

MSU Faculty Senate

August Minutes

The MSU Faculty Senate met at 3:00 p.m. on Thursday, August 26, 2004, in the Cheyenne Meeting Room of the Clark Student Center. Senators present included: Arnoult, Sharon; Bultena, Charles (Treasurer); Coe, Mary Ann; Comello, Robert; Cuevas, Jacqueline; Curran, Barbara; Davids, Mark; Hansen, Chris; Johnston, Chuck; Kilgore, Lon; ; McClintock, Stuart (Secretary); Montoya, Claudia; Redmon, Bob (Vice Chair); Scales, Jon; Schuppener, James; Shao, Chris; Slavens, Dawn (Parliamentarian); Stiles, Beverly; Tucker, David (Chair); Van Ael, Peter. In attendance were Dan Friesen, outgoing Treasurer; Provost Friederike Wiedemann; and Associate Provost Robert Clark.

The following topics were discussed:

The agenda for the meeting was approved. There were no minutes from the May meeting at which officers for 2004-2005 were elected. Chair Tucker reiterated new committee appointments made at the May meeting. Beverly Stiles will sit on Enrollment Management Council, Chris Hansen on Intercollegiate Athletics Council, Chris Shao on Alumni Association Council, Dawn Slavens on Student Affairs Council, and David Tucker on Budget Oversight Council.

Current Business

1. Ratification of slate of officers for the 2004-2005 academic year. Lon Kilgore moved to ratify the slate of officers for the 2004-2005 academic year. Sharon Arnoult seconded the motion. The motion passed. Officers for the 2004-2005 academic year are David Tucker, Chair; Bob Redman, Vice Chair; Stuart McClintock, Secretary; Charles Bultena, Treasurer; and Dawn Slavens, Parliamentarian.
2. IDEA. Dr. Clark addressed the Senate to discuss the spring 2004 use of the IDEA evaluation system and to get the Senate's reaction to IDEA.
Dr. Clark said that the cost of IDEA was the same as the former evaluation system. An advantage of IDEA is that it offers national norming. Each dean has a disc that gives an overview of what the evaluation mechanism can do and what the information in the evaluation means. This information can be found in module four on the disk.
Dr. Clark said that the spring 2004 use of IDEA was a test. The turnaround time was good. The evaluations came back the way they were shipped, so we must be sure to ship evaluations by college in the future.
IDEA will be used again in 2004-2005, but it will not be a dry run this academic year. Deans will establish the timing of the evaluation. IDEA recommends that the evaluation be done somewhere between the halfway and two-thirds point in the semester. The plan is to evaluate every class in the fall semester and to evaluate in the spring semester only courses that were not taught in fall.

Dr. Clark solicited reaction to the evaluation mechanism. Senator Bultena thought that all classes should be evaluated every year for accountability, for rank and tenure considerations, and for the faculty member's own development. He also stated that, in his case, evaluating in mid-semester is a disadvantage because students do not get the full experience of the course until its end. Chair Tucker thought it would be a good idea to make the date of the evaluation known as early as possible in order to get coverage and to work the evaluation date into the syllabus. Senator Coe found that students took this evaluation system more seriously than the previous tool, and she was able to get better feedback on her classes. Senator Arnoult thought that administering the evaluation at the beginning of the class period resulted in the students' writing more comments, which she found helpful. Senator Bultena found that professors communicated the importance of the new system, and students consequently approached it more seriously. Senator Johnston felt that having a faculty member present during the evaluation made students feel its importance more strongly.

3. Discussion with the Provost. Chairman Tucker invited Dr. Wiedemann to address the Senate. Dr. Wiedemann wanted to discuss three issues in particular on which she is working.

The first issue was the raising of admissions standards. This goal of raising standards is a part of the strategic plan. Drs. Wiedemann and Clark are forming a committee to deliberate on this subject. Members of the committee will at least include faculty; the Director of Institutional Planning, Mike Snow; and representatives from admissions, registrar, and financial aid departments

Dr. Wiedemann's second point dealt with the areas that must be addressed because of the changes in the rank and tenure standards and procedures. With changes in the rank and tenure procedure, the role of department chairs will change. They will assume more of a leadership role than a managerial role. Criteria on annual evaluations will also have to be modified to parallel changes in the rank and tenure criteria. For example, the collegiality standard must be added to the annual evaluation form. Further the policy should have a clause indicating that probationary faculty whose contract will not be renewed do not have to undergo an annual evaluation. Currently, we have two policies that contradict one another. One indicates that every faculty member will be evaluated every year while the other explains that probationary faculty whose contract is not renewed do not need to be given reasons for that decision.

The third issue was the necessity of finding appropriate vocabulary for the term "non-tenure track position" on faculty contracts.

Dr. Wiedemann also updated the Senate on the Strategic Plan. Good comments came out of this week's meetings, and they will be added to the plan. Dr. Wiedemann plans to send the Strategic Plan to the Board of Regents in November. In spring, the Strategic Planning Committee will then rewrite the university's mission statement.

Dr. Wiedemann asked for everybody's help in the rewrite and suggested that the new mission statement include a statement that deals specifically with the qualities that make MSU unique and with the values the university holds dear.

Dr. Wiedemann solicited comments from the Senate. Senator Kilgore asked if there were plans to compensate department chairs who were taking on larger roles due to the

changes in the rank and tenure procedures. The Provost indicated that chairs who spent much of their summer on campus will be compensated for their extra work this year and that deans will formalize compensation policy for next year. Senator Bultena said that the responsibility of the chair in the new rank and tenure procedure will make him/her much more involved in deciding a faculty member's future. Senator Cuevas noted that the student population at MSU in her twenty-year career at the university has doubled without a commensurate doubling of faculty. She asked if the university had too many students for the number of its professors. Dr. Wiedemann stated that raising the number of faculty members in necessary areas is part of the Strategic Plan. Senator Van Ael wondered if the new responsibilities of the chair cut him/her off from participating in faculty functions such as the Senate. Dr. Wiedemann said that, as faculty, chairs will continue to be eligible to serve on faculty committees and elected bodies such as the Senate. Senator Arnoult mentioned that there was no system of evaluating the evaluators such as the chair and the dean. Dr. Wiedemann mentioned that in her experience such evaluations were not valid because the few who participated in such evaluations usually had an ax to grind against their superiors. Senators Kilgore and Arnoult both had experience in which they felt the evaluation of chairs and deans was valid because the evaluation instrument was structured so that it could not be used irresponsibly.

Committee Reports

- A. Academic Council (Sharon Arnoult): see addendum
- B. Administrative Council (David Tucker): see addendum
- C. Board of Regents (David Tucker): see addendum
- D. Budget Oversight Council (David Tucker): no report
- E. Enrollment Management Council (Mike Shipley): see addendum
- F. Intercollegiate Athletics Council (Chris Hansen): no report
- G. Student Affairs Council (Daniel Friesen): see addendum
- H. Alumni Association Council: no report
- I. Other Committees: none at this time

Financial Report

Outgoing Treasurer Friesen and Treasurer Bultena reported that the Senate has 138 dollars in its account.

Committee Reports:

1. Academic Council Report: Summer, 2004
Submitted by Sharon L. Arnoult

The Academic Council did not meet in May or June, 2004.

July 6, 2004: The Academic Council met at 2 pm.

The Academic Council adopted new guidelines for Graduate Faculty Status, presented by Dr. Emerson Capps. (See attachment 1.) Note: This was previously taken up by the Academic Council in February, 2004, but tabled at that time. See February's report to the Faculty Senate.

The Academic Council also approved guidelines for the permanent University Research Committee, to replace last year's ad hoc committee. (See attachment 2.) Note: This was also last taken up by the Academic Council in February, and reported to the Faculty Senate at the time.

There were two items related to academic dishonesty. First, if using the Turnitin anti-plagiarism software, faculty will not only have to require students to submit work electronically, but will have to include a statement in their syllabus like the following:

Proposed Plagiarism Statement

By enrolling in this course, the student expressly grants MSU a "limited right" in all intellectual property created by the student for the purpose of this course. The "limited right" shall include but shall not be limited to the right to reproduce the student's work product in order to verify originality and authenticity, and for educational purposes.

The reason for this is that Turnitin keeps a copy of the student's work on file, so that it will be detected if another student submits it.

The second item related to academic dishonesty was the formation of an ad-hoc subcommittee to create a revised Academic Misconduct Policy. Dr. Grant Simpson is the chair of this committee, and its members are Dr. Susan Sportsman, Dr. Robert Redmon (Faculty Senate representative) and Antonio Paramo (Student Government representative.)

Final approval was given by the Academic Council to the Promotion and Tenure Manual. The Academic Council also unanimously accepted a Promotion and Tenure Provision approved by the Faculty Senate:

Promotion and Tenure Provision

The Faculty Senate recommends that, during the transitional year 2004-2005 only, faculty applying for promotion from associate to full professor be held to the current requirement of 4 years' service at the associate level instead of the new requirement of 5 years. This is consistent with the desire that these new criteria not unduly harm or hamper faculty, and is consistent as well with the year of grace (2004-2005) being allowed to those going up for tenure and promotion to associate professor.

August 18, 2004: The Academic Council met at 2 pm.

The Provost reported that the new Tenure and Promotion Policy had been approved by the Board of Regents.

As a result, the form for annual evaluations will have to be changed, and a committee (membership not yet specified) will come up with a new form. In the meantime, we will continue to use the old form, but the Provost asks that chairs add documentation of collegiality as well. In addition, on every evaluation of a faculty member a line should be added stating that the faculty member is complying with university policy.

The deadline to apply for developmental leave is October 1.

The Provost announced that Dr. Mark Farris will be taking over the Honors Program as part of an administrative internship, which Dr. Wiedemann proposed at the March Academic Council meeting (see report to Faculty Senate if more information on that is desired.)

The Provost urged the committee on Academic Misconduct Policy to meet soon and draft a policy. She would like to have it by the November 4 meeting of the Board of Regents.

The Academic Council accepted a recommendation for transfer admission policy review. (See attachment 3.)

After a few course and catalog changes, the Academic Council adjourned.

Attachment 1:

1. Graduate Faculty Status Guidelines

Graduate Faculty

Graduate faculty members are expected to establish and maintain a record of scholarly productivity, teaching excellence and exemplary individual work with graduate students. Evidence of such performance should be included in the graduate faculty member's annual personnel report. The faculty member's performance as a member of the graduate faculty is evaluated by the faculty member, department chair and dean during annual performance review. If the faculty member's scholarship, teaching or independent work with graduate students does not meet the guidelines or standards established by the department, college and the graduate council, the faculty member, the chair and the dean will develop a plan that they believe will result in the faculty member meeting those guidelines or standards. This plan will include actions to be undertaken by the faculty member, a timeline for those actions, and the support provided by the college for the faculty member's successful and timely completion of those planned actions. The effectiveness of this plan will be a part of the faculty member's next annual performance review. The performance of the faculty member as a member of the graduate faculty should have a substantial impact on the faculty member's annual performance evaluation and on the dean and chair's recommendation for merit, tenure, or promotion.

Graduate Faculty Status

1. Full graduate faculty status

- a. Criteria for full graduate faculty status:
 - i. Hold a faculty appointment at MSU.
 - ii. Hold a terminal degree in the discipline or a related field; or provide clear evidence of exceptional scholarly achievement that obviates this requirement.
 - iii. Demonstrate an ongoing record of a variety of scholarly activities as described in the research and professional activities sections of the Rank and Tenure Standards and the Scholarship Guidelines Document defined by the faculty member's college and department.
 - iv. Demonstrate successful graduate teaching and effective individual work with graduate students.
 - v. Be recommended by the faculty member's college.
- b. Responsibilities:
 - i. Teach graduate courses
 - ii. Serve on graduate committees
 - iii. Chair graduate committees.
 - iv. Direct Research papers and theses
- c. Term: Full graduate faculty are appointed for a five year term and must reapply at the end of their appointed term.

2. Associate graduate faculty status

- a. Criteria for associate graduate faculty status:
 - i. Hold a faculty appointment at MSU. (Graduate faculty members of other accredited universities who meet the MSU criteria for appointment as graduate faculty may, with the recommendation of the graduate program coordinator, be appointed as associate graduate faculty.)
 - ii. Hold, or be actively pursuing, a terminal degree in the discipline or a related field; or provide clear evidence of exceptional scholarly achievement that obviates this requirement.
 - iii. Begin and continue a record of scholarly activity.
 - iv. Be recommended by the faculty member's college.
 - b. Responsibilities:
 - i. Teach graduate courses
 - ii. Serve on graduate committees
 - iii. Chair non-thesis committees
 - iv. Direct research papers
 - c. Term: Associate graduate faculty are appointed for a three year term and must reapply at the end of their appointed term.

3. Adjunct graduate faculty

- a. Criteria for adjunct graduate faculty status:
 - i. Hold an adjunct faculty appointment at MSU.
 - ii. Hold or be actively pursuing a terminal degree in the discipline or a related field; or provide clear evidence of exceptional professional qualifications and experience.
 - b. Responsibilities:
 - i. Teach graduate courses
 - ii. Serve on graduate committees
 - c. Term: 1 year

Procedures for appointment as graduate faculty

1. Each College and Department will develop a Scholarship Guidelines Document.
2. Faculty who wish to be considered for appointment as graduate faculty must apply and submit a current curriculum vitae to the graduate program chair/coordinator.
3. The graduate coordinator and dean of the college, using the appropriate college and department Scholarship Guidelines Document, will determine if the faculty member is eligible for consideration for graduate faculty status and, if so, forward the faculty member's application and C.V. along with their recommendation to the graduate dean.
4. The graduate dean will present the faculty member's application, C. V. and the recommendation of the college to the graduate council.
5. The graduate council will use the appropriate college and department Scholarship Guidelines Document to review the recommendation of the college and either appoint the faculty member to the appropriate graduate faculty status or deny the

appointment using the appropriate college and department guidelines and standards for scholarship.

Attachment 2:

University Research Committee

Purpose: to screen faculty applications for university grants and recommend the distribution of available funds and to screen faculty applications for developmental leaves and recommend developmental leave awards.

Personnel: One faculty member from each of the six colleges chosen by the dean. Each member will hold the rank of at least Assistant Professor and have a recent record of scholarly or creative activities. The Dean of Graduate Studies will serve as chair.

No member of the committee may apply for research funds or a developmental leave while serving on the committee. Members who wish to submit an application will ask their dean to choose a faculty member to complete their term.

Reports to: Provost

Attachment 3:

Recommendation for transfer admission policy review

August 2004

Proposal: Transfer students who are denied admission to Midwestern State University may submit a new application to be evaluated for admission to another term if:

- The student has completed a minimum of **twelve (12)** semester hours of non-remedial transferable hours at another college/university.
- Has a minimum cumulative grade point average of **2.0** and is eligible to enroll at all institutions attended.

2. Board of Regents Meeting May 2004

5/19/04

The MSU Board of Regents met on May 13 and 14, 2004. A summary of actions of interest to the faculty follows:

1. Mr. Walter Nelson presented 25 photographs of the Dalquest Research Site which he has taken for a book concerning the property
2. The Board approved the MSU Educational Assistance Program to waive local board authorized tuition for employees' dependents. This had to be modified at the August meeting, but the essence of the program is now being implemented
3. The Board authorized Tuition Waiver for students in the Wichita Falls High School Magnet Program for up to seven semester hours beginning Fall 2004
4. The Board approved the Holiday Schedule for Staff Employees/2004-2005
5. The Board approved the list of candidates for graduation, with the provision that they meet all requirements as prescribed by the faculty and administration
6. The Board approved the addition of the Early Childhood-4th Grade (EC-4) Bilingual Generalist program
7. The Board approved changing the name of the "McCoy School of Mechanical Engineering" to the "McCoy School of Engineering"
8. The Board approved changing the "Louis J. and Ramona Rodriguez Professorship in Economics" to the "Louis J. and Ramona Rodriguez Professorship in Business Administration"

9. The Board approved some modifications of the University Organization Charts to reflect the current organization
10. The Board approved changes to the following policies in the Policy Manual
 - Policy 2.37 - modified the Intercollegiate Athletics Council personnel and approve the new Regents' Professor Selection Committee
 - Policy 3.148 Regents' Professor
 - Policy 3.212 modified policy dealing with Staff Hiring Procedures
 - Policy 3.214 modified policy dealing with Staff Performance Ratings
 - Policies 3.216 and 3.218 removed the probationary status for new staff
 - Policy 3.217 modified the Time Sheet/Leave Records policy
 - Policy 3.223 modified the Staff Employee Incentive Program policy
 - Policy 3.226 new policy concerning Compensation for Non-Classified Staff Employees
 - Policy 3.327 modified the Faculty and Staff Retirement policy
 - Policy 3.330 modified the Student Employment policy
 - Policy 3.340 modified the Employees with Disabilities policy
 - Policy 3.338 new policy concerning Service Pins Awards
 - Policy 4.117 modified Building Use Policy a& Fee Schedule for Outside Groups
 - Policy 4.161 modified the Sexual Harassment policy
11. The Board approved Emeritus status for Dr. Carolyn Harris, Dr. William T Harris, Dr. Joe M Henderson, Ms Elizabeth Newton, and Dr. Harry Gene Newton
12. The Board approved the following promotions
 - Jan Brink to Associate Professor
 - Stuart McClintock to Associate Professor
 - Dawn Slavens to Associate Professor
 - Beverly Stiles to Associate Professor
 - Michael Vandehey to Associate Professor
 - Larry Archambo to Professor
 - Everett Kindig to Professor
 - Nelson Passos to Professor
13. The Board approved the granting of tenure to the following faculty:
 - Jan Brink
 - Greg Haff
 - Stuart McClintock
 - Roe Roberts
 - Dawn Slavens
 - Beverly Stiles
 - Michael Vandehey
 - Friederike Wiedemann
14. The Board approved the acceptance of 24.87 acres of land in Holliday, Texas from Charles and Leslie Finnell to be used as a field laboratory. The land will be maintained as a Native Prairie area in cooperation with the Texas Department of Transportation and the Texas Parks and Wildlife Department The property will

be named the “Leslie and Charles Finnell Native Prairie Site of Midwestern State University”

15. The Board approved the addition of women’s cross country as an intercollegiate sport at MSU beginning Fall 2005; they approved offering three scholarships during 2005-2006, and six scholarships in 2006-2007; they also approved funding in the 2004-2005 budget for a stipend for the coach, purchase of equipment, and recruiting
16. Dr Rogers presented to the Board information concerning
 - The progress on the acquisition of the Wichita Falls Museum and Arts Center; a search for a director has started
 - A timeline for the College of Business Administration Building project
 - Progress on the Legislative Appropriations Request/’Special Items/Exceptional Items; it will be submitted for Board approval at a summer meeting
 - Admissions study done by Mike Snow, Director of Institutional Planning and Research; MSU graduation and retention rates must be increased; MSU needs to admit students who can succeed, and this will most likely involve a carefully planned action of raising the admissions standards

Respectfully submitted,

David Tucker

Board of Regents Meeting August 2004

8/06/04

The MSU Board of Regents met on August 5 and 6, 2004. A summary of actions of interest to the faculty follows:

1. An update concerning the renovation of Killingsworth Hall and Pierce Hall was presented
2. The Board approved the proposed five-year plan for construction, land acquisition, and major repair and renovation projects. In priority order they include:
 - Pierce Hall renovation
 - College of Business classrooms labs & offices
 - Land acquisition – Natural Laboratory
 - Instrumental Music Building repair and acoustics renovation
 - D. L. Ligon Coliseum repair and renovation
 - Fowler Hall renovation for Math and Computer Science
 - Acquisition of property contiguous to campus
 - Student housing
 - Wellness Center
 - Student Center expansion
- 3 The Board approved renewal of the current Outside Counsel Agreement with the Law Offices of Roger Lee

- 4 The Board approved the Legislative Appropriations Request as presented
- 5 The Board approved the revised budget for the College of Business Administration Building project, estimated at \$17,850,000
- 6 The Board approved the purchase and installation of a new boiler
- 7 The Board authorized the President and the Chairperson of the Board of Regents to purchase property in West Texas adjacent to the Dalquest Research Site property with the source of funds being private designated funds
- 8 The Board authorized the awarding of scholarships equal to the amount of local tuition for qualified dependents of MSU faculty and staff through the MSU Educational Assistance Program. This replaced the action to waive the local tuition, which the Board did not have the power to do (see the May Board meeting report)
- 9 The Board authorized the university to charge in-state tuition for non-resident students enrolled only in distance education and study abroad program courses
- 10 The board accepted the bid by Martini and Company of Wichita Falls to provide snack and beverage services on campus for a period of two years, with three one-year possible extensions
- 11 The Board approved changes to the operating budget resulting in a decrease of \$9,375 in the overall budget. The revised budget for FY 2005 is \$53,095,418
- 12 The Board approved the list of candidates for graduation in August with the provision that they meet all requirements as prescribed by the faculty and administration
- 13 The Board approved a new one-year position of Coordinator, Student Center Services/Part-Time Political Science Instructor
- 14 The Board approved a new position of Faculty and Department Chair, Department of Political Science to be added in 2005-2006
- 15 The Board authorized that new position of Director of Museum
- 16 The Board approved the Recruitment/Equal Employment Opportunity (EEO) Plan as presented
- 17 The Board approved the new Rank and Tenure Review policy and the deletion of the five existing policies; they also approved the committee changes necessitated by the new policy statement
- 18 The Board approved the new Policy Manual changes as follows
 - Policy 2.336 VP for Administration and Finance Purpose and Responsibilities
 - Policy 2.37 modified Academic Counsel personnel and approved new Regents' Professor Selection Committee
 - Policy 3.114 modified the Faculty Performance and Review policy to reflect the new tenure and promotion guidelines and Texas Commission on Human Rights (TCHR) requirements
 - Policy 3.147 Graduate Faculty Status revised to better address accrediting body requirements
 - Policy 3.212 Staff Hiring Procedures – change due to TCHR requirements
 - Policy 3.223 Staff Employee Education Incentive Program – change to clarify it
 - Policy 3.226 Compensation for Non-Classified Staff – change due to TCHR requirements
 - Policy 3.227 Employee Disciplinary Procedures (new policy)
 - Policy 3.134 Gifts and Donations – specifies who is authorized to accept gifts for the university

- Policy 4.137 I.D. Cards – change due to the implementation of the new Campus Card
 - Policy 4.161 Sexual Harassment – change due to TCHR requirements
 - Policy 4.164 Solicitation of Funds – changes to clarify the process
- 19 The Board approved changes to the MSU Student Handbook to include information about the Campus Card
- 20 The Board approved the addition of James N. and Vicki McCoy to the Legacy Walk
- 21 The Board approved a resolution that Midwestern State University will issue constitutional bonds to provide funding for the construction of the College of Business Administration Building Project
- 22 Dr. Rogers provided information to the Board concerning various university matters including
- Strategic Plan Update and Schedule
 - Museum update – expect to finalize early in 2005
 - Sikes Lake Update – the contractor defaulted and the TXDot work remaining is being re-bid: MSU’s part of the work will be done when the state’s part is finished
 - A discussion of the accountability issues that the state has mandated that the Texas Higher Education Coordinating Board put in place, and their potential impact on MSU

Respectfully submitted,

David Tucker

Report to the Faculty Senate

Administrative Council Meetings

Summer 2004

8/26/04

The Administrative Council met on June 14, 2004, and again on July 17, 2004. Both meetings were focused on preparing the agenda items for the Board of Regents meeting on August 5th and 6th, and the results of those deliberations are reflected in the report of that meeting.

One item, which was tabled at the July meeting for further work, was a revision to the following policy

Policy 3.112 Procedures for hiring Faculty

The proposal was to add the following statement to the policy:

“Each person who will interview the candidate must submit a list of proposed questions to the dean in advance of the interview. The dean will forward the questions to the Provost at the same time permission is requested for a formal interview. The Provost will consult the EEO Coordinator to determine the appropriateness of the questions. To as great an extent as possible, questions should be the same for all candidates and must be related to the individual’s ability to meet the requirements of the position.”

After much discussion, it was decided to have the Personnel Director, the Provost, and the Chair of the Faculty Senate rework the proposal, and to submit the revision to the Board at their November meeting. Both the Provost and the Chair of the Faculty Senate felt that as presented the requirement is not workable and needs modification. Note that this change is not something the Personnel Director dreamed up. It is required by the State of Texas to meet state and federal EEO guidelines, and it is not clear how much change from this proposal can be made. Any such revision would have to receive approval from the state.

Respectfully submitted,

David Tucker

ENROLLMENT MANAGEMENT COUNCIL REPORT

Faculty Senate Meeting – June 8, 2004

The following issues were discussed at the meeting of the Enrollment Management Council on Tuesday, June 8, 2004.

INCREASE IN CLEP FEES

Beginning July 1, 2004, CLEP is raising their fee \$5. Dr. Clark stated that this increase does not require approval from the Board before implementation.

CONCURRENT ENROLLMENT

There is a policy in the catalog stating that students taking classes at Midwestern who want to attend classes concurrently at other institutions must first obtain approval from Midwestern State University. Due to the cost differential, concurrent enrollment is likely to increase and needs to be monitored.

The policy regarding concurrent enrollment will be advertised in course schedules and on the Midwestern State University website. In addition, the form will be revised, and each request for concurrent enrollment will require Dr. Clark's approval. If proper procedures are not followed, students will be required to speak to Dr. Clark. This process will begin during the second summer term, but it will officially begin this fall.

OTHER BUSINESS

Orientation Committee

Dr. Clark announced the formation of the 13-member advisory Orientation Committee that will be co-chaired by Dirk Welch and Gail Rector. Although there is some work that the committee wants to do immediately, their primary focus will be to formulate a long-term vision of orientation at MSU.

Registration

Registration numbers are higher for summer I, summer II, and for fall compared to last year.

Base Year Advising

When advising a student who has to take a class for the third time, if the class is full, and if the enrollment can be delayed to a non-base year, it would be beneficial. Taking a class for the third time at Midwestern State University does not count, so no government funds are received. If a class is full, it is more beneficial to put a student in the class who will be counted so the base number will be higher; if the class is not full, it does not matter. The base year goes from summer 2004 through spring 2005.

Common Core Website

The common core website is now available that lists the core of every public institution in the state of Texas. Dr. Clark will send out a postmaster announcement with the website address.

Risk Management Assessment

The internal auditor is doing a risk management assessment of various entities on campus. The assessment will be a rank ordered list of work performed in a department and will indicate how problems with any listed item could affect the overall functioning of the University, as well as anticipated responses to those problems. The assessment should include anything that can go wrong and is not limited to technical matters. The risk management assessment goes to the board in August.

Student E-mail Addresses

Ideally, students will have an e-mail address assigned to them in the future as soon as they are admitted to the University, and the e-mail addresses for students who have designated majors will go to the major departments. If a student is undeclared, the e-mail address will be sent to the Academic Support Center.

3. ENROLLMENT MANAGEMENT COUNCIL REPORT

July 13, 2004

The Enrollment Management Council did not meet on Tuesday, July 13, 2004. However, the following vote was solicited via e-mail from the following voting members of the Enrollment Management Council: Mr. Abdel Aitroua, Mr. Brandon Carpenter, Ms. Lisa Estrada-Hamby, Dr. Randy Glean, Ms. Darla English, Ms. Barbara Merkle, Ms. Kathy Pennartz, Dr. Michael Shipley, Ms. Diane Spiller, and Mr. Dirk Welch. Dr. Robert Clark, chair, presided.

INCREASE IN MAT EXAM FEES

All members voted to approve the following change:

Midwestern State University Testing Services requests an increase in the fee charged for the MAT exam effective, September 1, 2004, to \$51.00, which is an increase of \$6.00. This reflects passing on an increase for the MAT.

Submitted by Michael Shipley

Next Executive Committee is Thursday, September 2, 2004 at 3:00 in the President's Board Room, Hardin Hall.

Next Faculty Senate is Thursday, September 9, 2004, at 3:00 in the Cheyenne Meeting room.

David Tucker

Stuart McClintock

Chair

Secretary of the Faculty Senate

