

Academic Council Minutes

March 2024

Midwestern State University

The Academic Council met Wednesday, March 20, 2024 at 2:00 p.m. in the Dillard College of Business Administration, the Priddy Conference Room.

Voting Members:

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

Additional Attendees:

Dr. Kristen Garrison, Associate Vice President for Academic Affairs
Ms. Amanda Raines, Registrar
Mr. Kenley O'Brien, Associate Registrar
Ms. Leah Hickman, Interim Director, Admissions
Ms. Elizabeth Ysasi, Associate Director of Admissions and Staff Senate representative
Ms. Cortny Moorehead, University Librarian, Moffett Library
Ms. Kayla Meaders, Academic Advising Committee representative

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

Approval of Minutes

The February 2024 minutes were brought forward for approval by Dr. Brown Marsden. Dr. Ziegler approved, Dr. Killion seconded, and the minutes were approved.

Old Business

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

New Business

West College of Education – Dr. Curry

1. Dr. Curry submitted the following undergraduate items for approval. Dr. Cobb seconded the motion and the items were approved.

Effective Fall 2024

https://catalog.msutexas.edu/preview_program.php?catoid=39&poid=5395&returnto=2145

~~Sports and Leisure Studies~~ **Sport, Coaching, Leadership, and Administration**, B.S.E.

Return to: Gordon T. and Ellen West College of Education

The Bachelor of Science in Education degree with a major in ~~Sports and Leisure Studies~~ **Sport, Coaching, Leadership, and Administration** requires students to complete an 18 hour core in Kinesiology, plus 24 semester hours from one of two career tracks of study - Practitioner or Management. Core Kinesiology courses are delivered ~~traditionally~~ **face-to-face** and online. Most courses required for the Practitioner Track are delivered ~~traditionally~~ **face-to-face**, while courses for the Management Track are delivered online.

This degree program can be completed on campus (Practitioner and Management Tracks) or completely online by following the Management Track of study.

The requirements for the Bachelor of Science in Education degree with a major in ~~Sports and Leisure Studies~~ **Sport, Coaching, Leadership, and Administration** are as follows:

General

(See General Requirements for all Bachelor's Degrees)

Academic Foundations and Core Curriculum - 42 semester hours

(See Academic Foundations and Core Curriculum - 42 semester hours)

Kinesiology Core - 18 semester hours

- KNES 1503 – Concepts of Fitness and Wellness 3
- KNES 2003 - Foundations of Recreation, Leisure and Sport 3
- KNES 3203 - Organization and Programming in Recreation, Leisure and Sport 3
- KNES 3803 - Leadership in Recreation, Leisure and Sport 3
- KNES 4553 - Law and Ethics in Recreation, Leisure and Sport 3
- KNES 4973 - Internship in Recreation, Leisure or Sport 3 semester hours

Choose one of the following tracks:

Practitioner Track - 24 hours

- KNES 2023 - Motor Skill Acquisition and Analysis 3
- KNES 3513 - Scientific Foundations of Human Movement 3

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.

- KNES 3603 - Assessment and Evaluation in Kinesiology 3
- KNES 4033 - Sport and Exercise Psychology 3
- KNES 4513 - Adapted Physical Activity 3

Choose 6 semester hours from:

- KNES 2403 -Techniques & Strategies of Team Sports 3
- KNES 2413 - Techniques & Strategies Individual/Dual Sports 3
- KNES 2423 - Techniques & Strategies of Fitness and Conditioning Activities 3
- KNES 2433 - Techniques & Strategies of Adventure & Outdoor Activities 3

Choose 3 semester hours from:

- KNES 3323 - Coaching Theory and Practice 3
- KNES 3353 - Officiating 3
- KNES 4533 - Organization & Administration of Worksite Wellness Programs 3

Management Track - 24 hours

- KNES 3213 - Outdoor Adventure Programming 3
- KNES 3603 -Assessment and Evaluation in Kinesiology 3
- KNES 3813 - Managing Program Events and Facilities 3
- KNES 3823 - Sport Marketing and Finance 3
- KNES 4033 - Sport and Exercise Psychology 3
- KNES 4523 -Management & Administration of Recreation, Leisure & Sport Programs 3
- KNES 4533 - Organization & Administration of Worksite Wellness Programs 3
- KNES 4543 - Diversity and Inclusion in Recreation, Leisure and Sport 3

Choose one of the following options:

Option I

Minor - 15-21 semester hours

For Option I ~~Sports and Leisure Studies~~ **Sport, Coaching, Leadership, and Administration** majors are required to complete one of the following minors:

Business Administration Minor
 Entrepreneurship Minor
 Nonprofit Management Minor
 Criminal Justice Minor*
 Early Childhood Studies Minor*
 Educational Design and Learning Management Minor*

Instructional Design, Technology, and Assessment Minor*
 Teaching and Learning Minor*
 Mass Communication Minor
 Public Relations and Advertising Minor
 Psychology Minor
 Organizational Psychology Minor
 Medical Sociology Minor
 Early Childhood Development and Intervention (EIS credential) Minor*
Special Education Minor

*These minors can be completed online.

If circumstances warrant, an alternative minor may be allowed as approved by the ~~Program Coordinator~~ **Department Chair**.

Electives - 15-21 semester hours

15-21 hours of electives are required to complete 120 total hours, 36 of which must be advanced hours.

Option II

For Option II ~~Sports and Leisure Studies~~ **Sport, Coaching, Leadership, and Administration** majors are required to complete 18 semester hours of discipline related electives and 18 semester hours of liberal arts and sciences electives.

Discipline Related Electives - 18 semester hours

Students are required to complete 18 semester hours of discipline related electives, 12 hours of which must be advanced. Discipline related electives may be from COUN, EDUC, EPSY, IDT, KNES, or SPED.

Liberal Arts & Sciences Electives - 18 semester hours

Students are also required to complete **up to 21** ~~18~~ semester hours of electives from any discipline in the liberal arts and sciences **as need to reach 120 total hours**.

120 total hours are required, 36 of which must be advanced hours.

2. Dr. Curry submitted the following undergraduate item for approval. Dr. Ziegler seconded the motion and the items were approved.
3. The committee discussed whether or not to name this a signature minor and how this affects double-counting issues. It was decided to not name this a signature minor.

Effective Fall 2024

Special Education Minor

The minor in Special Education prepares students to plan and deliver specially designed instruction. Students will receive advanced training and support through mentoring and project-based learning.

Requirements for Minor in Special Education- 15 semester hours from the following:

- **KNES 4513 Adapted Physical Activity**
- **SPED 4113 Foundations of Special Education**
- **SPED 4513 Teaching Strategies for Affective Disorders**
- **SPED 4533 Early Childhood Special Education**
- **SPED 3973 Special Topics in Special Education**
- **SPED 3523 Introduction to Individuals with Disabilities**

4. Dr. Curry submitted the following undergraduate items for approval. Dr. Cobb seconded the motion and the items were approved.

Course Inventory Updates – Effective Fall 2024

Change of Course Prerequisite:

Course Prefix: KNES
 Course Number: 3823
 Course Title: Sport Marketing and Finance
 Prerequisite(s): ~~KNES 3203~~

Course Prefix: KNES
 Course Number: 4033
 Course Title: Sport and Exercise Psychology
 Prerequisite(s): ~~Junior or Senior Standing~~

Course Prefix: KNES
 Course Number: 4513
 Course Title: Adapted Physical Activity
 Prerequisite(s): ~~KNES 2023~~

Course Prefix: KNES
 Course Number: 4523
 Course Title: Management & Administration of Recreation, Leisure & Sport Programs
 Prerequisite(s): ~~Senior Standing~~

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Course Prefix: KNES
 Course Number: 4553
 Course Title: Law and Ethics in Recreation, Leisure and Sport
 Prerequisite(s): ~~Junior or Senior Standing~~

Course Prefix: SPED
 Course Number: 4113
 Course Title: Foundations of Special Education
 Prerequisite(s): ~~Co-Requisite SPED 4123~~

Course Prefix: SPED
 Course Number: 4533
 Course Title: Early Childhood Special Education
 Prerequisite(s): ~~SPED 3313 and SPED 4313~~

Change of Course Prerequisite and Course Description:

Course Prefix: READ
 Course Number: 4403
 Course Title: Content Literacy
 Prerequisite(s): EDUC 3163, ~~EDUC 3183~~, EPSY 3153, SPED 3623
 Description: This is a field based course utilizing the integration of literacy strategies in all areas of certification. Candidates will learn methodology of expanding critical analysis of content areas, **including reading instruction that improves students' content area literacy.**

Lamar D. Fain College of Fine Arts

5. Dr. Brown Marsden made a motion to put forward the following undergraduate items in Ms. Gose's absence. Dr. Killion approved the motion, Dr. Ziegler seconded and the items were approved.

Course Inventory Updates:

Change of Course Description – Effective Fall 2024

Course Prefix: ART
 Course Number: 1313
 Course Title: Drawing I
 Description: ~~Drawing a variety of subjects in both wet and dry media with emphasis on black and white visual organization and expression.~~ **Drawing I introduces a variety of formal and technical skills. Emphasis is placed on composition, perceptual drawing, form building,**

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visualization, illusions of space, and use of value in black and white media. Students engage with drawing as an instrument to problem solve as well as a final product in itself.

Lec/Lab Hrs: 3(2-4)

Course Prefix: ART

Course Number: 1323

Course Title: Drawing II

Prerequisite(s): Art 1313

Description: ~~Continuation of Art 1313 with emphasis on color drawing media and development through both individual and group projects.~~ **Drawing II builds upon drawing fundamentals with expansion of compositional issues, developed use of space, and content. Students develop imagery from a combination of observed and invented material. Further emphasis is placed on wet and dry media, working on a variety of surfaces, use of color, and higher technical aptitude.**

Lec/Lab Hrs: 3(2-4)

Course Prefix: ART

Course Number: 2013

Course Title: Photography I

Prerequisite(s): ART 1113, 1123, 1323 or consent of instructor

Description: ~~Introduction to camera, film and basic darkroom techniques in black and white photography. Emphasis on photography as fine art.~~ **An introduction to the fundamentals of photography using a DSLR 35mm camera. Students will become technically proficient in camera controls, digital capture, introductory lighting, printing and presentation techniques. Students will learn how to interpret and discuss the visual language of photography. Students must own or have use of a DSLR camera.**

Lec/Lab Hrs: 3(2-4)

Course Prefix: ART

Course Number: 2153

Course Title: Printmaking I

Prerequisite(s): ART 1113, ART 1123, ART 1323 or consent of instructor.

Description: ~~Introduction to printmaking. Beginning instruction in one of the following printmaking processes: intaglio, dealing with etching, aquatint, and soft ground. Relief printing methods including linocuts and relief intaglio applications. Screen process printing (serigraphy) dealing with direct photo emulsions. Monoprint and monotype processes.~~ **Introductory course focusing on the basics of monotypes, collagraph, relief and intaglio printmaking techniques, the terminology, and a brief history of these processes. Emphasis is placed on personal development of concepts and imagery. May be repeated for credit.**

Course Prefix: ART

Course Number: 2313

Course Title: Painting I

Prerequisite(s): ART 1113, 1123, 1323 or consent of instructor

Description: ~~Introduction to painting. Instruction in one of the following areas: Oil medium, acrylic medium, watercolor medium. Oil and acrylic painting including the fabrication of stretchers and surfaces preparations.~~ **In Painting I, students learn the basics of oil paint through a variety of approaches. Color theory, illusions of form, application of media, and compositional devices are applied to works created primarily from observation. All aspects of the painter's craft, from building surfaces to final presentation, are part of the curriculum.**

Lec/Lab Hrs: 3(2-4)

Course Prefix: ART

Course Number: 3013

Course Title: Photography II

Prerequisite(s): ART 2013 or consent of instructor

Description: ~~Photography as an expressive medium, with an emphasis on personal style. Continued development of advanced darkroom techniques. These include the use of a medium format camera and an introduction to archival processing.~~ **An exploration of color photography with an emphasis placed on digital technologies and archival inkjet printing. Subject matter and imagery will be emphasized as it pertains to color theory, digital capture, and the use of color by photographers. Continued development of personal style, history, theory, and aesthetic approaches will be emphasized.**

Lec/Lab Hrs: 3(2-4)

Course Prefix: ART

Course Number: 3023

Course Title: Photography III

Prerequisite(s): ART 3013 or consent of instructor

Description: ~~Color Photography as a fine arts medium with an emphasis on development of professional skills. This course includes color slide processing, printing positives from color slides and color negatives. May be repeated once for credit by mass communication majors.~~ **This course is an exploration of alternative and mixed media approaches to the creation of the photographic image. Using techniques such as photo-sculpture, collage, installation, collaboration and personal narrative students will learn new and innovative methods in which to explore their image making vocabulary.**

Lec/Lab Hrs: 3(2-4)

Course Prefix: ART

Course Number: 3143

Course Title: Printmaking II

Prerequisite(s): ART 2153 or consent of instructor

Description: ~~Introduction to a second print medium: intaglio, relief, or serigraphy emphasizing color printing. (See ART 2153—Printmaking I for definition of media.)~~ **Intermediate course focusing on the basics of printing multiple colors in linoleum relief, wood relief and polymer intaglio printmaking techniques, the terminology, and a brief history of these processes. Emphasizing color printing and editioning. Stressing personal development of concepts and imagery. May be repeated for credit.**

Course Prefix: ART

Course Number: 3153

Course Title: Printmaking III

Prerequisite(s): ART 3143 or consent of instructor.

Description: ~~Advanced study in a previously enrolled medium or introduction to a third process. Emphasizing color printing and technical development. (See ART 2153—Printmaking I for definition of media.)~~ **Upper-Intermediate course focusing on the basics of screenprinting techniques. Study the history of printmaking and its connection to contemporary approaches to making art. Emphasizing color printing, editioning and printing on alternative surfaces such as fabrics and wood. Stressing personal development of concepts and imagery. May be repeated for credit.**

Course Prefix: ART

Course Number: 3213

Course Title: Drawing III

Prerequisite(s): Art 1323 or consent of instructor

Description: ~~Emphasis on advanced pictorial attitudes and mixed media production through prolonged drawing problems.~~ **Drawing III primarily uses the human form to facilitate a deeper understanding of drawing fundamentals and skills. Students obtain an understanding of drawing the figure and its importance as a vehicle for emotional and conceptual involvement. Through personal research, students gain knowledge of the figure and its use in historical and contemporary artworks.**

Lec/Lab Hrs: 3(2-4)

Course Prefix: ART

Course Number: 3303

Course Title: Painting II

Prerequisite(s): ART 2313

Description: ~~Instruction to a second painting medium with emphasis on skill development and individual exploration of ideas. (See Art 2313—Painting I for media options.)~~ **Students are introduced to acrylic and watercolor, along with continued use of oil, in Painting II. Thematic and narrative elements are stressed while also encouraging experimentation in formal approaches and use of media. Knowledge of craft, color, form, and finish are expected beyond the introductory level.**

Lec/Lab Hrs: 3(2-4)

Course Prefix: ART

Course Number: 3323

Course Title: Painting III

Prerequisite(s): ART 3303

Description: ~~Instruction to a third painting medium with emphasis on skill development and individual exploration of ideas. (See Art 2313 Painting I for media options.)~~ **Painting III continues with techniques gained from previous semesters in Painting. Contemporary and historical approaches in media and concepts are presented as students gain a personal voice in their work.**

Lec/Lab Hrs: 3(2-4)

Course Prefix: ART

Course Number: 3423

Course Title: ART 3423 - History of World Art: Survey II

Prerequisite(s):

Description: Examines art, architecture, visual and material culture from the European Gothic period to ~~the present~~ **1945.**

Lec/Lab Hrs: 3(2-4)

Course Prefix: ART

Course Number: 3703

Course Title: Graphic Design II

Prerequisite(s): ART 1333 and ART 2713 or consent of instructor

Description: ~~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.~~ **This course focuses on the production side of graphic design introducing tools and software for print output with research-based projects.**

Lec/Lab Hrs: 3(2-4)

Course Prefix: ART

Course Number: 3713

Course Title: Graphic Design III

Prerequisite(s): ART 1333 and ART 2713 or consent of instructor

Description: ~~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.~~ **Introduction to UX design (user experience). Projects focus on design thinking that includes empathy with users, user pain points, and design**

solutions. Projects are research based and include building wireframes, mock ups, and prototypes.

Lec/Lab Hrs: 3(2-4)

Course Prefix: ART

Course Number: 4013

Course Title: Photography IV

Prerequisite(s): ART 3023 or consent of instructor

Description: ~~This course will explore color photography as a fine arts medium. Experimental approach to color will be explored. These approaches will include Cliché vere, non-silver, dye transfer, and electronic imaging.~~ **Emphasis on professional practices and development of a commercial photography portfolio. Students will develop techniques such as advanced lighting, posing and staging that are used in classic studio photography as well as on location. Fashion, product, food, and architectural photography will be explored.**

Lec/Lab Hrs: 3(2-4)

Course Prefix: ART

Course Number: 4023

Course Title: Photography V

Prerequisite(s): ART 4013 or consent of instructor

Description: ~~This course will explore advanced techniques of both black and white and color. The course will introduce students to the 4x5 camera and studio lighting. Advanced individual problems in photography with further emphasis on the development of a personal direction stressing production of works suitable for use in the Senior Exhibition. May be repeated for credit.~~ **Emphasis on the creation of a cohesive body of work, ultimately resulting in the final senior capstone exhibition. Emphasis is placed on the depth of conceptual investigation and the ability to incorporate theoretical and historical knowledge into the work. Includes both group and individual critiques.**

Lec/Lab Hrs: 3(2-4)

Course Prefix: ART

Course Number: 4143

Course Title: Printmaking IV

Prerequisite(s): ART 3153 or consent of instructor

Description: ~~Selected studio problems with emphasis on combining or mixing media. Stressing individual development and production.~~ **Advanced study in fine art printmaking. Course emphasizes student's individual exploration of subject matter and print media. Mature development of printed work utilizing a variety of media and surfaces. Rotating topics in area include experimental printmaking and print installation. May be repeated for credit.**

Course Prefix: ART

Course Number: 4153

Course Title: Printmaking V

Prerequisite(s): ART 4153 or consent of instructor

Description: ~~Further emphasis in individual development of image and technique stressing production of prints to be included in the Senior Exhibition. May be repeated for credit.~~ **Upper Advanced study in fine art printmaking emphasizing individual development of image and technique stressing production of artworks to be included in the Senior Exhibition. Students will focus on professional development and portfolio preparation. May be repeated for credit.**

Course Prefix: ART

Course Number: 4213

Course Title: Drawing IV

Prerequisite(s): Art 1323 or consent of instructor

Description: ~~The development of personal attitudes towards drawing. Designs to deal with individual problems and concepts.~~ **Students in Drawing IV form a unified body of work with a personal vision through a typed contract and dialogue with the Instructor. Subject matter size, media, application, and various formal elements are all considered to form a personal vision throughout the semester.**

Lec/Lab Hrs: 3(2-4)

Course Prefix: ART

Course Number: 4223

Course Title: Drawing V

Prerequisite(s): ART 4213 or consent of instructor

Description: ~~Advanced individual problems in drawing with further emphasis on the development of a personal direction stressing production of works suitable for use in the Senior Exhibition.~~ **Students in Drawing V form a unified body of work with a personal vision through a typed contract and dialogue with the Instructor. Subject matter size, media, application, and various formal elements are all considered to form a personal vision throughout the semester. May be repeated for credit.**

Lec/Lab Hrs: 3(2-4)

Course Prefix: ART

Course Number: 4313

Course Title: Painting IV

Prerequisite(s): ART 3323

Description: ~~Selection of media previously investigated. Individual exploration of ideas focused, techniques and skills refined.~~ **Students in Painting IV form a unique body of work with a personal vision through a typed contract and dialogue with the Instructor. Subject matter, size, media, application, and various formal elements are all considered to strike a balance between unity and experimentation.**

Lec/Lab Hrs: 3(2-4)

Course Prefix: ART

Course Number: 4323

Course Title: Painting V

Prerequisite(s): ART 4313

Description: ~~Selection of media previously investigated. Consistency of imagery, idea, and refinement of technical skill expected. Production of paintings to be included in Senior Exhibition. May be repeated for credit.~~

Students in Painting V form a unique body of work with a personal vision through a typed contract and dialogue with the Instructor. Subject matter, size, media, application, and various formal elements are all considered for work intended for Senior Exhibition.

Lec/Lab Hrs: 3(2-4)

Course Prefix: ART

Course Number: 4703

Course Title: Graphic Design IV

Prerequisite(s): ART 1333 or consent of instructor

Description: ~~Animation design through Flash and Photoshop. Use of storyboards and skills involving interface design. Special attention to concept design and creative problem solving.~~

Projects focus on storyboards and concept design to produce projects in Adobe Animate and After Effects.

Lec/Lab Hrs: 3(2-4)

Course Prefix: ART

Course Number: 4713

Course Title: Graphic Design V

Prerequisite(s): ART 1333 and ART 2713 or consent of instructor

Description: ~~Introduction to Web page and site development. Emphasis on team approaches to solving complex design problems. Advanced individual problems in graphic design with further emphasis on the development of a personal direction stressing production of works suitable for use in the Senior Exhibition. May be repeated for credit.~~

Introduction to HTML, CSS, and portfolio site development. Advanced individual problems in graphic design with further emphasis on the development of a personal direction stressing production of works suitable for use in the Senior Capstone.

Lec/Lab Hrs: 3(2-4)

6. Dr. Ziegler approved the following undergraduate item, Dr. Cobb seconded and the items were approved.

Deletion of Course:

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.

Course Prefix: ~~ART~~

Course Number: ~~2023~~

Course Title: ~~Art and Identity: Land, Body, Nation in Chicanx Art~~

Gunn College of Health Sciences and Human Services – Dr. Killion

7. Dr. Killion submitted the following undergraduate items for approval. Dr. Stambaugh seconded the motion and the items were approved.

Respiratory Care, B.S.R.C. – Registered Respiratory Therapist-to-BSRC Program

This program refers to transfer of previously obtained training in Respiratory Care into the MSU Respiratory Care program. This policy specifically applies to individuals who possess the RRT credential and who wish to pursue the BSRC degree at MSU. The student will submit an official transcript to the University that documents the completion of the Registry level program. The department may grant the holder of the RRT credential 39 semester hours toward the 76 required Respiratory Care semester hours. This professional credential credit will be granted once the student has successfully completed 9 semester hours of MSU Respiratory Care course work.

A minimum of 30 hours must be advanced level.

A minimum of 30 hours must be taken from MSU to satisfy the residency requirement.

Meet the University Writing Proficiency Requirement

Progression Policy for RRT to BSRC Degree

Students must maintain satisfactory standards ~~in classroom and clinical activities~~ to be retained and to progress in the program. Requirements are as follows:

A minimum grade of 75 (C) is required in all respiratory courses (*except RESP 4123 and RESP 4423). Failure to attain a minimum grade of C in these courses will prevent the student from progressing in the program. ~~A student who fails to achieve a grade of C in any respiratory care course may repeat the course one time. Any student who fails to achieve a grade of C in any two respiratory care courses will be dismissed and not be eligible for readmission.~~

~~Failure to achieve a minimum grade of C when repeating a respiratory care course will result in dismissal from the program and the student may not reapply to this respiratory care program.~~

The BSRC Program's Admission Committee reserves the right to make exceptions to the above due to extenuating circumstances.

*RESP 4123 - Data Analysis and RESP 4423 - Research and Respiratory Care are on the traditional grading scale where 70 is considered a minimum grade of C in these courses.

General

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.

(See General Requirements for all Bachelor's Degrees)

Academic Foundations and Core Curriculum – ~~42~~ **44** semester hours

(See Academic Foundations and Core Curriculum - 42 semester hours)

RRT Credential - ~~41~~ **39** semester hours

(see details above)

Respiratory Care - 30 semester hours

RRT-BSRC student may choose any combination of the following courses:

RESP 3543 - Adult Critical Care 3

RESP 3553 - Neonatal and Pediatric Respiratory Care 3

RESP 3563 - Respiratory Pathophysiology 3

RESP 4123 - Data Analysis 3

RESP 4133 - Developing Leadership Capabilities in Respiratory Care 3

RESP 4153 - Ethics of Respiratory Care 3

RESP 4223 - Education Theory and Practice 3

RESP 4233 - Educational/Administrative Concepts 3 (may be taken twice with varied content)

RESP 4243 - Advanced Practice Applications 3 (may be taken twice with varied content)

RESP 4403 - Pulmonary Diagnostics 3

RESP 4423 - Research and Respiratory Care 3

RESP 4443 - Management of Health Care Services 3

RESP 4603 - Community Health and Rehabilitation 3

Additional Requirements - 15 semester hours*

BIOL 1134 - Anatomy and Physiology I 4 *

BIOL 1234 - Anatomy and Physiology II 4 *

BIOL 2144 - Fundamental Clinical Microbiology 4 or Core Science

CHEM 1303 - General-Organic-Biological Chemistry 3 or Core Science

Note:

*~~8~~ **6** hours are duplicated in Academic Foundations and Core Curriculum, but the total program hours do not change.

Total Semester Hours - 120

8. Dr. Killion submitted the following undergraduate items for approval. Dr. Cobb seconded the motion and the items were approved.

Course Inventory Updates

New Course Addition - Effective Fall 2024 and accepted retroactively as an elective for all SOWK degree plans

Course Prefix: **SOWK**

Course Number: **4353**

Course Title: **Trauma Informed Practice**

Prerequisite(s):

Description: **This course addresses the impact of trauma on individuals, families, and communities as a behavioral health concern that requires a healing and recovery process. It is designed to prepare students to understand and recognize trauma, to understand the impact of trauma, to respond compassionately to people exhibiting symptoms of trauma, and to advocate for the importance of considering and understanding trauma. The course covers types of potentially traumatic events as well as the roles and responsibilities of helping professionals in addressing their own experiences and self-care practices.**

Lec/Lab Hrs.: **3(3-0)**

Type of Course: **Elective**

Change of Course Prerequisite – Effective Fall 2024:

Course Prefix: SOWK

Course Number: 3833

Course Title: Practice II

Prerequisite(s): ~~SOWK 3533~~ Co-requisite(s): ~~SOWK 4213~~

Course Prefix: SOWK

Course Number: 4123

Course Title: Data Analysis

Prerequisite(s): ~~MATH 1003 or equivalent and SOWK 3643.~~

Course Prefix: SOWK

Course Number: 4213

Course Title: Practice III

Prerequisite(s): ~~Co-requisite(s): SOWK 3833~~

Course Prefix: SOWK

Course Number: 4236

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.

Course Title: Field Practicum and Seminar I
 Prerequisite(s): ~~SOWK 4213~~

9. Dr. Watson submitted the following undergraduate items for approval. Dr. Killion seconded the motion and the items were approved.
10. The following wording will be edited to fit the catalog.

Prothro-Yeager College of Humanities and Social Sciences – Dr. Watson

Criminology Minor

The Department of Sociology is hereby requesting to add an interdisciplinary minor program, titled “Criminology,” beginning in the fall 2024 semester.

Justification:

Criminology is a popular and growing sub-discipline of Sociology. Criminology delves into human behavior to discover the drivers, thought processes, structural factors, and motivations behind criminal acts, with the aim of understanding, and ultimately, preventing them. Criminology examines a variety of related areas such as characteristics of people who commit crimes, reasons why people commit crimes, effects of crime on individuals and communities and methods for preventing crime. Criminologists are playing key roles in establishing a more equitable, science-based understanding of crime, policy, and social justice. Criminology is growing, and at the same time it is also contributing to the growth of sociology. Criminology is associated with a sense of real jobs that students can obtain, a sense that they can use their education in different ways, viewing criminology as a starting point for career preparations for professions rooted in supporting juveniles, working as victim advocates, working for nonprofits focused on addressing serious issues in the justice system, working in law enforcement, and more. Criminology, as a sub-discipline of sociology, pairs well with other disciplines such as Criminal Justice, Psychology, Political Science, and Social Work. Therefore, this proposal is for a criminology minor that takes an interdisciplinary grouping of courses that have been specifically selected to fulfill the needs of students presently working in or planning for careers related to crime, victimization and social control. The benefit of an interdisciplinary approach is that there are so many angles from which people can come to criminology to focus on societal issues and problems. Furthermore, our students have much to gain through such collaboration. In addition to suggesting that criminology, “promotes an interdisciplinary culture,” The American Sociological Association Task Force on Sociology and Criminology Programs (2010) provided the following elaboration of the importance of Criminology: As the first decade of the 21st Century comes to a close, there is a pressing need to better understand the factors that shape crime and society’s response to it. There is also a need for educated and engaged...professionals who work to prevent crime where possible, and respond to it when needed.

Criminology covers issues that are timely and that also have touched the lives of many of students and their families. Issues in criminology have become so big and so present within people's lives that they want to understand them, and they want to work in ways to make society better by addressing pressing social problems related to crime and social justice. Students with this interdisciplinary minor in criminology will acquire the societal and cultural understandings that help prepare them to work in these fields and to be agents of change and support in an overarching criminal justice system that more and more people are recognizing as problematic. Crime and political policies related to crime have become central topics in our country and are topics that have touched the population quite intimately. Topics of crime lead in the news and in political debates, and it affects and shapes people's lives.

A minor in criminology should be of benefit to those students at MSU who are majoring in a variety of areas. First, while Political Science and Psychology require a minor for their majors, and both disciplines cover issues and teach courses that are supportive of topics important to an interdisciplinary approach to criminology, Social Work and Criminal Justice do not require a minor. However, we believe that the inclusion of a minor as an option to those majoring in Social Work and Criminal Justice will benefit those students by providing students in those disciplines with a marketable advantage. Exploring a minor, in general, allows a student the opportunity to explore personal interests and passions outside of their major program or that may complement their current major, helping them to further stand out in the job market. A large percentage of employers prioritize a well-rounded education and exposure to a variety of academic disciplines. Employers care a great deal about breadth and depth of learning (2021 survey from the American Association of Colleges and Universities). A minor can help to demonstrate these strengths. Criminology is a versatile minor and is a great way to enhance the degree in Sociology, Psychology, Social Work, and Criminal Justice.

As an example of just how appealing and useful a minor in criminology can be, I spoke with the chair of Social Work, Dr. Catherine Earley, who stated that she knows of three current students who would be interested in minoring in criminology if it was already in place. Social workers work directly with people facing substance addiction, domestic abuse, unemployment and other serious challenges. While many of their clients are not criminals, social workers often interact with the police, parole officers, and other law enforcement officers in the course of their job. Criminology, as a subset of sociology, would be a good fit for professionals who wish to better understand how to serve society.

Description of requirements: 18 credits total. The 18-credit hour minor conforms to other academic minors found at Midwestern State University.

Required Courses (12 hours)

SOCL 1133 Introductory Sociology
 SOCL 3333 Criminology
 SOCL 3733 Juvenile Delinquency
 SOCL 4633 Sociology of Family Violence
 OR
 SOCL 4413 Deviant Behavior

Elective Options (6 hours)

CRJU 4213 Criminal Law
 POLS 3933 Law and Politics
 PSYC 4733 Special Topics in Psychology: Forensic Psychology
 PSYC 4203 Psychology of Personality
 SOCL 4803 Applied Sociology Internship OR PSYC 4903 Internship in Psychology
 SOCL 4153 Sociological Theory
 SOCL 3633 Research Methods
 SOWK 4663 Family Systems and Substance Abuse OR SOWK 4353 Trauma Informed Practice

There are no additional costs incurred in delivery of this minor as these courses already exist and no additional faculty will be required.

Contact Person:

Name: Beverly L. Stiles, Ph.D.
 E-mail: Beverly.Stiles@msutexas.edu

11. Dr. Watson submitted the following undergraduate item for approval. Dr. Cobb seconded the motion and the items were approved.

Course Inventory Updates

New Course Addition:

Course Prefix: **ENGL**

Course Number: **4336**

Course Title: **Special Topics in London**

Prerequisite(s): **Communication Core complete**

Description: **For students studying abroad in London who want to improve their writing, research, and analytical skills in one of the following areas (which may vary by year): literature, rhetoric and composition, technical writing, or creative writing. Research will include various site visits in and around London and reading primary literary and historical texts and artifacts, and biographical and critical texts. Depending upon the special topic, forms of exposition may include research essays, literature or book reviews, investigative writing, research proposals, multimodal compositions, and others. For students preparing for teaching, professional work, graduate study, or general communication. May be repeated for credit with consent of instructor and chair.**

Lec/Lab Hrs: **6(6-0)**

Type of Course: **Lecture**

Course Objectives:

- **Acquire deeper understanding of traditional and contemporary theories and methodologies in an English studies discipline as applied in contexts in and around London**

- **Develop site-based research and writing skills in the relevant disciplinary area; Gain experience in applying theories of English studies in a relevant, original project and presenting research to peers.**

12. Dr. Watson submitted the following undergraduate items for approval. Dr. Cobb seconded the motion and the items were approved.

Change of Course Number and Lecture/Lab Hours:

Course Prefix: PSYC

Course Number: ~~3314~~ **3313**

Course Title: Statistics for the Social and Behavioral Sciences

Prerequisite(s): MATH 1003 or equivalent

Lec/Lab Hrs: 4(~~3-1~~) **3(3-0)**

Deletion of Courses:

Course Prefix: ~~PSYC~~

Course Number: ~~4143~~

Course Title: ~~Psychology of Self~~

Course Prefix: ~~PSYC~~

Course Number: ~~4873~~

Course Title: ~~Special Topics in Psychology: Applied~~

McCoy College of Science, Mathematics and Engineering – Dr. Cobb

13. Dr. Cobb submitted the following undergraduate item for approval. Dr. Ziegler seconded the motion and the items were approved.

Mechanical Engineering Major Course Work - 75 semester hours

- MENG 1101 - Introduction to Engineering 1
- MENG 1132 - Engineering Graphics 2
- ~~MENG 1202 – Solid Modeling~~ 2
- **MENG 2212 – Engineering Computation** 2
- MENG 2104 - Electric Circuits 4
- MENG 2113 - Statics 3
- MENG 1123 - Engineering Economics 3
- MENG 2203 - Thermodynamics 3
- MENG 2204 - Electronics 4
- MENG 2213 - Dynamics 3
- MENG 2223 - Mechanics of Solids 3
- MENG 3104 - Fluid Mechanics 4
- MENG 3114 - Materials Science 4
- MENG 3123 - Measurements and Instrumentation 3
- MENG 3203 - Applied Fluid Power Design 3
- MENG 3233 - Mechanisms and Dynamics of Machines 3
- MENG 3234 - Heat Transfer 4
- MENG 3243 - Computer Aided Engineering 3
- MENG 4122 - Machine Control Programming 2
- MENG 4123 - Mathematical Methods for Engineers 3
- MENG 4134 - Machine Elements Design 4
- MENG 4143 - Senior Design I 3
- MENG 4203 - Mechanical Engineering Analysis 3
- ~~MENG 4212 – Topics in Engineering Fundamentals~~
- **MENG 4222 – Production & Automation Systems** 2
- MENG 4243 - Senior Design II 3
- MENG 4253 - Control Systems 3

Additional Information

The student must achieve an overall cumulative GPA of at least 2.3.

The Mechanical Engineering program is accredited by the Engineering Accreditation Commission of ABET,
<http://www.abet.org/>

Graduate Course and Catalog Changes – Dr. Ziegler

14. Dr. Ziegler submitted the following graduate items for approval. Dr. Cobb seconded the motion and the items were approved.

West College of Education

New Course Addition Effective Fall 2024

Educational Leadership, Ed.D.

EDLE 6203 (course description)

Course Title: Dissertation

Course Prerequisite: None

Course Description: To be scheduled only with consent of department. Nine hours credit required. ~~No credit assigned until dissertation has been completed and filed with the graduate school.~~ Doctoral students must maintain continuous enrollment in this course subsequent to passing qualifying examination for admission to candidacy. **Credit or No-Credit are assigned for dissertation hours.**

15. Dr. Ziegler submitted the following graduate items for approval. Dr. Cobb seconded the motion and the items were approved.

Gunn College of Health Sciences and Human Services

Catalog Changes Effective Fall 2024

Health Services Administration, MHA

Health Services Administration

← Return to: [Robert D. & Carol Gunn College of Health Sciences and Human Services](#)

~~**Nathan R. Moran**~~

~~**Chair, Health Services Administration**~~

~~**Roe Roberts**~~

Jennifer Anderson

Interim Graduate Coordinator

Graduate Faculty: Fidelie, Moran, Roberts

Emeritus Faculty: Harlow

Degrees/Certificates

The Health Services Administration Graduate Program offers the following:

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.

Master of Health Administration (MHA) with a major in Health Services Administration (45 ~~33~~ semester hours)

~~The MHA major must choose from among four concentration areas:~~

- ~~A. Health Information Management~~
- ~~B. Medical Practice Management~~
- ~~C. Public and Community Sector Health Care Management~~
- ~~D. Rural and Urban Hospital Management~~

~~The MHA Graduate Coordinator will design a degree plan including required courses and electives to meet the requirements for the selected area of concentration. For further information on the concentration areas refer to the department website.~~

Health Services Administration Graduate Certificate (GCHSA—18 semester hours)

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 MHA should be able to complete the degree in ~~five~~ **four** semesters. Each course is offered fully online and includes Internet based discussions and written assignments. Face to face workshops and seminars are offered on campus during the academic terms for interested students; while attendance is optional for domestic students it is required for all international students with F1 visas.

The Health Services Administration program is a Graduate Associate member of the Association of University Programs in Health Administration (AUPHA).

For more information about the MHA, please click [here](#).

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: (1) 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 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 [Health Services Administration MHA](#) Admissions Requirements

An applicant who meets each of the following admission criteria may become eligible for unconditional admission:

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. MSU requests that international graduate student transcripts be evaluated by a preferred third party for degree clarification. MSU will also accept evaluations from NACES members.**
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.**

An undergraduate background judged by the graduate faculty of the student's intended major to be adequate for success in the student's intended major.

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

- **Graduate application and processing fee**
- **Official transcripts from all higher education institutions attended by the applicant**
- **Resume**

The following are considered in the admission process:

- **GPA**
- **Working in healthcare (or related) experience.**

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.~~ Links to the application forms can be obtained from the program website. The MHA program is open to students with varied educational backgrounds, and entrance into the MHA program is competitive. No specific baccalaureate degree is required.

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.

The applicant must have a bachelor's degree from a regionally accredited institution and meet the respective admission requirements for the 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 who has met the department's minimum competency requirements including consideration of the following:

1. ~~Competitive scores on the GRE, see the table below; and~~
2. ~~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;~~
3. ~~Undergraduate GPA of 3.0 or better; and~~
4. ~~Paid or voluntary work experience in the health field OR clinical training at the bachelor's level.~~

GRE Scores Required for Unconditional/Full Admission*

Graduate Record Exam (GRE)	Minimum Scores Required
Verbal Reasoning	50th percentile or greater**
Quantitative Reasoning	50th percentile or greater**
Analytical Writing	3.5

*Exceptions to the minimum score requirements may be made based on work experience, or other qualifying situations, but exceptions will be made on a case by case basis at the discretion of the program's admissions committee. Also, an Analytical Writing Score of 3.5 or greater may substitute for a GRE Verbal Reasoning score of less than 50th percentile or greater when considering a student for Unconditional Admission; again this will be on a case by case basis.

**When compared to other test takers.

Conditional Admission Guidelines

Applicants who do not meet the requirements of unconditional admission may be admitted conditionally. The minimum GRE scores for conditional admission are shown in the table below. As a general rule,

1. ~~Conditional admission shall continue through the first 12 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.~~

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.

3. ~~Upon successful completion of 12 semester hours of graduate courses with a grade point average of 3.2 and no grade lower than a B, the student's records will be reviewed to determine eligibility for full admission status.~~
4. ~~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.~~

Conditional Admission Requirements

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

1. ~~GRE scores, see the table below; and~~
2. ~~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;~~
3. ~~Undergraduate GPA of 2.6 or better; and~~
4. ~~Paid or voluntary work experience in the health field OR clinical training at the bachelor's level OR work experience in a related field.~~

Conditional/Provisional GRE Admission Scores

Graduate Record Exam (GRE)	Minimum Scores Required*
Verbal Reasoning	25th to 49th percentile**
Quantitative Reasoning	25th to 49th percentile**
Analytical Writing	2.0 – 3.4***

*Exceptions to the minimum score requirements may be made based on work experience, or other qualifying situations, but exceptions will be made on a case by case basis at the discretion of the program's admissions committee.

**When compared to other test takers.

***An Analytical Writing Score of 3.5 or greater may substitute for a GRE Verbal Reasoning score of less than 50th percentile or greater when considering a student for Unconditional Admission; again this will be on a case by case basis.

Application for Re-Admittance

The department does recognize that in rare cases course grades may cause a student to be administratively dismissed from the program or who may have not met the requirements for provisional admission. In such cases, a student may apply to the department's academic review committee for re-admission after ~~he or she~~ **they has have** been officially dismissed from the program or for reconsideration if not granted conditional admission. The student must submit a letter requesting readmission with supporting documentation of ability to perform satisfactory academic work. Also, the student must submit a statement explaining why ~~he~~ **they** did not perform up to departmental standards and how ~~he~~ **they** intends to remedy this situation. Approval of the readmission request will be based upon the student's written essay in **their** ~~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 readmission 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. ~~Students seeking reconsideration for provisional admission must write a letter to the committee explaining why their GRE and/or their undergraduate GPA did not meet the minimum program requirements and how they intend to work towards strengthening these identified areas of deficit.~~

Requirements for Academic Good Standing

Any student who receives two grades of C or less, or one F will be administratively removed from the program the term following the second C or D or the one F. The student in the master's or the graduate certificate programs may repeat one course in which a grade of C or lower has been earned 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. Students who are seeking the graduate certificate must earn a grade of B or better in each of the courses to be awarded the certificate.

Structure of Programs

~~The MHA program is a 45 credit program which requires students to take some 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 or summer semesters. MHA part-time slots are available, but students are responsible for assuring that they complete the courses in an appropriate sequence.~~

Curriculum

MHA students entering the program will be required to complete 33 hours to meet degree requirements. They will include 30 hours of core class requirements and 3 hours of elective courses.

Core Courses: All Health Services Administration students must complete the ~~33~~ **30** semester credit hours specified below:

HSAD 5013 - Health Services Administration Foundations*

HSAD 5103 - Health Care Organization Behavior & Management Theories*

HSAD 5113 - Health Care Financial Management I

HSAD 5133 - Health Systems Engineering and Quantitative Methods **or RADS 6553 Data Analysis**

HSAD 5143 - Health Care and Personnel Law **or RADS 5023 Legal and Regulatory**

Considerations in Radiologic Sciences

HSAD 5203 - Health Care Marketing and Microeconomics

HSAD 5213 - Health Services Operational and Strategic Management

HSAD 5223 - Health Informatics

HSAD 5253 - Health Services Research

HSAD 5293 - Managerial Epidemiology and Biostatistics

HSAD 6063 - Graduate Seminar in Advanced Research**

**Must be taken during the first full academic semester in program.*

***Taken only one time after completing at least 30 semester credit hours ~~and~~ HSAD 5253.*

Electives: 12 semester credits of elective courses are to be defined by the student and the advisor, based on the student's desired career goals and their concentration area.

Students should contact their advisor to ensure courses are taken in the proper sequence. Typical course offerings each semester are as follows (*Electives will rotate, so if a student desires a specific elective be sure to take it the first semester it is offered as it may not be offered for several more semesters*):

Fall

~~HSAD 5013 – Health Services Administration Foundations*~~

~~HSAD 5103 – Health Care Organization Behavior & Management Theories*~~

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

~~HSAD 5203 – Health Care Marketing and Microeconomics~~

~~HSAD 5223 – Health Informatics~~

~~HSAD 5253 – Health Services Research~~

~~HSAD 6063 – Graduate Seminar in Advanced Research**~~

Spring

~~HSAD 5013 – Health Services Administration Foundations*~~

~~HSAD 5103 – Health Care Organization Behavior & Management Theories*~~

~~HSAD 5133 – Health Systems Engineering and Quantitative Methods~~

~~HSAD 5163 – Capstone: Health Administrative Problems~~

~~HSAD 5213 – Health Services Operational and Strategic Management~~

~~HSAD 5293 – Managerial Epidemiology and Biostatistics~~

~~HSAD 6063 – Graduate Seminar in Advanced Research**~~

Summer

~~HSAD 5143 – Health Care and Personnel Law~~

Electives: Complete 3 hours from the courses specified below:

HSAD 5123 - Health Care Personnel

HSAD 5153 - Managed Care Organizational Structure in the 21st Century

HSAD 5283 - Health Care Financial Management II

HSAD 5293 - Managerial Epidemiology and Biostatistics

Graduation Requirements

Students must successfully complete all required courses with a grade of B or better. To graduate, all students must successfully complete all course work in a manner consistent with the guidelines for that course (Contact the Program Coordinator for more information). ~~In addition,~~ all MHA students must complete and successfully pass a written comprehensive examination in the semester in which they intend to graduate. A student who fails the comprehensive examination may be allowed one retake of the exam. The student will be notified by the Program Coordinator and/or the student's advisor if a retake is permitted. This retake cannot be completed

until the next semester and will be comprised of new questions. If a student fails the retake of the examination, his/her degree candidacy will be terminated.

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 courses with a grade of B or better.

Degree Requirements and Courses

Programs

Major

Health Services Administration, M.H.A.

Graduate Certificate

Health Services Administration Graduate Certificate

Courses

Health Services Administration

~~HSAD 5003 – Independent Graduate Study in Health Administration~~

HSAD 5013 - Health Services Administration Foundations

HSAD 5103 - Health Care Organization Behavior & Management Theories

HSAD 5113 - Health Care Financial Management I

HSAD 5123 - Health Care Personnel

HSAD 5133 - Health Systems Engineering and Quantitative Methods

HSAD 5143 - Health Care and Personnel Law

HSAD 5153 - Managed Care Organizational Structure in the 21st Century

HSAD 5163 - Capstone: Health Administrative Problems

HSAD 5173 - Introduction to Public Health Administration

HSAD 5203 - Health Care Marketing and Microeconomics

HSAD 5213 - Health Services Operational and Strategic Management

HSAD 5223 - Health Informatics

HSAD 5233 - Health Policy and Macroeconomics

HSAD 5253 - Health Services Research

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HSAD 5273 - Health Care Ethics

HSAD 5283 - Health Care Financial Management II

HSAD 5293 - Managerial Epidemiology and Biostatistics

HSAD 5503 - Healthcare Demographic Analysis

~~HSAD 5603 – Prison Health Care~~

HSAD 6003 - Special Graduate Topics in Health Administration

HSAD 6063 - Graduate Seminar in Advanced Research

← Return to: Robert D. & Carol Gunn College of Health Sciences and Human Services

16. Dr. Ziegler submitted the following graduate items for approval. Dr. Watson seconded the motion and the items were approved.

Prothro-Yeager College of Humanities and Social Sciences

Catalog Changes Effective Fall 2024

Psychology, M.A.

Psychology

Masters of Arts in Psychology

Mission Statement

Programs and Courses

David Carlston

Chair, Psychology Department

~~Michael Vandehey~~ **Arthur Cardona**

Graduate Coordinator

Graduate Faculty: Carlston, **Diekhoff, Maxwell** ~~Guthrie~~, Vandehey

Master of Arts in Psychology

The Prothro-Yeager College of Humanities and Social Sciences offers a Master of Arts with a major in psychology. Students complete a 60-hour curriculum designed to satisfy the requirement for licensure in the State of Texas as either a Licensed Professional Counselor

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and/or Licensed Psychological Associate.

Students may transfer up to (12) hours of graduate psychology graduate credits from other institutions with approval of the Psychology Department Chair, the Graduate Program Coordinator, and the Dean of the Prothro-Yeager College of Humanities and Social Sciences.

Mission Statement

The purpose of the Midwestern State University Graduate Program in Psychology is to provide the highest quality of training in the assessment and treatment of psychological disturbance whether found in children, adolescents, adults, families, or the community. Students leave the program with training in personal, interpersonal, educational, and vocational areas that impact individuals, families, and communities. The main focus is on the master's level practitioner; however, we actively encourage our students to pursue doctoral training, and we see our program as a first step toward that goal.

Careful attention is paid to the values which provide a foundation for our approach to graduate training in psychology. Our values encompass the following domains: (1) scientific conceptualization - the application of scientific investigation and development of new knowledge to problem identification and problem-solving, (2) clinical objectives - the application of psychological theory and efficacious treatment to individual difference including cultural diversity, gender, age, socio- economic status, etc., (3) ethics - exemplary personal and professional conduct that better the field of psychology, and (4) interpersonal ability - ways in which one's behavior fosters trust, empathy, and self-awareness.

Our faculty members come from diverse theoretical orientations and professional experiences. Therefore, students can expect to become knowledgeable in a variety of psychological theories and practices.

Admission Requirements and Procedures

No students will be admitted to the MA Psychology Program after August 2023.

~~Required application materials include an Application for Admission to The Graduate School at Midwestern State University (<https://msutexas.edu/academics/graduate-school/how-to-apply.php>), official transcripts (undergraduate and graduate). Graduate Record Examination scores, letters of recommendation, and a personal statement are optional but may strengthen an application. All application materials must be submitted to:~~

~~Graduate Coordinator Psychology Department c/o The Dr. Billie Doris McAda Graduate School
Midwestern State University
3410 Taft Blvd.
Wichita Falls, TX 76308 940 397 4920~~

~~Completed applications will be distributed by the Psychology Department Graduate Coordinator to the other members of the Psychology Graduate Admissions Committee for their consideration.~~

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.

~~Applications for fall admission will be evaluated beginning October 10th. The program evaluates each application within two weeks and makes a decision. Offers are made until the program is full (10 slots per year). Early applicants will receive first consideration for admission, competitive scholarships, out of state tuition waivers, as well as financial aid.~~

~~Unless special arrangements have been made with the Department Chair, Graduate Coordinator, and with the instructor of record, no student will be allowed to enroll in any graduate psychology course unless he or she has applied for admission and has been accepted into the program. Under no circumstances may students continue in graduate psychology classes beyond the first semester of enrollment without applying to and being accepted into the program.~~

~~Admission standards are somewhat flexible, but the following guidelines are used by members of the Psychology Graduate Admissions Committee in making admission decisions:~~

~~1. Undergraduate degree from a regionally accredited college or university. This degree need not be in psychology, but non-majors can anticipate a substantial amount of leveling work, if they have not completed sufficient psychology related coursework while fulfilling their undergraduate degree requirements.~~

~~Ideally, applicants will have completed course work in the following areas of psychology with a grade of C or better: introductory psychology, statistics, learning, research methods, and one or more courses in the clinical area of psychology (e.g., clinical, abnormal, personality).~~

~~Note: It may be possible for some of these courses to be completed as leveling work at Midwestern, and in some cases, this may be accomplished while the student is enrolled in graduate psychology courses.~~

~~Applicants may be admitted in two categories: conditional admission or unconditional admission. Conditional admission is infrequently granted by the Psychology Graduate Admissions Committee. Students admitted conditionally are admitted to the degree program, but are provided specific academic requirements (e.g., undergraduate leveling work, minimum GPA attainment) that must be completed during a specified timeframe in order to continue in the degree program. Once these conditions are met, conditionally admitted students will be unconditionally admitted to the degree program.~~

~~Unconditional admissions indicates that the applicant has been accepted to the degree program and will remain in the program given satisfactory performance. Continued enrollment in the graduate psychology program is dependent upon continuing satisfactory performance in three areas: academic, assistantship (if applicable), and clinical (when applicable) as discussed below.~~

~~Students are expected to participate actively in classes, attend relevant extracurricular training opportunities, and to maintain a cumulative grade point average of 3.0 (B) or higher. It is further expected that students will receive no more than a single grade lower than a B.~~

~~Graduate Assistants and Research Assistants are expected to work reliably and with minimal prompting by their assigned faculty and to perform assigned tasks in a timely and satisfactory manner. Students will be evaluated on the discharge of the responsibilities by the faculty member~~

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to whom they are assigned. Graduate Teaching Assistants are expected to conform to all University and program standards, policies, and procedures in the performance of their teaching duties.

Clinical skills are monitored by all clinical faculty members. These evaluations include readiness for initial practicum assignment, performance within clinical practicum settings, and observations of behavior outside the practicum. Deficiencies in any of the three evaluation areas will prompt a General Performance Appraisal of the student, at which time deficiencies will be outlined, corrective actions specified, and a timetable established for completing these corrective actions. Failure to rectify deficiencies in a timely and acceptable manner will result in dismissal from the program. Should it be determined appropriate and, in the student's, and program's best interests, a student may be allowed to complete a 50-hour master's degree program. Said students would receive a master's degree but would not complete PSYC 6152/PSYC 6181, PSYC 6203/PSYC 5200, or PSYC 6200/PSYC 5203 and would not be qualified for providing clinical services post-graduation.

Admission to Candidacy

Students are automatically admitted to candidacy upon successful completion of 18 hours of graduate psychology credits.

The Final Comprehensive Examination

All students 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 reexamination is granted, evidence of additional preparation must be presented. A student who fails the exam three times will be dismissed from the program.

The Final Oral Examination

When the thesis or applied research paper has received final approval by the Graduate Advisory Committee, the student should schedule the final oral examination. This examination must be completed at least two weeks before the end of the semester. The chairperson of the Graduate Advisory Committee will file in the Office of the Registrar a report on the examination, signed by the members of the Graduate Advisory Committee. This report will also contain a recommendation for or against approval of the candidate for graduation. If unsuccessful in the

examination, the student may not be re-examined until the semester following the initial examination, except with the permission of the Department Chair, Graduate Program Coordinator, and Director of Clinical Training. Before the petition is granted, evidence of additional preparation must be presented.

Thesis Requirements

Completion of a thesis is optional, generally recommended for students aspiring to doctoral study. Additionally, completion of a thesis will require three additional hours beyond the 60 hour degree requirement. The thesis is to be completed in a style consistent with the most current *Publication Manual of the American Psychological Association*. The thesis should be submitted to the student's Graduate Committee at least six weeks prior to the end of the semester (defined as the last day of finals). The final version of the thesis must be approved by the Graduate Committee at the oral examination at least four weeks before the end of the semester. The thesis is submitted at this time to the Dean of the Prothro-Yeager College of Humanities and Social Sciences and to the Dean of the Dr. Billie Doris McAda Graduate School. All submitted copies of the student's thesis must comply with publication and signature requirements as established by the McAda Graduate School.

Programs and Courses

Programs

Major

Psychology, M.A.

17. Dr. Ziegler submitted the following graduate items for approval. Dr. Watson seconded the motion and the items were approved.

New Course Additions and Catalog Changes Effective 2024

English, M.A./M.S.

ENGL 6963 (change course description)

Course Title: Non-Thesis Applied Project

Course Prerequisite: None

Course Description: ~~Plan and complete a professional or academic project.~~ **An analysis and proposed resolution of an issue or problem that is relevant to a professional or academic audience.** Directed by the student's faculty applied project director.

ENGL 6983 (change of course prerequisite)

Course Title: Thesis

Course Prerequisite: Completion of 24 **21** hours of graduate course work in English.

Catalog Change

English

Graduate Admission Requirements

Unconditional Admission may be granted to an applicant who has met the following criteria:

- Bachelor's degree from a regionally accredited institution. The Graduate Admission office must receive official transcripts from each institution attended other than MSU.
- GPA of at least 3.0 on the last 60 hours of undergraduate work.
- Undergraduate background judged by the English graduate coordinator to be adequate for success in the program.
- Academic essay or professional writing sample.
- **Letter of interest (500 words): A brief introduction of yourself, your background, and motivation or interest in pursuing a graduate degree in English.**
- GRE not required.

Independent Graduate Study Courses

~~A student may apply 6 semester hours of independent graduate study courses toward the M.A. or M.S. degree in English.~~

English, M.A./M.S.

Option 3: Professional Development Track (Non-Thesis)

For the Professional Development track culminating project, students must select to complete either the Non-Thesis Applied Project or the Comprehensive Written Exam. This option is recommended for those who do not intend to pursue graduate studies beyond the master's level and/or desire to establish credentials in an additional field.

Required: 30 semester hours of approved graduate English courses or 24 hours of graduate English courses and 6 hours of approved graduate courses outside of the English Department.

Required courses include:

- ENGL 5043 - Introduction to Graduate English Studies

Research - Choose 3 hours from:

- ENGL 5533 - Literary Theory and Criticism
- ENGL 5553 - Rhetorical Theory and Criticism
- ENGL 5563 - Research Methods in Writing Studies

Culminating project - 3 hours

- ENGL 6963 - Non-Thesis Applied Project *
- OR
- ENGL 6973 - Comprehensive Written Examination **

* ENGL 6963: Non-Thesis Applied Project: **An analysis and proposed resolution of an issue or problem that is relevant to a professional or academic audience. Examples of applied projects include an advocacy plan, a policy platform, public relations materials, educational and training manuals, and web- or digitally-based informational materials.**

1. Select Graduate Advisory Committee

Prior to registering for ENGL 6963 **Non-Thesis Applied Project**, the student will select a graduate faculty member to serve as the applied project director. The student must obtain faculty member's signatures on the Faculty Applied Project form and submit the form to the Graduate Coordinator. Once this paperwork is received, the student will be considered a candidate for the degree and may register for ENGL 6963.

2. Enroll in ENGL 6963 **Non-Thesis Applied Project** and successfully complete the applied project.

** ENGL 6973: Comprehensive Written Examination: **A concentrated study of three selected literary periods, critical or theoretical approaches, and writing disciplines in preparation for completing a take-home, comprehensive written exam. Directed by the student's Graduate Advisory Committee chair.**

1. Select Graduate Advisory Committee

Prior to registering for ENGL 6973 **Comprehensive Written Examination**, the student will form a committee of no fewer than three graduate faculty members to guide the design of the final comprehensive written examination. The student must obtain members' signatures on the Graduate Advisory Committee form and submit the form to the Graduate Coordinator. Once this paperwork is received, the student will be considered a candidate for the degree and may register for ENGL 6973.

2. Enroll in ENGL 6973 - Comprehensive Written Examination

In the final semester before graduation, ~~a student pursuing the PDT will~~ **the student will enroll in ENGL 6973 and successfully complete the comprehensive written examination.** ~~Under the direction of the student's GAC chair, the student will conduct a concentrated study of selected literary periods, critical or theoretical approaches, and writing disciplines in preparation for completing a three-question, take-home, comprehensive written exam. In the first week of the semester, the student will work with the GAC to identify and select the three reading concentration areas on which the three questions will be based. The readings will be selected from the following areas:~~

- ~~World Literature~~
- ~~British Literature~~
- ~~American Literature~~
- ~~Composition Pedagogy and Practice~~
- ~~Rhetoric and Language~~
- ~~Professional and Technical Writing~~

3. ~~Successfully Complete the Comprehensive Written Examination~~

- a. ~~In the second week of class, the GAC will provide the student a three-question examination. The student must complete and submit the examination to the GAC by the tenth week of class. Each question response must contain a minimum of 1,250 words. Documentation will be formatted according to the current edition of the *MLA Handbook [for Writers of Research Papers]* or the *Publication Manual of the American Psychological Association*, pending GAC approval, and the writing will reflect the conventions of edited American English. Students may consult references and notes, but they may not have their exams edited or proofread by a third party.~~
- b. ~~One week after the completed exam has been submitted for grading, the student will meet with the GAC to discuss the exam results. Each question response will be graded separately. To satisfy the Comprehensive Written Examination requirement, a student must receive a grade of C or better for each of the three question responses.~~

18. Dr. Ziegler submitted the following graduate items for approval. Dr. Stambaugh seconded the motion and the items were approved.

Dillard College of Business Administration

New Course Addition/Catalog Change Effective Fall 2024

BUAD 5643 (new course addition)

Course Title: **Machine Learning Applications in Business**

Course Prerequisite: None

Course Description: **The course teaches students statistical learning based on the application of modern methods and relevant statistical software. It includes supervised and unsupervised machine learning methods. Supervised machine learning refers to making predictions of a variable based on models that require input variables. Unsupervised machine learning refers to identifying relationships and patterns among a group of variables. The methods included linear regressions, resampling methods, model selection, tree-based methods, vector machines, deep learning, survival analysis, and multiple testing.**

Lecture/Lab hours: 3(3-0)

Course Objective:

- **Learn applications of supervised machine learning methods to the analysis of business data using relevant statistical software.**
- **Learn the application of unsupervised machine learning methods to the analysis of business data using relevant statistical software.**
- **Learn quantitative methods that are necessary in data analysis.**

19. Dr. Ziegler submitted the following graduate items for approval. Dr. Stambaugh seconded the motion and the items were approved.

Catalog Changes Business Analytics, M.B.A.

Business Analytics Certificate

The certificate in business analytics teaches students how to solve business problems that require data analysis. It includes learning the application of statistical methods to the analysis of data while using relevant software such as Tableau, Python, R, SAS, SQL, and Excel.

Requirements:

- A 3.0 undergraduate degree GPA is required.
- A 3.0 GPA is required to earn the certificate.
- One grade of “C” is only allowed. A student who earns two or more grades of “C” or lower will be dismissed from the business analytics certificate program.

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- Four business analytics courses (12 credit hours).
- Courses:
 - BUAD ~~5063~~ **5603** Advanced Applied Business Statistics is required for students who have not taken statistics.
 - ECON 5143 Data Modelling and Forecasting (Required).

Choose three of the following courses:

- BUAD 5623 Model-based Problem Solving
- BUAD 5633 Applied Analysis of Business Process
- BUAD 5643 Machine Learning Applications in Business
- MIS 5113 Introduction to Business Analytics
- MIS 5603 Data Visualization
- MIS 5613 Data Mining and Text Analytics in Business

Business Analytics Certificate

The certificate in business analytics teaches students how to solve business problems that require data analysis. It includes learning the application of statistical methods to the analysis of data while using relevant software such as Tableau, Python, R, SAS, SQL, and Excel.

Requirements:

- **A 3.0 undergraduate degree GPA is required.**
- **A 3.0 GPA is required to earn the certificate.**
- **One grade of “C” is only allowed. A student who earns two or more grades of “C” or lower will be dismissed from the business analytics certificate program.**
- **Four business analytics courses (12 credit hours).**
- **Courses:**
 - **BUAD 5603 Advanced Applied Business Statistics is required for students who have not taken statistics.**
 - **ECON 5143 Data Modelling and Forecasting (Required).**

Choose three of the following courses:

- **BUAD 5623 Model-based Problem Solving**
- **BUAD 5633 Applied Analysis of Business Process**
- **BUAD 5643 Machine Learning Applications in Business**
- **MIS 5113 Introduction to Business Analytics**
- **MIS 5603 Data Visualization**
- **MIS 5613 Data Mining and Text Analytics in Business**

Business Analytics, M.B.A.

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 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.

In most cases, students who have earned a bachelor's degree in business administration will have satisfied the entire CBK. Students who have had no previous course work in business can have portions of the CBK waived with other previous course work and/or relevant work experience or by equivalency testing. The specific CBK courses required will be determined by the Graduate Coordinator and discussed with each student in an initial meeting. Alternatively, the entire CBK can be satisfied by completing the six-hour graduate course: BUAD 5006-Foundations for the MBA.

MBA in Business Analytics Course Work Requirements

The total number of semester hours of course work required to earn the MBA degree depends on the undergraduate background of each MBA student. All students entering the MBA program must:

1. Satisfy the Common Body of Knowledge (CBK) requirement before beginning graduate level course work, and
2. Complete the MBA core course work specified for the MBA program.

Once the CBK requirement has been satisfied, the graduate student may begin taking the graduate level courses for the MBA degree.

MBA in Business Analytics

Each student will take 8 required graduate courses (24 semester hours) plus 3 graduate Business Analytics electives (9 semester hours) for a total of 33 semester hours.

- ACCT 5213 - Cost Analysis and Control
- BUAD 5603 - Advanced Applied Business Statistics

- ECON 5143 - Data Modeling and Forecasting
- FINC 5713 - Financial Administration
- MGMT 5443 - Current Issues in Organizational Behavior
- MGMT 6883 - Graduate Seminar in Business Policy
- MIS 5113 - Introduction to Business Analytics
- MKTG 5513 - Graduate Seminar in Marketing

Approved Graduate Business Analytics Electives - 9 hours:

- BUAD 5623 - Model-Based Problem Solving
- BUAD 5633 - Applied Analysis of Business Processes
- **BUAD 5643 – Machine Learning Applications in Business 3 (3-0)**

Prerequisite(s): Consent of the Graduate Coordinator.

The course teaches students statistical learning based on the application of modern methods and relevant statistical software. It includes supervised and unsupervised machine learning methods. Supervised machine learning refers to making predictions of a variable based on models that require input variables. Unsupervised machine learning refers to identifying relationships and patterns among a group of variables. The methods include linear regression, resampling methods, model selection, tree-based methods, vector machines, deep learning, survival analysis, and multiple testing.

- MIS 5603 - Data Visualization
- MIS 5613 - Data Mining and Text Analytics in Business

Total: 33 hours

Concentrations

Accounting Concentration*

Students wishing to complete the MBA in Business Analytics degree with an Accounting Concentration must complete 9 semester hours from the following courses:

- ACCT 5013 - Graduate Petroleum Accounting **
- ACCT 5123 - Advanced Accounting
- ACCT 5223 - Accounting Research and Communication
- ACCT 5703 - Federal Tax Research
- ACCT 5713 - Accounting Analytics
- ACCT 5893 - Graduate Internship in Accounting

Energy Management Concentration*

Students wishing to complete the MBA in Business Analytics degree with an Energy Management Concentration must complete 9 semester hours from the following courses:

- FINC 5313 - Energy Industry Finance

- MGMT 5313 - Energy Management

And one course from the following courses:

- ACCT 5013 - Graduate Petroleum Accounting **
- ACCT 5313 - Energy Accounting and Law
- BUAD 5623 - Model-Based Problem Solving
- BUAD 5633 - Applied Analysis of Business Processes
- MIS 5603 - Data Visualization
- MIS 5613 - Data Mining and Text Analytics in Business

Note:

*This will require more than 33 hours total.

**ACCT 5013 is not part of the CPA exam topic.

Dillard College of Business Administration

Return to: [Catalog Search](#)

Master of Business Administration Distinguished Professorships

Dillard College Centers Programs and Courses

Jeff Stambaugh, Dean

(Dillard College of Business Administration Building 233)

Master of Business Administration

Pablo Garcia-Fuentes, Graduate Coordinator

Graduate Faculty: Anders, Bultena, Chou, Forrester, Gaharan, Kataria, Lei, Li, Manley, Martinez, Patterson, Patton, Stambaugh, Tilker, G. Zhang, J. Zhang,

Emeriti Faculty: Fritsch, Harmel, C. Harris, T. Harris, Harvey, Johnston, Krienke, McCullough, Patin, Ramser, Rountree, Van Geem, Wilson

Introduction

The Master of Business Administration (MBA) Program was created by the graduate faculty within the Dillard College of Business Administration. All substantive changes, deletions, and additions to the rules and guidelines concerning admission to, participation in, and graduation

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from the MBA Program are approved by the graduate faculty before they are implemented by the Graduate Coordinator.

Mission

The Dillard College of Business Administration Master of Business Administration (MBA) degree prepares individuals for professional career opportunities in today's dynamic, challenging, and complex world of global business. The MBA program equips its graduates with the knowledge, skills and competencies necessary to achieve their professional business goals and objectives. The MBA degree is especially valuable for individuals who want to advance their careers through leadership opportunities within a broad range of organizations.

To attain its mission, the graduate faculty within the Dillard College of Business Administration believes that the MBA Program must lead to the achievement of the following objectives. Each graduate student, in pursuing an MBA degree at MSU, will

1. Exhibit the characteristics of leadership
2. Be able to conduct themselves professionally in global environments
3. Produce creative responses to business situations
4. Integrate knowledge across business disciplines
5. Communicate at professional level

Accreditation

The Dillard College of Business Administration is accredited by the Association to Advance College Schools of Business, International (AACSB, International).

National business accreditation has several benefits to the business student:

1. Each student will receive a professional education in business administration that is relevant and of high quality.
2. The programs of business education at MSU are fundamentally similar to those received at other accredited institutions in the United States.
3. When recruiting and hiring business students, companies look favorably on graduates from accredited business programs.

Applying for Admission

To be considered for admission to the MBA Program, students must provide proofs of documents listed below to the Dr. Billie Doris McAda Graduate School.

1. A bachelor's degree in any field from a regionally accredited college or university.
2. A completed application form.

3. Official transcripts of all previous college course work (including verification of an earned bachelor's degree).
4. An official score on either the Graduate Management Admission Test (GMAT) or the Graduate Record Exam (GRE).

International students (from countries where English is not the native language) must provide the proofs of documents listed above as well as an official score on the Test of English as a Foreign Language (TOEFL), IELTS, ITEP, or PTE to the Office of International Services.

Application for Graduate Admission

Students may apply via The Graduate School at <https://msutexas.edu/academics/graduate-school/how-to-apply.php>. Students who have previously attended Midwestern State University Graduate School, but did not enroll for a long semester (fall or spring) must submit a reactivation form to request admission. Even students who have completed their undergraduate degree at Midwestern State University must submit an application for graduate admission. The application for graduate admission must be filed by the deadlines listed in the Academic Information section of the Graduate Catalog.

Official Transcripts

Transcripts reflecting course work pursued at all higher education institutions attended must be provided to the Graduate School before admission to MSU can be considered. Each applicant must have official transcripts sent directly to MSU. Copies of transcripts will not be accepted.

Graduate Management Admission Test (GMAT) or Graduate Record Exam (GRE)

Each applicant must register for and take the GMAT or GRE. Information about the GMAT can be found at <http://www.mba.com>. Information about the GRE can be found at <http://www.ets.org/gre>. Members of the Beta Gamma Sigma (the international honor society serving business programs accredited by AACSB International) may request to have the test requirement waived (Beta Gamma Sigma membership does not result in an automatic test waiver). Individuals that have a prior *graduate or terminal* (e.g. MD, JD, Ph.D.) degree are exempted from the GMAT requirement. GMAT/GRE may be waived by the MBA Coordinator on a case-by-case basis with conditional admission for applicants who satisfies any of the following conditions:

1. Minimum overall GPA of 3.0 from U.S. post-secondary institutions
2. Minimum major GPA of 3.5 from U.S. post-secondary institutions
3. Minimum overall GPA of 3.0 from at least 9 hours of graduate level courses work from U.S. post-secondary institutions
4. A quantitatively oriented professional certification
5. Other standardized test scores demonstrating comparable quantitative ability
6. Significant professional work experiences

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Current resume

Each applicant must include an up-to-date resume listing prior educational and work experiences.

Admission Status

Applications for admission are reviewed and several factors are considered, including the applicant's GPA on his/her last 60 hours of undergraduate course work and the score on the GMAT or GRE. Admission decisions are made by the Dillard College of Business Administration's Graduate Program Committee.

International applicants must meet a minimum score on the TOEFL, IELTS, ITEP, or PTE as required under International Students.

Unconditional Admission

A citizen of the U.S.A. who (1) has an earned undergraduate degree, (2) submits an application for graduate admission (including all required application materials), and (3) has been accepted for admission by the Dillard College of Business Administration's Graduate Program Committee will be unconditionally admitted to the MBA program. To be admitted unconditionally, an international applicant must not only meet the three conditions above but also satisfy the TOEFL requirements shown above.

For more information on the MBA program including Program Requirements and Guidelines, see Master of Business Administration, M.B.A.

Important Program Guideline

The graduate faculty of the Dillard College of Business Administration has approved a number of guidelines (or rules) which must be adhered to by all MBA students. These guidelines affect several facets of the MBA program.

Common Body of Knowledge Courses

1. CBK Course Prerequisites: Before registering for a CBK course, a student must complete each prerequisite either at MSU or by transfer credit.
2. Undergraduate CBK Courses: Since the required CBK courses are undergraduate courses, they may be taken at MSU prior to entering the MBA program. All required CBK courses taken at MSU (after completing requirements for an undergraduate degree) will be included as part of the last 60 hours of course work, which forms the basis for computing the student's undergraduate GPA.
3. Transferred CBK Courses: Equivalent CBK courses may be transferred from other accredited colleges and universities. Equivalency will be determined by the Graduate Coordinator in consultation with the appropriate Department Chair.

4. CLEP Exam: A student may satisfy a required CBK course by taking a College Level Examination Program (CLEP) subject exam. In order to receive credit, the student must earn a score equivalent to “B” or higher. Credit from DANTES will not be accepted.
5. Completion of CBK Courses: Before beginning graduate level course work, a student must complete all or a majority of the required CBK courses. Any student wishing to take a graduate level business course prior to completion of all CBK courses must receive approval from the Graduate Coordinator.
6. Microcomputer Proficiency: A student who is not proficient in microcomputer applications will be advised to take MIS 2003 (Information Technology Concepts for Business).

Required Graduate Courses

Normally no substitutions will be allowed for the eight (24 semester hours) graduate courses required for the MBA degree (i.e., those courses specifically identified by course number and title).

Elective Graduate Courses

All graduate level elective courses must be approved by the Graduate Coordinator. The following rules will help students select graduate level electives.

1. Undergraduate Courses Taken for Graduate Credit: The Dillard College of Business Administration does not award graduate credit for any undergraduate courses.
2. Graduate Transfer Credit: A maximum of 6 semester hours of graduate level course work may be transferred from another accredited college or university or from another graduate program at MSU. Each graduate course for which transfer credit is requested must be approved by the Graduate Coordinator.

Minimum Grade Requirements

Graduate students are expected to do high quality work. Only grades of A, B, C, and CR are acceptable in graduate courses. Graduate students are responsible for adjusting their course loads consistent with their schedules of work and other outside activities and to prepare themselves by taking prerequisite courses. The following rules, approved by the graduate faculty of the Dillard College of Business Administration, concern graduate level performance.

1. Transfer Credit -Transfer credit will be reviewed for approval.
2. Grade Point Average – To graduate with an MBA degree, students must earn a cumulative GPA of 3.00 or higher on all graduate course work. Furthermore, students who choose the thesis option must earn a minimum GPA of 3.00 on all graduate course work in order to enroll in thesis courses. All students must have an overall 3.00 GPA in order to graduate.

3. The “Three C” Rule – Graduate students who earn a “C” or lower in no more than two different graduate courses will be allowed to remain in the MBA program as long as their cumulative GPA remains 3.00 or higher. However, after earning the second “C” or lower grade, a graduate student must meet with the Graduate Coordinator to create a plan for improving performance. If a graduate student earns a grade of “C” or lower in more than two different graduate courses, the student will be dismissed from the MBA program.
4. Repeated Courses - A repeated course will not be coded as such without approval from the Graduate Coordinator. If the Graduate Coordinator approves the repeat, the repeated course will be the one calculated in the GPA. However, all previous course grades remain on the student’s transcript.

Final Degree Plan

Early in the semester prior to the semester of expected graduation, an MBA student must schedule a conference with the Graduate Coordinator to review his/her final degree plan. After approval by the student and the Graduate Coordinator, the final degree plan is submitted to the Dean of the Dillard College of Business Administration and then to the Office of the Registrar. After meeting with the Graduate Coordinator, the student should file for graduation.

Filing for Graduation

In the semester prior to the semester of anticipated graduation, the graduate student should file an Application for Graduation and pay the graduation fee at the Office of the Registrar. (See Academic Calendar in the Graduate Catalog for deadlines.) A student may also apply for graduation online at <https://msutexas.edu/registrar/apply-graduation/>.

Research Proposal

Each MBA degree candidate has the choice of submitting a thesis. The student must submit a written research proposal to his or her presiding thesis chair. At a minimum, the proposal should cover the following areas:

Introduction to the topic chosen. Include background to the topic and why it is important.

Statement of problem and objective of study. In this part, the student should clearly and concisely indicate what he/she expects to accomplish. The discussion should cover exactly what will and will not be included in the study.

Literature review. The student should include in the proposal a brief summary of each piece of literature that significantly affects the topic. For each piece of literature included, the student should discuss how the results relate to the topic.

Proposed research design. This section is particularly important if the student chooses the thesis option. In a thesis, the student will normally define a topic, design a study to address the topic, conduct the study, and analyze the results in the final report (i.e., “the Thesis”).

Summary. In this section, the student should summarize the entire proposal.

The student should submit the research proposal as early as possible for several reasons:

1. The research proposal (and topic) will help identify an appropriate chairperson for the student's faculty advisory committee. The background of the faculty member who will serve as chair should complement the student's proposed research.
2. Where possible, the student should write research papers in MBA courses related to the chosen topic. In this way, each student can better understand the topic.

Thesis

A graduate student who chooses to do a thesis must adhere to the following guidelines:

1. Prepare and submit to the chairperson of his/her faculty advisory committee a more detailed research proposal than the original "Research Proposal".
2. Actually carry out the proposed research. This usually involves collecting the appropriate data, analyzing the results, drawing appropriate conclusions, and submitting a thesis (formal report) covering the research design, analysis, and results. The requirements for a thesis are more rigorous because the results are published.

The topic chosen will be determined through consultation with approval by the student's faculty advisory committee. The student begins this process no fewer than twelve months before expected graduation. The first draft of the thesis (including analysis of results and conclusions) should be submitted to the faculty advisory committee early in the student's semester of expected graduation.

Graduate Advisory Committee

Identifying a thesis topic and writing a research proposal, the student should consult with the Graduate Coordinator to form a Graduate Advisory Committee.

The student's required research proposal (discussed above) will facilitate selecting of a chairperson who has an academic background consistent with the student's research topic.

The Graduate Advisory Committee serves two important functions:

1. Providing guidance to the student in completing his/her course work,
2. Helping the student define the research topic and supervising the conduct of a thesis.

Important Deadlines for Students in a Thesis Program

Students writing a thesis must submit a proposal. The student must complete the "Application for Admission Candidacy" form, which requires a copy of the research proposal and the list of committee members, prior to enrolling in the first thesis course. (Note: Students should identify a faculty member who has a background compatible with his/her research topic to serve as chair.)

Dillard College Centers

Thesis

Semester Requirement

First semester or no later than 3 semesters prior to graduation: Notify the Graduate Coordinator of intent to pursue the Thesis option

At least three semesters prior to graduation:

1. Register for BUAD 6983
2. Write thesis proposal
3. Identify Graduate Advisory Committee members
4. Complete and submit Application for Candidacy to the Graduate Coordinator

At least two semesters prior to graduation:

1. Register BUAD 6993
2. Begin work on thesis

Semester of Graduation: At least 3 weeks prior to the end of the semester - Completed thesis approved by GAC and turned in to the Graduate Coordinator

America's SBDC at MSU

Vanda Cullar, ABPA
Director

America's SBDC at MSU is an Accredited Member of ASBDC. MSU's center assist clients in creating over 200 jobs annually through providing business consulting, training, and research to entrepreneurs in thirteen counties. Clients include those already in business, those who want to start a new venture, as well as providing business exit and succession planning. Assistance in government contracting, and on-site assessment for manufacturing and training is also available. The MSU SBDC also encourages young entrepreneurs by hosting the national program, "Lemonade Day." The Dillard College Entrepreneurship students participate by mentoring the youth and teaching age-appropriate business fundamentals.

Bureau of Business and Government Research

The Bureau of Business and Government Research is an integral part of the Dillard College of Business Administration and Midwestern State University. The mission of the Bureau of Business and Government Research is

1. to provide assistance in research conducted by the faculty and students in the University;
and
2. to conduct and encourage research related to economic development and the local community.

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.

The Bureau of Business and Government Research at Midwestern State University is a member of the nationwide Association for University Business and Economic Research. The Bureau of Business and Government Research publishes the *Midwestern Business and Economic Review* twice yearly.

Dillard Center for Energy Management

Jeffrey E. Stambaugh, Ph.D.

Director

The Dillard Center for Energy Management was established by the Dillard family to educate the next generation of energy leaders at Midwestern State University and serve the regional community. The oil and gas industry has a long legacy in this region and continues to be one of its major economic engines. More broadly, the energy industry is a major employer in Texas, with thriving oil, gas, wind, and solar operations. With the world desperately needing more energy, the energy industry has a vibrant future. By developing graduates with the business knowledge, skills, and competencies needed to enter the industry, the Center supports students' entry into a dynamic career and provides firms with the talent needed to sustain their vitality. The Center also serves as a catalyst for public education programs and continuing professional education offerings.

The Mamie Raborn Center for Economic Education

The Mamie Raborn Center for Economic Education was established in 1982 to increase the economic understanding of the University community and the citizens of the North Texas area. The Center provides economic education materials, disperses information concerning economic issues, and serves as a point of contact for members of the media and community having questions about economic issues.

The Munir Abdul Lalani Center for Entrepreneurship and Free Enterprise

Scott C. Manley, DBA

Director

The Munir Abdul Lalani Center for Entrepreneurship and Free Enterprise was established by the family of Munir Lalani to support and promote entrepreneurship and free enterprise in North Central Texas. The Lalani Center assists entrepreneurial ventures, encourages creativity and innovation, and develops and provides curriculum for students at Midwestern State University. At the Dillard College of Business Administration, the Lalani Center works with students, faculty, and staff, as well as members of the North Texas business community to encourage and support successful student innovation and economic development. The Lalani Center also engages with entrepreneurs throughout the region in support of new product development, business startups, expansions, and other entrepreneurial activities. The Lalani Center impacts the local economy by teaching skill to students and entrepreneurs and by assisting in business plan development and supporting angel and venture capital development through programs such as i.d.e.a.WF, and the Texoma Angel Investor Network.

Distinguished Professorships

Bridwell Distinguished Professorship of Finance

The Bridwell Distinguished Professorship of Finance was established in 1990 by the Bridwell Foundation to bring outstanding scholarship to Midwestern State University. The professor holding this position is recognized in the finance profession for his academic achievements.

Dr. Adam Y.C. Lei, CFA, is the Bridwell Distinguished Professor of Finance. Dr. Lei taught at Louisiana State University prior to joining Midwestern State University in 2005. He received his Ph.D. and M.S. degrees in finance from Louisiana State University, M.B.A. degree from National Chung Cheng University (Taiwan), and bachelor's degree in industrial management from National Cheng Kung University (Taiwan). He also holds the Chartered Financial Analyst (CFA) designation since 2009. Dr. Lei's research has been published in academic journals including the *Journal of Banking and Finance*, *Managerial Finance*, *Financial Services Review*, the *Journal of Accounting and Finance*, and the *Journal of Economics and Finance Education*.

Dillard Distinguished Professorship of Energy Management

The Dillard Distinguished Professorship of Energy Management was established in 2014 by the Dillard family to support the energy management activities in the Dillard College and the region.

Dr. Jeffrey E. Stambaugh, the Dillard Distinguished Professor of Energy Management and the Dean of the Dillard College of Business Administration at Midwestern State University, is a retired USAF Colonel with 24 years of service as a fighter pilot and commander. He also served at the Pentagon and on international staffs in Japan and Germany. A 1981 graduate of the USAF Academy, he was a Fellow at the Weatherhead Center for International Affairs at Harvard University in 2000. Dr. Stambaugh earned a Ph.D. in Management (business strategy and entrepreneurship) from Texas Tech University in 2008. He directed the Munir Abdul Lalani Center for Entrepreneurship and Free Enterprise in the Dillard College of Business Administration from 2008 to 2015 before becoming the Director for the Dillard Center for Energy Management.

Dillard Distinguished Professorship of Energy Finance

The Dillard Distinguished Professorship of Energy Finance was established in 2014 by the Dillard family to support the energy finance activities in the Dillard College and the region.

Dr. Robert C. Forrester has been named the first Dillard Distinguished Professor of Energy Finance. He received his BBA and MBA from Midwestern State University and his doctorate in finance from Kennesaw State University. Prior to entering academia, he was employed in a management position with a Fortune 500 company and later was the owner of several successful companies in the North Texas area, as well as the recipient of the BBB Torch Award for honesty and integrity in business. In his first year of teaching, the MSU Student Government Association selected Robert as the Midwestern State University Professor of the Year. He was selected as the MSU Dillard College of Business Outstanding Alumni of the Year in 2010. In addition, the Dillard College of Business faculty chose Robert for their 2010-2011 Faculty of the Year award.

Robert serves as the Dillard College of Business chair of the Economics, Finance, and General Business Department. He has served as a survey panelist for the Federal Reserve Bank of Dallas since 2007, President of the Red River Best Chevy Dealers Association, past board member of the Clay County Memorial Hospital, past chair of the Clay County Hospital Foundation, chairman of the board for Beacon Lighthouse for the Blind, chairman of the board for United Regional Health Care System, as well as many other boards and committees.

Louis J. and Ramona Rodriguez Distinguished Professorship

The Louis J. and Ramona Rodriguez Distinguished Professorship was established in 2003 to honor President Emeritus Louis J. and Ramona Rodriguez.

Susan B. Anders, Ph.D., CPA, CGMA, the Louis J. and Ramona Rodriguez Distinguished Professor of Accounting, came to Midwestern State University in 2015 from St. Bonaventure University where she was a Professor of Accounting and former chair of the Accounting Department. Dr. Anders authors a regular monthly column and serves on the editorial board for The CPA Journal. Since earning her Ph.D. in tax accounting at Texas Tech University, Dr. Anders has published numerous articles in peer-reviewed journals on tax, education, and technology issues. She has been a Volunteer Income Tax Assistance (VITA) volunteer since 2003, and has been recognized for establishing best practices for VITA programs. Dr. Anders is a certified public accountant in Texas and New York State. Prior to entering academia, Dr. Anders worked in public accounting for 15 years, and her last position was as a tax manager with Deloitte & Touche. She is a member of the American Accounting Association, the American Institute of CPAs, the Texas Society of CPAs, the New York State Society of CPAs, and the Accounting and Financial Women's Alliance. She served on the Wichita Falls Chapter of the TXCPA board of directors for several years, and currently serves on multiple TXCPA state-wide committees and as MSU's Faculty Ambassador for the TXCPA.

Munir A. Lalani Distinguished Professorship of Entrepreneurship

The Munir A. Lalani Distinguished Professor of Entrepreneurship was established in 2008 by the family of Munir Lalani to support entrepreneurial activities in the Dillard College and region. The professor holding this position is recognized nationally for his outstanding contributions to entrepreneurship and small business.

Before joining academia in 2011, Dr. Scott C. Manley, the Munir A. Lalani Distinguished Professor of Entrepreneurship, served as a consultant with America's Small Business Development Center (SBDC) Network for twelve years. Dr. Manley received his BBA and MBA from Valdosta State University, and his Doctorate in Business Administration from Kennesaw State University. Dr. Manley also serves as the Director of the Munir Abdul Lalani Center for Entrepreneurship and Free Enterprise in the Dillard College of Business Administration. His research has been published in the *International Journal of Entrepreneurship and Management*, the *European Management Journal*, the *Journal of Small Business Strategy*, the *American Journal of Entrepreneurship*, the *Journal of Ethics and Entrepreneurship*, *The TQM Journal*, and the *Journal of Business Ethics*. Dr. Manley is a

member of the Academy of Management, and the United States Association for Small Business and Entrepreneurship.

Robert Madera Distinguished Professorship of Accounting

The Robert Madera Distinguished Professorship of Accounting was established in 2005 in recognition of the long-time service of Professor Emeritus, Robert Madera. The generosity of alumni of the Dillard College of Business Administration has made this professorship possible.

Terry Patton, Ph.D., CPA, CGFM, CGMA, is the Robert Madera Distinguished Professor of Accounting and the Interim Chair of Accounting, Management Information Systems, and Legal Studies Department in the Dillard College of Business Administration at Midwestern State University. He serves as one of nine members of the Federal Accounting Standards Advisory Board, which establishes the financial reporting standards for the federal government as a whole and its agencies. He is the author of numerous articles on governmental accounting and coauthor of a textbook, *Accounting for Governmental and Nonprofit Organizations*, published by Cambridge Business Publishing. He also was co-author on PPC's *Guide to Governmental Financial Reporting Model: Implementing GASBS No. 34*. Previously, Dr. Patton was the Research Manager at the Governmental Accounting Standards Board (GASB). In his eight years at the GASB, he was part of the project team on numerous GASB Standards including major projects such as GASB Statement No. 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments* and GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. Dr. Patton also has been an Assistant Professor of Accounting at the University of Wisconsin-Oshkosh and a supervisor at a Texas CPA firm where he conducted audits of local governments. Dr. Patton received his doctorate in accounting from Texas Tech University. He is a member of the American Accounting Association and the American Institute of Certified Public Accountants.

Tarkington-Downing Rotary Distinguished Professorship

The Tarkington-Downing Rotary Distinguished Professorship was established in 2016 by the Downtown Rotary Club of Wichita Falls to assist in recruiting well-qualified business professors to the Dillard College of Business Administration. The endowment provides resources to enhance the professor's research endeavors.

Dr. Pablo A. Garcia-Fuentes is the Tarkington-Downing Rotary Distinguished Professor and the Director of the MBA in the Dillard College of Business Administration at Midwestern State University. He received a BS in agronomy from the Universidad Nacional Agraria, Nicaragua, an MS in agricultural economics from North Carolina A&T State University, and a PhD in agricultural economics with concentrations in international trade and econometrics from Louisiana State University. His research includes issues of U.S. agribusiness, foreign direct investment, remittances, human capital, poverty, and economic growth and development in developing countries. His research is published in the *Journal of Applied Economics*, *Journal of Economics and Finance*, *International Journal of Food and Agricultural Economics*, *International Business Research*, *Academy of Economics and Finance*

Journal, Applied Economics, Journal of Food Distribution Research, Agribusiness: An International Journal, Journal of International Agricultural Trade and Development, and Investment and Competitiveness in Africa, the Food and Agriculture Organization of the United Nations, and Virginia Tech Extension.

Programs and Courses

Programs

Major

- Business Administration, M.B.A.

Other Programs

- Business Analytics, M.B.A.
- **Business Analytics, Certificate**

Courses

Accounting

- ACCT 5013 - Graduate Petroleum Accounting
- ACCT 5093 - Federal Estate and Gift Tax
- ACCT 5123 - Advanced Accounting
- ACCT 5213 - Cost Analysis and Control
- ACCT 5223 - Accounting Research and Communication
- ACCT 5313 - Energy Accounting and Law
- ACCT 5323 - Graduate Accounting Information Systems
- ACCT 5703 - Federal Tax Research
- ACCT 5713 - Accounting Analytics
- ACCT 5893 - Graduate Internship in Accounting
- ACCT 6553 - Independent Graduate Study in Accounting
- ACCT 6663 - Special Graduate Topics in Accounting

Business Administration

- BUAD 5006 - Foundations for the MBA
- BUAD 5603 - Advanced Applied Business Statistics
- BUAD 5623 - Model-Based Problem Solving

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.

- BUAD 5633 - Applied Analysis of Business Processes
- **BUAD 5643 – Machine Learning Applications in Business**

3 (3-0)

Prerequisite(s): Consent of the Graduate Coordinator.

The course teaches students statistical learning based on the application of modern methods and relevant statistical software. It includes supervised and unsupervised machine learning methods. Supervised machine learning refers to making predictions of a variable based on models that require input variables.

Unsupervised machine learning refers to identifying relationships and patterns among a group of variables. The methods include linear regression, resampling methods, model selection, tree-based methods, vector machines, deep learning, survival analysis, and multiple testing.

- BUAD 5893 - Graduate Internship in Business Administration
- BUAD 5993 - Graduate International Issues in Business
- BUAD 6553 - Independent Graduate Study in Business Administration
- BUAD 6663 - Special Graduate Topics in Business Administration

Economics

- ECON 5113 - Managerial Economics
- ECON 5143 - Data Modeling and Forecasting
- ECON 6553 - Independent Graduate Study in Economics
- ECON 6663 - Special Graduate Topics in Economics

Finance

- FINC 5313 - Energy Industry Finance
- FINC 5713 - Financial Administration
- FINC 5933 - Student Managed Investment Fund I
- FINC 5943 - Student Managed Investment Fund II
- FINC 6553 - Independent Graduate Study in Finance

Management

- MGMT 5313 - Energy Management
- MGMT 5413 - Contemporary Perspectives in Human Resource Management
- MGMT 5443 - Current Issues in Organizational Behavior

- MGMT 5453 - Graduate Seminar in Entrepreneurship
- MGMT 5733 - Leadership and Teamwork
- MGMT 6553 - Independent Graduate Study in Management
- MGMT 6663 - Special Graduate Topics in Management
- MGMT 6883 - Graduate Seminar in Business Policy

Management Information Systems

- MIS 5113 - Introduction to Business Analytics
- MIS 5203 - Electronic Commerce
- MIS 5603 - Data Visualization
- MIS 5613 - Data Mining and Text Analytics in Business
- MIS 6553 - Independent Graduate Study in MIS
- MIS 6663 - Special Graduate Topics in Management Information Systems

Marketing

- MKTG 5513 - Graduate Seminar in Marketing
- MKTG 6553 - Independent Graduate Study in Marketing
- MKTG 6663 - Special Graduate Topics in Marketing

20. Dr. Ziegler submitted the following graduate items for approval. Dr. Killion seconded the motion and the items were approved.

Changes Graduate School -- Dr. Ziegler

Effective Fall 2024

Duolingo Scores

International Students

Admission - International applicants to Midwestern State University must meet entrance requirements as outlined for all students and the items listed below to be considered for admission.

1. An application for admission by the following deadlines:

Fall	-	August 1
Spring	-	December 1
Summer	-	March 15

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.

International applicants outside of the United States should have applications submitted by the priority deadlines listed below for consideration of visa services.

Fall	-	June 1
Spring	-	October 1
Summer	-	March 15

2. An application fee of (U.S.) \$50.00.
3. A course-by-course credential evaluation with GPA that includes verified transcripts from each college and university attended. MSU strongly prefers the WES ICAP evaluation, but will accept a comparable evaluation from an NACES member.
4. Official Test of English as a Foreign Language (TOEFL) scores. Applicants must submit a score of at least 79 on the Internet-based examination to meet the university requirement for unconditional admission. Students taking TOEFL iBT will be required to score a minimum total test score of 79, with preferred scores on each of the sections of the test as follows:

Writing	-	20
Speaking	-	20
Reading	-	19
Listening	-	20

IELTS Test score of 6.0 will serve as an acceptable alternative to the above TOEFL requirement.
 ITEP Test score of 4.0 will serve as an acceptable alternative to the above TOEFL requirement.
 PTE Test score of 53 will serve as an acceptable alternative to the above TOEFL requirement.

Duolingo Test score of 100 may serve as an acceptable alternative to the above TOEFL requirement.

A language proficiency test is not required if English is the native language. A local English proficiency examination may be required.

Applicants from countries where English is not the official language must demonstrate the requisite level of proficiency to embark on graduate studies.

5. An official bank financial statement accompanied by either a letter of sponsorship or an MSU Affidavit of Support that shows the availability of financial funding adequate to meet the tuition, living, book, insurance, and incidental expenses of the first year. The availability of funds from the same or equally reliable source must be assured for the duration of the program of study.
6. Health insurance, including repatriation and medical evacuation benefits must be purchased for the duration of studies prior to initial enrollment.

NATO personnel stationed in Texas OR their dependents must meet the requirements shown in items 3 and 6. Local English proficiency examinations are required for admissibility in lieu of

the TOEFL and will be scheduled upon request. Applicants are required to contact the Graduate Admissions Office to determine eligibility.

International students on F-1 visas may not be enrolled primarily in internet courses in any given semester. Students should consult an international advisor well in advance of each semester to ensure compliance.

21. Dr. Ziegler submitted the following graduate items for approval. Dr. Cobb seconded the motion and the items were approved.

Graduate Student Academic Performance Standards/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 (Credit) 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 through the MSU Portal.

2. Graduate degree-seeking students must maintain a grade point average (GPA) of at least 3.0 to be in good academic standing.

a. **Probation:** If a student's cumulative GPA falls below 3.0, the student will be placed on probation.

i. The first semester a student is placed on probation ~~he/she~~ **they** must attain a 3.0 GPA for the semester.

ii. If the student earns a 3.0 GPA during ~~his/her~~ **their** first semester on probation but is not able to raise ~~his/her~~ **their** cumulative GPA to 3.0, the student is allowed to stay on probation for another semester.

iii. If a student fails to raise ~~his/her~~ **their** cumulative GPA to 3.0 by the end of the second semester on probation, the student may be dismissed from the program.

iv. If D or F grades are received while on probation, student ~~will~~ **may** be dismissed from the program.

v. Students on probation may enroll for a maximum of 9 credit hours per semester. If a student wishes to take more than 9 credit hours, ~~he/she~~ **they** may petition the Graduate Dean for permission to do so.

vi. Departments or programs may have additional requirements. Students on probation should consult with their graduate coordinator about department- or program specific requirements to return to good academic standing.

b. **Dismissal:** A degree-seeking graduate student who has less than a 3.0 semester grade point average for two consecutive semesters ~~will~~ **may** be dismissed. Additionally, each graduate

program has the option of dismissing a student at any time due to failure to maintain a 3.0 GPA or failure to meet other standards established by the individual graduate programs. Students must have a cumulative 3.0 GPA as well as a 3.0 GPA in the major and minor fields for graduation.

- i. Departments will notify a student in writing of ~~his/her~~ **their** dismissal from a program. The dismissal notice will be addressed to the student from the graduate coordinator, with copies to the department chair, college dean, graduate dean, registrar, and Office of International Services (for international students).
- ii. Students may appeal dismissal to a departmental review committee. The review committee may include a representative of the Graduate School upon request of the student.
- iii. A student who is dismissed from one graduate program may apply for admission to a different graduate program. Such application must follow the regular Graduate School admission application and review process.

3. **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.

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. **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 12 semester hours. A student whose MSU cumulative grade point average is below 2.0 will be placed on academic probation. A student on academic probation who fails to raise the MSU cumulative GPA to 2.0 will be on continued probation if the semester average is 2.0. If neither the semester nor cumulative GPA is 2.0 the following semester, the student will be placed on academic suspension.

Policy Change Dr. Ziegler

22. Dr. Ziegler submitted the following change of policy graduate items for a motion. Dr. Cobb seconded the motion and the items were approved.

OP 42.02: Graduate Assistants and Graduate Teaching Assistants

Effective Fall 2024

See Attachments

**Midwestern State University
Operating Policies & Procedures Manual**

**University Operating Policy/Procedure (OP)
OP 42.02: Graduate Assistants**

Approval Authority: President
Policy Type: University Operating Policy and Procedure
Policy Owner: Provost and Vice President of Academic Affairs
Responsible Office: Dean of Billie Doris McAda Graduate School
Next Scheduled Review: 03/01/2023

POLICY/PROCEDURE

A. Policy

1. The purpose of this Operating Policy/Procedure (OP) is to establish and define the responsibilities and procedural guidelines for graduate students employed at Midwestern State University. The Graduate Research Assistant, the Graduate Teaching Assistant, or the Graduate Part-Time Instructor (collectively defined as *graduate assistants*) is both student and employee. They are continually involved, as students, in the scholarship of their discipline. As students, they have a natural understanding of the needs and perspectives of other students, which enhances their role as employee. As employees, graduate assistants make an important contribution to the teaching mission of the university

B. Definition of Terms

Graduate Assistant (GA)– A graduate student who is currently enrolled in the Graduate School and who is also employed by the university. Graduate assistants include Graduate Research Assistants, and Graduate Teaching Assistants, and Graduate Part-Time Instructors:

1. *Graduate Research Assistant (GRA)*– A graduate assistant who is currently enrolled in the Graduate School and who is also employed by the university to perform research activities or other such activities to assist the department’s research efforts in support of the university’s research mission.
2. *Graduate Teaching Assistant (GTA)* – A graduate assistant who is currently enrolled in the Graduate School and who is also employed by the university in support of its teaching mission.
3. *Graduate Part-Time Instructor (GPTI)* – A graduate assistant who is currently enrolled in the Graduate School and who is also employed by the university in support of its teaching mission. GPTIs must have at least eighteen (18) graduate hours in the field of teaching; therefore, in accordance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), GPTIs may have sole responsibility for the course(s) they teach.

C. Qualifications

1. Every graduate assistant must hold a bachelor’s degree or the equivalent and be admitted as a student in the Graduate School. ~~Because~~ **The** Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) regulations require the

student to have at least eighteen (18) hours of graduate work in the field of teaching responsibilities to be given full responsibility for a class (GPTIs).

2. Post-baccalaureate students may not be appointed as graduate assistants.
3. Any exceptions to the above policy must be for demonstrably valid reasons and be approved in advance by the Graduate Dean and the Office of the Provost and Vice President of Academic Affairs. Each departmental unit will review the qualifications of all appointees at the time of appointment to ensure teaching proficiency and compliance with existing policies. All justifications for exceptions will be kept on record (Attachment: GA Exceptions Form).

D. Other Requirements

1. Administrative responsibility for GRAs, GTAs, and GPTIs rests within the college in which the graduate assistant is employed.
2. Upon offer of student employment, the hiring department should direct each new graduate assistant to the Human Resources Department to complete required employment paperwork. Student employees must provide Human Resources acceptable documents to verify eligibility to work in the United States within three business days of their first day of employment. Student employees must furnish Human Resources with an original Social Security card. All student employees undergo a background check. Refer to OP 52.25 Criminal Background Checks and OP 52.42 Student Employment.
3. The hiring department must submit an Electronic Personnel Action Form (EPAF) for all student employees. The EPAF may not be originated for new student employees until mandatory paperwork has been completed in Human Resources. For the hiring of Graduate Part-Time Instructors, an Employment Recommendation (ER) must be submitted and a contract generated.
4. Before accepting employment, foreign national student employees must also process through the International Services Office (ISO) to verify their status and eligibility to work. Refer to OP 52.43.

E. Duties

1. Service assignments for each graduate assistant should be outlined at the time of appointment and should be as specific as possible (Attachment A: GA Duties form). Duties may include a range of assignments. The exact duties will depend on the needs of the department, the background and qualifications of the graduate assistant, and the professional goals of the student. Work assignments should consider both the needs of the department and the graduate assistant's obligation to make satisfactory progress in their academic program.
2. While it is not always possible to be precise in the determination of weekly hours of service, GRAs, GTAs, and GPTIs work no more than nineteen (19) hours per week during the employment period.
3. In general, graduate assistants are required to keep at least five (5) office hours in residence per week. A schedule of these hours must be posted.
4. Any exceptions to the above policy must be for demonstrably valid reasons and be approved in advance by the Graduate Dean and the Office of the Provost and Vice President of Academic Affairs. Each departmental unit will review the duties of all appointees at the time of appointment and at the conclusion of appointment to ensure

teaching proficiency and compliance with existing policies. All justifications for exceptions will be kept on record (Attachment: GA Exceptions form).

F. Appointment

1. Graduate assistants are normally appointed for one-quarter to one-half-time service. Appointments exceeding half time should be made only under compelling circumstances and with the approval of the relevant academic dean, the Dean of the Graduate School, and the Office of the Provost and Vice President of Academic Affairs. Appointments are ordinarily for nine months but, in some instances, may be for only one semester or for one or more summer sessions. Students must be in good academic standing at the time of appointment. Continuation of the assistantship or graduate part-time instructorship is conditioned on satisfactory performance throughout the term of appointment as an assistant and as a student.

G. Salaries

1. The maximum salary of graduate assistants will be set by the administration prior to each budget year. The salary may be increased periodically as recommended by the Graduate Council, the Academic Council, and approved by the President.

H. Rights and Responsibilities

1. The first priority of all graduate assistants should be satisfactory progress in their academic programs. At the same time, the acceptance of an assistantship or part-time instructorship involves responsibilities for satisfactory performance of the duties related to that appointment. The appointment and its acceptance involve the understanding that duties of both graduate student and GRA, GTA, and GPTI can be balanced with mutual benefit to both roles. Graduate assistants and their advisors need to work together to ensure that both roles are carried out successfully.

2. The graduate assistant is responsible for becoming familiar with general academic procedures, published or online, in such documents as the [University Catalog](#), ~~the [Faculty Handbook](#)~~, and the [MSU Student Handbook](#) and the [Graduate Student Handbook](#). The university's [Operating Policy and Procedures Manual](#) may be accessed under [MSU Policies](#).

3. In situations where graduate assistants think that they have a legitimate grievance regarding any aspect of their service duties, they have a right to exhaust all proper channels in resolving the complaint. In order, these channels are the immediate supervisor and/or graduate coordinator, the department chair, the dean of the academic college, and the Dean of the Graduate School.

I. Orientation and Training

1. All new graduate assistants will undergo a period of orientation before beginning work. This orientation should include an overview of procedures, facilities, duties, and university policies and is provided by the department employing the graduate assistants.

2. In addition, each department employing graduate assistants will provide systematic, ongoing training. Such training may take a variety of forms dependent on the

assistantship or part-time instructorship. In some cases, it will also involve mentoring assignments related to the topic of the assistantship or part-time instructorship.

3. The nature of orientation and training activities will vary between departments, but each unit will be responsible for a plan that ensures each GRA, GTA, and GPTI receives sufficient support.

J. Evaluation and Supervision

1. Departments will annually evaluate each graduate assistant. The results of the evaluation will be made available to the student and placed in that student's file (Attachments: GRA and GTA Evaluation form and GPTI Evaluation form). Appropriate follow-up should occur to ensure that the graduate assistant benefits fully from the evaluation. The evaluation and supervision of graduate assistants should be conducted with two criteria in mind:

- i. The quality of work connected with the specific assignment and departmental tasks; and
- ii. The training value of the graduate assistant's performance for future employment and professional development.

2. Graduate coordinators and/or faculty supervisors are responsible for evaluating GRAs and GTAs; departmental chairs are responsible for evaluating GPTIs. The evaluation process will confirm if the graduate assistant has met criteria necessary for continuation in an assistantship.

3. Academic Standards

- i. Each graduate assistant is expected to be making steady progress toward the completion of an advanced degree and be in good academic standing. Certain levels of enrollment are, therefore, mandatory. Graduate assistants must be enrolled full time to be eligible to hold assistantships and part-time instructorships. Graduate assistants are expected to maintain an overall 3.0 cumulative graduate grade point average (GPA).
- ii. It is the responsibility of the graduate assistant's major department and of the graduate coordinator to see that the terms of the enrollment policy are carried out. If a student is employed as graduate assistant in a department other than the student's major area, the major department should be kept informed and, in general, approve the work duties required by the employing department.

4. Performance

- i. In order to be renewed in a graduate assistantship, a student must meet or exceed the academic standards outlined above and must successfully complete their assigned responsibilities. Failure in either case will result in an unsatisfactory evaluation and may result in a termination of the position.
- ii. In cases where a supervisor's evaluation results in needs improvement or an unsatisfactory evaluation, the graduate assistant should be informed in writing of the recommended changes to resolve the problem.
- iii. Situations leading to a recommendation of dismissal for cause must be provided in writing to the graduate assistant with a copy to the department chair and program coordinator (if applicable) no later than one week after the end of the semester when the unsatisfactory evaluation occurred.

5. The identity of the supervisor and the chain of command within the unit should be made known to graduate assistant. There should be a clear understanding of the sources of advice and assistance. The person who is to receive any complaints should be identified to the graduate assistant.

*Attachment: GA Duties Form**Attachment: GA Exceptions Form*

Attachment: GRA and GTA Evaluation Form

Attachment: GPTI Evaluation Form

Responsible Office

Contact:

Phone:

Email:

Revision History

08/10/2012: MSU Policy 3.131 (Graduate Assistants and Graduate Teaching Assistants is adopted by the MSU Board of Regents as MSU Policy and Procedure. 3.131)

11/07/2003

2/11/2000

11/10/1989

Graduate Assistant (GA) Duties Form**Name:** **MNumber:** **Department:**

Outline of Duties

Service assignments for each graduate assistant (GA) should be outlined at the time of appointment and should be as specific as possible. Duties may include a range of assignments. The exact duties—dependent on the needs of the department, the background and qualifications of the graduate assistant (Graduate Research Assistant: GRA; Graduate Teaching Assistant: GTA; or Graduate Part-Time Instructor: GPTI), and professional goals of the student—should be outlined below. Work assignments should consider both the needs of the department and the graduate student’s obligation to make satisfactory progress in their academic program.

Work Hours Expectations

While it is not always possible to be precise in the determination of weekly hours of service, GAs should work no more than nineteen (19) hours per week during the employment period. Outline below how those nineteen (19) hours will be spent. In addition, all GAs (GRAs, GTAs, and GPTIs) are required to keep at least five (5) office hours in residence per week unless an exception is in place (see Graduate Assistant (GA) Exceptions form). A schedule of these hours must be posted. Indicate those hours below.

Statement of Graduate Assistant

I have reviewed my duties with the Graduate Coordinator or Faculty Supervisor and understand that it is necessary to carry out these duties with satisfactory progress in order to maintain my assistantship. In addition, I understand that all GAs (GRAs, GTAs, and GPTIs) are required uphold academic standards: make steady progress toward the completion of an advanced degree, maintain good academic standing (3.0 GPA), and be enrolled full time (at least 6 credit hours) in courses at MSU (unless a part-time GA). Failure to uphold duties satisfactorily or maintain academic standards may result in termination of my position.

Signature: Date:

Note: Upon completion of the evaluation, if the graduate assistant declines to sign, the Graduate Coordinator or Faculty Supervisor will indicate as much on the signature line and enter the date on the date line.

Statement of the Graduate Coordinator and/or Faculty Supervisor

I have reviewed with the Graduate Assistant (GA) duties of the position and have provided them a copy.

Signature: Date:

Graduate Assistant (GA) Exceptions Form

Name: _____ **MNumber:** _____ **Department:** _____

Exceptions to Graduate Assistant Qualifications

Per OP 42.02, Graduate Assistants (GAs) must meet certain qualifications. Any exceptions to the qualifications must be justified in detail below. If the exception includes a modification of GA duties, include the justification and details in the section below. If not, skip to the signature page.

Graduate Assistant: Exception of Duties

Per OP 42.02, Graduate Assistants (GAs) must perform certain duties, work a total of up to nineteen (19) hours a week, and hold office hours. Any deviance from working up to nineteen (19) hours a week or from holding office hours, as outlined in OP 42.02, must be justified below. After providing a justification, outline GA's duties, work hours and location expectations, and tracking mechanisms.

Outline of Duties and Expected Outcomes

Service assignments for each GA should be outlined at the time of appointment and should be as specific as possible. Normal duties typically include a range of assignments. The exact duties—dependent on the needs of the department, the background and qualifications of the graduate assistant, and professional goals of the student—should be outlined below. In addition, please outline the expected outcomes. Duties and outcomes should consider both the needs of the department and the graduate student's obligation to make satisfactory progress in their academic program.

Work Hours Expectations and Tracking Mechanisms

While it is not always possible to be precise in the determination of weekly hours of service, GAs should work up to nineteen (19) hours per week during the employment period. Outline below how those hours will be spent. In addition, outline below how employment and activities will be tracked (i.e., shared drive, Zoom/Teams meetings, etc).

Statement of Graduate Assistant

I have reviewed my duties, outcomes, work hours expectations, and the tracking mechanisms of the position with the Graduate Coordinator and understand that it is necessary to carry out these obligations with satisfactory progress in order to maintain my assistantship. In addition, I understand that GAs are required uphold academic standards: make steady progress toward the completion of an advanced degree, maintain good academic standing (3.0 GPA), and be enrolled full time (at least 6 credit hours) in courses at MSU (unless a part-time GA). Failure to uphold duties satisfactorily or maintain academic standards may result in termination of my position.

Name: _____ Date: _____

Note: Upon completion of the evaluation, if the GA declines to sign, the Graduate Coordinator/Faculty Supervisor will indicate as much on the signature line and enter the date on the dateline.

Statement of the Graduate Coordinator and/or Faculty Supervisor

I have reviewed with the GA the duties, outcomes, work hours expectations, and tracking mechanisms of the position and have provided them a copy.

Name: _____ Date: _____

Statement of the Graduate Coordinator

I have reviewed with the GA the duties, outcomes, work hours expectations, and tracking mechanisms of the position and have provided them a copy.

Name: _____ Date: _____

Approvals

Approved Denied

Dean, McAda Graduate School

Date

Approved Denied

Provost and Vice President of Academic Affairs

Date

**Graduate Research Assistant (GRA) and Graduate Teaching Assistant (GTA)
Evaluation Form**

This is a CONFIDENTIAL document.

Name: **MNumber:** **Department:**

Graduate Coordinator's/Faculty Supervisor's Evaluation of Graduate Research Assistant (GRA) or Graduate Teaching Assistant (GTA), collectively Graduate Assistants (GAs)

The Graduate Coordinator/Faculty Supervisor should complete the following:

1. **Quality of Work Product and Independence:** The Graduate Assistant completed tasks with a minimum of errors and did not require additional requests or supervision.
 - Meets expectations
 - Needs improvement
 - Does not meet expectations

2. **Timeliness:** The Graduate Assistant completed work in a timely manner.
 - Meets expectations
 - Needs improvement
 - Does not meet expectations

3. **Reliability:** The Graduate Assistant was available during scheduled class times, office hours, and/or other times as required by the position.
 - Meets expectations
 - Needs improvement
 - Does not meet expectations

4. **Willingness:** The Graduate Assistant was willing to assist the department, including other faculty and staff, in times of need.
 - Meets expectations
 - Needs improvement
 - Does not meet expectations

5. **Professionalism:** The Graduate Assistant behaved in a professional manner (e.g., respectful, collegial, responsive, and timely in communication).
 - Meets expectations
 - Needs improvement
 - Does not meet expectations

6. The Graduate Assistant is making steady progress toward the completion of an advanced degree.

Yes No

7. The Graduate Assistant is in good academic standing.

Yes No

8. The Graduate Assistant is enrolled full time (at least 6 credit hours) in MSU classes (unless a part-time GA).

Yes No

Graduate Coordinator/Faculty Supervisor Comments:

Graduate Coordinator's/Faculty Supervisor's Verification:

I have evaluated the GA (GRA or GTA).

Name: Date:

College Dean's Verification:

This document has been officially filed in the Dean's Office, and copies have been provided to the Graduate School, Department Chair, and Graduate Program Coordinator (if applicable).

Name and signature of person who received the form Date

Graduate Part-Time Instructor (GPTI) Evaluation Form

This is a CONFIDENTIAL document.

Name: **MNumber:** **Department:**

Department Chair's Evaluation of Graduate Part-Time Instructor

Graduate Part-Time Instructors will be evaluated using multiple measures, for example review of syllabus to make sure it meets MSU expectations and student evaluations, and may include periodic course observation by the department chair.

Guiding Principle

The Graduate Part-Time Instructor is both student and employee. They are continually involved, as students, in the scholarship of their discipline. As students, they have a natural understanding of the needs and perspectives of other students, which enhances their role as employee. As employees, Graduate Part-Time Instructors make an important contribution to the teaching mission of the university. Just as "faculty members should conduct themselves in a respectful, civil, and courteous manner with other faculty, staff, administrators, and students in attaining the goals of the department, college, and University," so too should Graduate Part-Time Instructors.

The Department Chair should complete the following:

___ For the reporting period, the Graduate Part-Time Instructor has complied with the MSU Guiding Principle

___ For the reporting period, the Graduate Part-Time Instructor has failed to comply with the MSU Guiding Principles as follows:

The Department Chair should complete the following:

1. The Graduate Part-Time Instructor is effective as an instructor (either online or on campus).
 - Meets expectations
 - Needs improvement
 - Does not meet expectations

2. The Graduate Part-Time Instructor's course materials are appropriate.
 - Meets expectations
 - Needs improvement
 - Does not meet expectations

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.

3. The Graduate Part-Time Instructor is compliant with all necessary academic deadlines including grade submission.
 - Meets expectations
 - Needs improvement
 - Does not meet expectations

4. The Graduate Part-Time Instructor provides a syllabus to each student that makes clear their expectations, requirements, and policies. In addition, the Graduate Part-Time Instructor posted the syllabus and C.V. on the MSU directory no later than the Friday of the first week of MSU classes.
 - Meets expectations
 - Needs improvement
 - Does not meet expectations

5. The Graduate Part-Time Instructor member makes themselves reasonably available to students.
 - Meets expectations
 - Needs improvement
 - Does not meet expectations

6. The Graduate Part-Time Instructor is making steady progress toward the completion of an advanced degree.
 - Yes No

7. The Graduate Part-Time Instructor is in good academic standing.
 - Yes No

8. The Graduate Part-Time Instructor is enrolled full time (at least 6 credit hours) in MSU classes (unless a part-time GA).
 - Yes No

Chair Comments:

Compliance with MSU Policies and Procedures

The Department Chair should complete the following:

_____ For the reporting period, the Graduate Part-Time Instructor has complied with the MSU regulations.

_____ For the reporting period, the Graduate Part-Time Instructor has failed to comply with the MSU regulations noted below:

Chair's Verification:

I have evaluated the Graduate Part-Time Instructor.

Name: Date:

College Dean's Verification:

This document has been officially filed in the Dean's Office, and copies have been provided to the Graduate School, Department Chair, and Graduate Program Coordinator (if applicable).

Name and signature of person who received the form Date

Adjournment:

There being no other business, the meeting was adjourned at 2:57 p.m.

Respectfully submitted,
Melissa Boerma
Assistant to the Provost