

MSU Faculty Senate

November Minutes

The MSU Faculty Senate met at 3:00 p.m. on Thursday, November 11, 2004, in the Cheyenne Meeting Room of the Clark Student Center. Senators present included: Arnoult, Sharon; Bultena, Charles (Treasurer); Coe, Mary Ann; Comello, Robert;; Curran, Barbara; Davids, Mark; Johnston, Chuck; Kilgore, Lon; McClintock, Stuart (Secretary); Montoya, Claudia; Redmon, Bob (Vice Chair); Roberts, Roe; Scales, Jon; Shao, Chris; Slavens, Dawn (Parliamentarian); Stiles, Beverly; Tucker, David (Chair);

The following topics were discussed:

Senator Arnoult moved to accept the agenda of the meeting. The motion was seconded by Senator Scales. The agenda for the meeting was approved.

October Faculty Senate minutes had previously been approved by e-mail vote

Current Business

1. Policy 3.112. At the insistence of a representative of the Texas Commission on Human Rights (TCHR), the Personnel Director brought proposed changes to the wording of the Policy on Faculty Hiring to the Administrative Council. In order to assure uniformity and equal treatment of all candidates, the TCHR representative insisted that those individuals who would interview a candidate have a list of approved questions that focus on the candidate's qualifications for the job. The policy should state that, to every extent possible, interviewers should stick to the approved questions. The Provost, Associate Provost, and Chairman Tucker all agreed that the proposed policy changes were unworkable. The Provost, the Personnel Director, and Chairman Tucker came up with a more reasonable version presented here for senate approval. Other changes to the policy move certain responsibilities from the deans to the department chairs.

Senator Arnoult moved to accept Chairman Tucker's version of policy 3.112. Senator Coe seconded the motion, and this revision was approved. (The revision of policy 3.112 is attached as an addendum to the minutes.)

Treasurer Bultena wanted to note that the changes in this policy, like other policy changes on campus, are shifting important decision-making responsibility away from deans onto department chairs. He pointed out that there are increasing demands on chairs without any commensurate salary increase or release time.

2. Faculty Work Load. At the behest of faculty members in the College of Liberal Arts, Secretary McClintock brought up faculty work load for the Senate to address. There is concern that demands on professors' time and energy are already high (ten office hours per week, four courses per semester) and are increasing in certain areas (increased committee assignments and suggested attendance at university events, for example). These demands are cutting into time needed for research. Secretary McClintock brought up three areas for discussion: course load, developmental leave, and office hours. The

Senate addressed these areas to see if and where relief might be found to ease professors' work load. The general consensus was that reducing the number of office hours would be helpful to professors and not detrimental to students and the budget. Most senators also agreed that they provide, *de facto*, more office hours than are listed on their schedules because students call on them any time they are in their offices.

The Senate decided that a first step towards a proposal is to investigate the number of office hours other comparably sized Texas public institutions require their professors to maintain. Senators Slavens and McClintock volunteered to examine these universities' policies.

3. Academic Dishonesty. Vice-Chair Redmon reported on his committee's reworking of the proposal for the academic dishonesty policy. The reworked proposal states that faculty members are compelled to document every incident of cheating that occurs. With a move to vote on this policy by Treasurer Bultena and a second by Senator Curran, the Faculty Senate rejected this revision of the policy due to inflexibility in reporting requirements. Vice-Chair Redmon abstained.

4. Report on Annual Meeting of Texas Association of Faculty Senates (TAFS). Senator Arnoult and Chairman Tucker attended the TAFS conference in Austin. Chairman Tucker began his report by giving some background of the organization. Every state university in Texas is eligible to belong to this organization. Annual dues are \$300. Each senate is allowed two voting members, one of whom should be the chair of the senate.

This year TACT and AAUP were also part of the conference.

The main speaker from AAUP brought up challenges to faculty nationwide such as issues of academic freedom and the establishment of classroom performance criteria.

Senator Arnoult then discussed the presentation by the Coordinating Board's Catherine Parsonneault. The Coordinating Board is making a concerted effort to make universities aware of the myriad ways in which it can help them. It has "the big picture" of education in the state and should be a resource for those investigating policy changes and additions. The board sets the criteria for accountability standards. The board would like to make its website www.thecb.state.tx.us more widely known and used because it has a wealth of information beneficial to universities. For example, its site lists the upcoming legislative agenda for higher education.

In a general discussion period, it was noted that every university had raised its tuition, and each one had reported an increase in students or credit hours. Secondly the TCFS passed a resolution stating that a faculty senate has the right to criticize its university president without adverse consequences.

Committee Reports

- A. Academic Council (Bob Redmon): 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 (Beverly Stiles): see addendum

- F. Intercollegiate Athletics Council (Chris Hansen): see addendum
- G. Student Affairs Council (Dawn Slavens): see addendum
- H. Alumni Association Council (Chris Shao): no report
- I. Other Committees: none at this time

Financial Report

Treasurer Bultena reported that the Senate has 619 dollars in its account.

Closing Business

1. After considering the six nominees put forth by the colleges, the Faculty Senate chose Jim Hoggard as the 2004-2005 Piper nominee.
2. Roe Roberts and Mary Ann Coe will be the two Faculty Senate representatives on a larger ad hoc committee charged with addressing certain policies in the manual that need to be revised in order to be in line with changes in the tenure and promotion guidelines.

Committee Reports:

1. Academic Council Report: October 21, 2004
Submitted by Robert Redmon

October 21, 2004: The Academic Council met at 3:00 p.m.

THECB Accountability Measures for Universities in Texas

The Provost outlined the Texas Higher Education Coordinating Board (THECB) measures for accountability in higher education as they relate to MSU. Comprehensive information may be found on the THECB website:
<http://www.thecb.state.tx.us/PerformanceMeasures/>

For accountability and related fiscal matters, the THECB has created five categories of institutions of higher education:

1. Research Universities
2. Emerging Research Universities
3. Doctoral Universities
4. Comprehensive Universities
5. Masters Universities

MSU is classified as a **Masters University**, and as such has been assigned the following **3 year goals:**

Participation Measures

1. Overall enrollment increase 12%

Black enrollment increase	21%
Hispanic enrollment increase	33%
2. FTE enrollment increase	12%
Black FTE enrollment increase	21%
Hispanic FTE enrollment increase	33%

Success Measures

3. Graduation rate increase	
Four-year rate	3 points
Five-year rate	4 points
Six-year rate	5 points
4. Graduates by level and race/ethnicity and gender – percent change	
Total degrees	15%
Black degrees	10%
Hispanic degrees	10%

Excellence Measures

5. Percent increase of first and second year courses taught by tenure/tenure track faculty	4.5%
6. FTE student to FTE faculty ratio	stay at current levels
7. Increase in Federal research grant funding	3%
8. Research expenditure increase	6%
9. Decrease in Administrative expenses	3%
10. Classroom utilization increase	3 hours per week

New Business

1. English Usage Exam Requirement Policy (attachment 1) – Dr. Watson (*This policy was challenged the Radiologic Science program as their widely dispersed, online students would be unfairly burdened by the proposed policy change requiring them to travel long distances to take the English Usage Exam at two centralized off campus locations. A number of amendments were proposed and discussed but no consensus was reached. Consequently, consideration of the new policy was set aside to allow further study.*)
2. College of Business Administration Department Change and Degree Plan Change (attachment 2) – Dr. Harvey *This proposal was approved.*
3. Graduate Course and Catalog Changes – Dr. Capps (*This proposal was approved.*)
4. Undergraduate Course and Catalog Changes – by college (*This proposal was approved.*)
5. Non-payment/reinstatement procedures for Spring 2005 – Ms. English

New Business

Attachment 1

1. English Usage Exam Requirement Policy

THE ENGLISH USAGE REQUIREMENT

Midwestern State University requires all students seeking baccalaureate degrees to fulfill the English Usage Requirement, either by enrolling in and passing ENGL 2113, Composition Skills, or by passing the English Usage Examination. The English Usage Examination may, however, be taken only once; any student failing the English Usage Examination must then enroll in and pass ENGL 2113 in order to graduate. Each student's academic adviser and major program are responsible for making the student aware of this requirement and the ways in which it can be fulfilled.

The English Usage Examination

Administration. The English Usage Examination is administered by the English Usage Coordinator, a member of the English faculty appointed by the English Department chair. The coordinator appoints additional English faculty as necessary to assist in grading the exam, subject to the approval of the chair. In consultation with the chair, the coordinator recommends a fee schedule for the coordinator, the graders, and proctors and clerical assistants as necessary. All fees are to be paid from the English Usage Fee, as set by the Academic Council, as are all expenses for materials and travel.

The English Usage Coordinator is also responsible for the following

- creating writing prompts and preparing the exam
- scheduling specific dates and locations for the exam
- disseminating information about the exam and about testing times and places
- assigning proctors for each exam
- overseeing the grading of the exams to ensure fairness and consistency
- recording exam results and maintaining comparative statistics of present and past results
- arranging special accommodations for students with disabilities and /or at a distance
- approving any course to be substituted for ENGL 2113, Composition Skills.

Nature of the Exam. The English Usage Examination tests the ability of juniors and seniors to write a college-level argumentative essay. Each test-taker responds to one of two prompts by writing an essay of at least 300 words in a two-hour period. (Extra time and alternate locations may be arranged for students with documented disabilities.)

Criteria for Grading. A passing essay responds to one of the prompts with a clearly stated thesis which then receives adequate support and development in the rest of the essay. The essay shows reasonably effective organization (including appropriate paragraphing), reasonable command of sentence structure and vocabulary, and reasonable adherence to standard American conventions of spelling, usage, and punctuation.

Who May Take the Exam. Students may take the exam **only** after completing 60 semester hours of university credit (junior standing) and **only** after passing ENGL 1113 and 1123, Rhetoric and Composition (both semesters). Students may take the exam only once. Students who delay taking the exam until their senior year (and particularly their last semester) **may delay their graduation** by at least a semester.

When and Where the Exam Is Given. The English Usage Exam is given several times on the MSU main campus midway through the Spring and Fall semesters and early in the second Summer term. Exact dates and locations are published in each semester's *Schedule of Classes* and on the MSU web page. The exam is also given once during the Spring and Fall semesters at sites in Dallas and Houston. These dates are posted on the English Usage Exam web page. Students residing at a distance greater than 300 miles from the nearest testing site may make special arrangements to have the test proctored in their local area during any one of the testing periods. However, tests returned after each semester's final scheduled test date will not be graded until the following semester.

How the Exam Is Conducted. Test-takers must arrive on time (late comers will not be admitted) and must bring with them a Business Office receipt for the test fee, photo identification, and a pen or pencil. (At sites not on the MSU campus test-takers may pay the fee by check or money order at the time of the exam.) All other permitted materials will be provided, including an acknowledgment of the English Usage Requirement to be signed by each test-taker. Not permitted at the testing site are notebooks, paper, dictionaries, thesauri, book bags or back packs, or any electronic devices, including spell-checkers, grammar-checkers, and cell phones.

The proctor will distribute materials, and he or she will then explain the format for the examination, review the criteria on which the exam is evaluated, and answer questions. (Students making special arrangements to take the exam individually cannot, however, expect the locally assigned proctor to answer questions beyond those covered in the written test materials the proctor has been provided.)

Test-takers then have two hours in which to complete essays of at least 300 words. Some may wish to write a rough draft and then a final draft. In such cases the final draft must be clearly indicated since only the final draft will be evaluated. As examinations are turned in, each will be covered with a grade report form stapled to the front of the exam booklet. Thus, the test-taker's name is unknown to the graders. **Special**

Accommodations. Students with documented disabilities who wish to arrange special accommodations for the English Usage Exam should do so through the Office of Counseling and Disability Services at least two weeks before the date of the exam. Midwestern State University will make any reasonable accommodation that does not directly affect the skills being tested in this exam.

Students living over 300 miles from a test site and not enrolled for courses at one of those sites may request to have the exam individually proctored at a college in or near their local communities. Requests should be made in writing to the English Usage

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Coordinator at least two weeks prior to the next testing period. To preserve the security and integrity of the exam, any such request must identify a certified proctor and a university or community college testing center in the student's vicinity. Upon verification of the proctor and testing center, examination materials will be mailed to the proctor at the testing center, where the student will make arrangements to take the exam before the end of the current semester's testing period. The examination and the testing fee are to be returned to MSU directly by the proctor on or before the stated deadline.

How the Exam Is Graded. The final draft of each examination is read by two full-time members of the English faculty. No marks are placed directly on the exam, but each grader notes errors, records his or her evaluation of the essay based on the criteria listed above, and assigns an overall grade of pass or fail on his or her own comments sheet. When the comments sheets are compared, if the two graders do not agree on whether the exam passes or fails, it is read in the same manner by a third member of the English faculty for a final determination. The evaluation of the graders is final, and though a student, on request, may review his or her comments sheets, there is no appeal. Test papers and comment sheets will not be returned to the student.

How the Results Are Posted. The results of the English Usage Exam are confidential. They are reported via confidential memo from the English Usage Coordinator to the chair of the English Department, to the coordinator of the Academic Support Center, to the deans of the colleges, to the Provost, and to the Registrar. The Registrar posts each passing grade on the individual student's transcript by noting

Transfer Credit Applied to [CURRENT SEMESTER]	
ENGLISH USAGE EXAM	[month-year]
SATIS COMPLETION	0.00

No entry is made if the student fails the exam. Students should check their transcripts through the MSU website approximately six weeks after the test date to determine if they passed the exam. Results cannot be given out over the phone or via e-mail.

Students Failing the Exam. Students failing the English Usage Exam should enroll in ENGL 2113 for the following semester. If all sections are closed, and delaying enrollment another semester will postpone graduation, the student should contact the English Department. Some seats in the course are held in reserve for students facing immediate graduation. **Enrollment, however, cannot be guaranteed.**

ENGL 2113, Composition Skills

Nature of the Course. ENGL 2113, Composition Skills, is designed to build skill in clear and forceful composition and in standard usage. Passing the course requires passing a final test in usage and writing a satisfactory final essay graded by the same standards as the English Usage Exam.

Who May Take the Course. Students **may** enroll in ENGL 2113, Composition Skills, after completing 60 semester hours of university credit (junior standing) and after passing ENGL 1113 and 1123, Rhetoric and Composition (both semesters). Passing ENGL 2113

fulfills the English Usage Requirement for graduation. Students who fail the English Usage Examination **must** enroll in and pass ENGL 2113 to fulfill the English Usage Requirement for graduation.

Substitutions. Students who enroll in ENGL 2113, Composition Skills, in lieu of the English Usage Exam must take this course from Midwestern State University. **No substitutions are permitted.**

Students who fail the English Usage Exam, live at a distance from the MSU campus, and are enrolled in no other on-campus courses **may request to substitute** an appropriate writing course from a community college or another university. Requests must be made in writing to the English Usage Coordinator and must include a catalogue description of the course to be substituted. If the course is approved and the student enrolls, the instructor must submit to the English Usage Coordinator one of the student's in-class essays to be evaluated by the same standards as the English Usage Exam. If the essay is acceptable and the student passes the course, it may then be accepted in transfer by Midwestern State University as fulfilling the English Usage Requirement.

2113 On-Line. The MSU English Department periodically offers ENGL 2113 as an Internet course. Limited capacity dictates, however, that only students at a distance and not enrolled in any other on-campus course may enroll in this on-line section of the course. All students who enroll must also meet twice in person with the instructor. Students wishing to be considered for the on-line course should contact the English Usage Coordinator during registration for permission to enroll and further registration instructions.

New Business

Attachment 2

2. College of Business Administration

Department Change

The College of Business Administration would like to move the General Business Department to the Department of Economics, Finance, and International Trade, creating the Department of Economics, Finance, International Trade, and General Business. This would also change the Department of Management, Marketing and General Business to the Department of Management and Marketing. This change would need to be made to the department listings in the undergraduate catalog and would also affect the titles of the department chairs.

Degree Plan Change

The College of Business Administration has changes to be made to the requirements for a major in Economics, Finance, General Business, General Business with Teacher Certification, Management, and Marketing. The changes are as follows:

- ECON:
 1. Remove BUAD 3423 from courses for major
 2. Add to courses for major the following: "Plus one upper level ECON or FINC elective"
- FINC:
 1. Remove FINC 3733 from courses for major
 2. Remove ECON 3703 from "other requirements" and add to courses for major
- GBUS:
 1. Add ECON 4723 to economics selection
 2. Add FINC 3413 to finance selection
 3. Add MKTG 3803 to marketing selection
- GBUS w/TC:
 1. Remove selection of either FINC 1733 or MGMT 4213 from courses for major
 2. Remove elective in business administration from courses for major
 3. Add the option to take ECON 3543 in place of BUAD 3423
 4. Add FINC 1733 to courses for major
 5. Add ECON 4723 to ECON selection in courses for major
 6. Add selection of one course from MGMT 3783 or MGMT 4843
 7. Add FINC 4653 and FINC 4733 to finance selection in courses for major
 8. Add MKTG 3803, 4203, 4303, and 4753 to marketing selection in courses for major
 9. Remove MKTG 3823 from marketing selection in courses for major
- MGMT:
 1. Remove MGMT 3013 from courses for major
 2. Change selection of one course from ECON 3703, ECON

4643, or MGMT 4033 to selection of two courses from the expanded (see #3) list

3. Add to above selection the courses BUAD 4763, FINC 3353, and BUAD 4993

MKTG:

1. Remove MKTG 3723 from courses for major

2. Add selection of one course from MKTG 4203, 4643, or 4723

3. Graduate Course and Catalog Changes

Catalog Change to **PSYC 6153. Practicum 1**

Add: A criminal background check, which may include arrest and conviction data as well as plea bargains and deferred adjudications, is used to determine eligibility for placement in required clinical practicum courses prior to enrollment in PSYC 6153--Practicum I. Students will have an opportunity to clarify any criminal history records that are received.

This statement has been approved by Roger Lee, the University attorney, the College of Liberal Arts Council, and the Graduate Council.

4. Undergraduate Course and Catalog Changes

College of Health Sciences and Human Services – Dr. Sportsman

Catalog Change:

College Algebra is no longer a degree requirement for Respiratory Care graduates (BSRC). The degree requirement is 3 semester hours of a college level math course.

College of Science and Mathematics – Dr. Horner

Catalog Changes:

1. Approval of Advanced Placement Credit for Environmental Science (ENSC 1114).
2. Cross-listing of Physics 2014 & 2114, Electronics I & II with Mechanical Engineering 2014 and 2204, Electrical Engineering I & II. The Physics course numbers will be changed to 2104 & 2204 to coincide with MENG 2104 & 2204. The course titles and course descriptions will not change.
Reasons: Physics is required for the Manufacturing Engineering Technology accreditation as Electronics courses. The Mechanical Engineering degree requires them as Electrical Engineering I & II.
3. Change prerequisites for MATH 2534, Calculus III, to include MATH 1734, Calculus II, with a grade of C or better.

Fain College of Fine Arts – Dr. Fischli

New Course Additions:

AMUS 1391. Strings

Prerequisite(s): Music major only

Type of Course: Private lesson

AMUS 1691. Composition

Prerequisite(s): Music major only

Type of Course: Private lesson

AMUS 3391. Strings

Prerequisite(s): Music major only

Type of Course: Private lesson

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 November 4 and 5, 2004

11/11/04

The Board of Regents met for their annual fall meeting on November 4th and 5th 2004. A summary of topics and actions of interest to the faculty follows:

1. Housing and resident Life presented plans to build an apartment-style housing complex on south campus and to look into adding Greek housing in a location to be determined. The Board approved a request to allow the administration to proceed with planning for these units, and to prepare recommendations to be presented to the Board at future meetings
2. The Board authorized the purchase of the Student, Finance, and Human Resources Software License for the Sunguard/SCT product Banner
3. The Board approved the Strategic Plan as presented
4. The Board approved a number of changes in naming of buildings

5. The Board approved naming the atrium area of Liberal Arts Hall the “Harry M. Brown Atrium”
6. The Board approved the lease purchase of two buses to replace current buses
7. After much discussion and agonizing, the Board approved raising local tuition \$8 per semester credit hour beginning in spring 2005 (January 2005) and another \$13 per semester credit hour beginning in fall 2005 (August 2005)
8. The Board authorized the initiation of a \$50 fee for reinstating students who are voided out of the university system at the beginning of each semester due to non-payment. This fee would be charged beginning in spring 2005
9. The Board authorized changes to nursing course fees and approved the undergraduate and graduate program fees for the London Study Abroad Program
10. The Board approved the following new positions
Part-time Position/Extended Education Technology Trainer
PC/Education Technician with funding provided by the West Foundation
Five Faculty positions beginning in spring 2005, and authorized the administration to initiate searches for three additional faculty position in fall 2005
11. The Board approved changes to Policies 2.338, 3.123, 3.212, and 4.137
12. The Board approved Student Handbook revisions relating to Campus Card Services and Standards of Conduct

Respectfully submitted,

David Tucker
Faculty Senate Chair

3. Enrollment Management Council Meeting Minutes

October 19th, 2004

I. Academic Referrals (Bob Clark and Diane Spiller):

Early Alert System as of this fall:

There seems to have been a misunderstanding, by faculty, on how to use the forms.

If student problem is behavioral---Forms go to Dale Nealy

If the problem is academic---Forms should go to Academic Support Center

When student “quit” attending---Forms should go to dean of students

If student is attending but sporadically so---Form should go to Academic Support Center (Diane Spiller).

*Memo will be sent so that we know the forms (called an alert).

- II. Request increase in Residual ACT and on-campus SAT testing fees (Brandon Carpenter):

There will be a \$5.00 increase effective November 1st (from \$31 to \$36).

- II. Void for non-payment and reinstatement procedures – information item (Linda Knox):

Going to the board for approval: As of spring, a \$50.00 increase for students to get reinstated if voided out for nonpayment of tuition. Student will be voided out end of the 4th day.

Another change is that previously if a student owed less than \$500.00, they were able to register for classes. This is going to decrease to \$250.00.

Early registration begins on Nov. 15th and ends Dec. 13th.

4. Intercollegiate Athletics Committee

October 15, 2004

11:00 a.m.

Members Present: Keith Lamb, Chair; Dail Neely, Dean of Students; Dr. Chris Hansen; Dr. Paul Guthrie, Faculty Athletic Representative; Andrew Jones, SGA Representative; Dr. Chon-Kyun Kim; Scott Fitts, M-Club Representative. Guests present: Jeff Ray, Athletic Director; Debra Higginbotham, Director of Counseling and Disability Services.

Absent: Kevin Goldstein, Alumni Representative

Introductions were made by each person present.

Keith Lamb, Chair, set out the purpose for the meeting which was to meet and discuss the roles and responsibilities of the committee. One purpose of the committee is to be a liaison between the athletic department and the administration of MSU. It was also noted that the committee was designed to be an oversight committee for the university for NCAA compliance. The committee is also available to the President or Athletic Director to request a forum for feedback.

In the past, the committee has done exit interviews with senior athletes. The committee will continue with these interviews.

Debra Higginbotham gave a report on the Substance Abuse Referral Program through the Counseling and Disability Services Office. She provided handouts (attached) with information pertaining to athletic referrals and those of the general student population.

Of concern is the athletic student's willingness for mandatory counseling and the time table for completion of the counseling. A suggestion was made by Ms. Higginbotham that instead of individual counseling student-athletes might benefit more from substance abuse education. To that end, students are referred to Bill Coombs for counseling who also has a substance abuse education class.

It was noted that the number of athletes served is higher than the number of non-athletes served. This was noted not to be significant given the fact that the non-athletes served are voluntary and the athletes are referred for mandatory counseling. The athletes are also drug tested and the general student population is not.

Counseling and Disability Services is concerned with the amount of athletes who make appointments and don't attend. A hold is placed on student's records when they make appointments and do not show up.

Jeff Ray, Athletic Director, reported that since school begin for the Fall 2004 semester, eighty student-athletes have been drug tested. They will work with the Counseling and Disability Services Office to change the program and adjust the requirement however it will best serve the student-athletes and the Counseling & Disability Office. Athletics instituted the policy so students would know they would be tested and there would be a policy followed.

As athletes are responsible for giving their coach a form stating they attended their sessions, the committee discussed providing waivers to the students, so that counseling may visit with the coach about attendance. **The Committee recommends proving the waiver as an option.** It was understood the waiver is to be signed in the presence of a counselor.

The committee chair and the Athletic Director have previously discussed ideas about team evaluations in addition to exit interviews. Kurt Portman currently does the evaluations with the teams and then all responses are typed before given to the coaches so that the student-athletes remain anonymous.

The committee recommends assuming the responsibility of the team interviews. They felt they could gather more useful information with both written and face to face exit interviews with student-athletes. The office of the Associate Vice President for Student Affairs, acting as chair of the committee, will assume that responsibility.

The committee discussed whether to interview students who quit the team or transfer to another school. Contacting students might be difficult if they have transferred from MSU, but the ones who quit sports might still be in school at MSU. The committee felt the information from student-athletes who are out of the program might not be completely accurate because of potential biases. There is a policy in place for student-athletes who have a grievance to file with the Dean of Students, so students who transfer or quit have a forum, should they desire. **The committee recommends that the Faculty Athletic Representative serve on the committee.**

It was noted that we have a very small number of student-athletes who transfer from MSU to play at other schools and that most student-athletes who quit a sport continue in school.

The Athletic Director would like to get this committee's recommendation relative to additional sports. Women's Cross Country will be the next sport added and there has been discussion about Men's and Women's Golf and Men's Cross Country. The Athletic Director has done a survey with conference schools relative to sports offered. The committee felt this survey would be important to look at and the Athletic Director reported that the information was presented to the board. The office of the Associate Vice President for Student Affairs will get that information to committee members. (Attached)

Committee members requested information on Title IX information. The office of the Associate Vice President for Student Affairs will get information to the committee. (Attached)

The Faculty Athletic Representative reported that he has been appointed to the Legislative Review Committee for changes that may be made at the NCAA conference. He distributed information to committee members willing to review proposals and provide him feedback on those proposals. The feedback will be given by the committee to the President who will be casting votes on the proposals.

It was decided that the next meeting of the IAC would be in approximately one month with the date to be determined by the office of the Associate Vice President for Student Affairs. The committee will be notified of the date.

The meeting was adjourned at 11:55 a.m.

5. Student Affairs Council Meeting

10/14/04

Report by Dawn Slavens

Dr. Farrell talked about improving outreach to the MSU Alumni, in particular, improving communication with alumni about the good things happening at MSU.

This meeting was fairly short. Some things that came up that might be of interest.

- At the time of this meeting President Rogers was working on the budget and considering tuition increases. A 1% increase in faculty and staff pay costs \$285,000.
- We are within 11 students of the number of students we budgeted for last year. Usually the budget is made based on fewer students than are enrolled, resulting in more money coming into the university than is accounted for in the budget, giving some "cushion" to the budget.

- MSU currently has students from 42 different states and 48 different countries.
- Changes in the student handbook have been made to replace legalistic language with more common language. A person from off campus, and with experience in such matters, was hired to suggest the re-wording of the handbook.
- **The print shop has a new map (in color) of the campus. The same artist that produced the map also produced the map of Cast Away Cove. The map will also be printed in black and white. The map lists the departments housed in each of the campus buildings.**
- **The print shop is now able to print at a much cheaper price. For a comparison, something printed at Kinko's that costs approximately \$.95 would cost about \$.40 at the print shop. They can also laminate, up to standard size 4 posters together, without showing a seam.**
- In the editorial section of the Sunday edition of the Time Record News, facts of pride for MSU are included to inform the public about good things going on campus.
- There was an office/phone etiquette seminar on Oct. 27th in Wichita I and II.
- There have been activities for students every night, sponsored by Student Affairs, except Saturday.
- There were 100 parking appeals during the last 1 ½ months.
- The part-time job fair was a success. Employers want to have another fair in a month or two.
- **It is now the responsibility of the student to give information to his/her instructors that he/she is registered with the Office of Disabled Student Services. This office will no longer send faculty such information.**
- Construction on Pierce Hall has begun.
- **Tutoring for mathematics is now available Sunday through Wednesday evenings in the Sunwatcher Village Clubhouse. The tutoring a combined effort of Campus Housing and Academic Support. A student does not have to live on campus to make use of the tutoring service. In the spring, tutoring for mathematics and Anatomy & Physiology I will be offered.**

Next Executive Committee is Thursday, December 2, 2004 at 3:00 in Apache Board Room, CSC .

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

David Tucker
Chairman of the Faculty Senate

Stuart McClintock
Secretary of the Faculty Senate

