.15

(2) successfully complete this State Board for Educator Certification-approved superintendent preparation program and be recommended for certification by this program; and

(3) at the time of admission hold, at a minimum, a master's degree from an accredited institution of higher education that at the time was accredited or otherwise approved by an accrediting organization recognized by the Texas Higher Education Coordinating Board (TAC §242.5); and

(4) hold, at a minimum, a principal certificate or the equivalent issued under this title or by another state or country. The principal certificate must be submitted for the program to recommend a candidate for certification.

A committee including the department chair, program coordinator, and two faculty members will review all candidate submissions and interview scores in order to determine candidate admission to the program. The committee will use information to assess the communication skills, professional knowledge, and level of motivation as indicators of student readiness. Candidates are selected for admission as a cohort. All students will be considered full-time students, as they will take two courses per semester/session (6 SCH) to stay on track with their cohort.

Credit earned at another institution is not automatically accepted, but in general, a maximum of 6 semester hours of approved graduate work completed at another accredited graduate school may be accepted for credit.

The graduate coordinator, dean of the college, and Dean of the McAda Graduate School may make exceptions. Only courses with a grade of B or better are acceptable for transfer. In such cases, however, credits accepted in transfer shall not exceed 9 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) do not receive graduate credit.

Changes to the Committee

Changes may occur to a dissertation committee any time prior to the submission of the Application for Final Oral Exam using a change request form. If the dissertation committee chair leaves the employ of the University, retires, or is otherwise unable to serve on the Committee, the graduate coordinator shall notify the Dr. Billie Doris McAda Graduate School immediately and a change in the committee made as follows:

- If the student has achieved candidacy, the former chair who has left may continue to serve as co-chair of the dissertation committee, with approval of the departmental Graduate Committee and the Dean of the Dr. Billie Doris McAda Graduate School. A resident Graduate Faculty member shall serve as co-chair.

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- If the student has not achieved candidacy, a new chair of the Supervisory Committee who is a resident Graduate Faculty member must be appointed immediately, with the agreement of the student, graduate coordinator and dean of the Dr. Billie Doris McAda Graduate School.
- If a member other than the chair leaves the employ of the University or retires, a replacement who is a resident graduate faculty member is appointed. When continuing expertise is needed and the faculty member is willing to continue serving, he/she may continue as an outside representative, with the approval of the Supervisory Committee Chair and the concurrence of the dean of the Dr. Billie Doris McAda Graduate School.

Continuous Registration

Once candidacy is achieved, the student must register for at least one 1 credit hour each fall and spring until s/he graduates, even after meeting the 9 total dissertation hours in the program.

- Failure to register may result in termination of candidacy and program.
- Academic Leave can, for eligible students, provide an exception to the continuous registration requirement.
- Candidates do not need to register for summer unless the student will be an August graduate.

Edd candidates seeking Superintendent Certification

Satisfactory completion of the following courses will lead to eligibility to take the state Superintendent Certification Exam:

- EDLE 6003 - District Level Leadership
- EDLE 6013 - Politics and Community Relations
- EDLE 6033 - School Organization and Management
- EDLE 6043 - Understanding Teachers & Teaching
- EDLE 6053 - Superintendent Practicum
- EDLE 6133 - Writing and Research Design for Educational Leadership

The Edd with a major in Educational Leadership requires 54 semester hours.

Required Core - 15 semester credit hours:

- EDLE 6093 - Cultural Foundations in Educational Leadership
- EDLE 6103 - Leading through Crisis
- EDLE 6143 - Theories of Leadership, Administration, and Organizational Management
- EDLE 6153 - District Financial Leadership
- EDLE 6063 - Advanced Education Law

Research Courses - 12 semester credit hours:

- EDLE 6073 - Data-Based Decision Making
- EDLE 6083 - Evidence Informed Perspectives on Practice
- EDLE 6123 - Qualitative Decision Analysis
- EDLE 6133 - Writing and Research Design for Educational Leadership

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District Leadership Core - 18 semester credit hours:

- EDLE 6003 - District Level Leadership
- EDLE 6013 - Politics and Community Relations
- EDLE 6023 - Program Evaluation
- EDLE 6033 - School Organization and Management
- EDLE 6043 - Understanding Teachers & Teaching
- EDLE 6113 - Educational Accountability and Student Assessment

Dissertation - 9 semester credit hours:

- EDLE 6203 - Dissertation

The EdD with a major in Educational Leadership and superintendent certificate requires 57 semester hours. Students will take the courses as listed above and EDLE 6053.

- EDLE 6053 - Superintendent Practicum

Adjournment:

There being no other business, the meeting was adjourned at 2:45 p.m.

Respectfully submitted,
Melissa Boerma
Assistant to the Provost