The MSU Faculty Senate met at 3:00 p.m. on October 9, 2008, in the Kiowa Ex-Students Room in CSC. Senators present included Black, Alan; Brink, Jan; Bultena, Charles (Treasurer); Carlston, David; Debois, Barbara; Dover, Ernie (Parliamentarian); Giddings, Greg; Hallford, Randal; Harlow, Kirk; Knox, Michelle; Lewis, Gary; McClintock, Stuart (Secretary); Medford, Ann (Chair); Mills, Dana; Morrison, Gary; Owen, James (Vice-Chair); Schmitter, Joel; Zhang, Grace. Mary Ann Coe represented Senator Capps.

The agenda was unanimously approved. The minutes of the September meeting had previously been approved by e-mail.

Chair Medford welcomed Grace Zhang from The Dillard College of Business Administration. Senator Zhang will finish Roxanne Gooch's term.

Current Business:

1. Report from Senators on the evaluation tool: Senators polled members of their colleges to elicit opinions about the present on-line evaluation method. As it stands, the evaluation rates for spring 08 courses were very low (Business Administration 44.6%, Education 67.8%, Fine Arts 40.2%, Health and Human Services 30.4%, Humanities and Social Sciences 32.5%, Science and Mathematics 40.6%). Senators asked professors in their colleges for suggestions how to correct low return rates and/or for suggestions about implementing a different evaluation system. There was a lot of discussion before two motions were made that passed unanimously. Senators reported generally that professors in their colleges understand the advantages of the electronic system and would like to continue using them if there were ways to get better return rates among students.

Senator Knox had done some research on universities that successfully use an electronic evaluation system. She stated that they had some sort of incentive system like offering pizza outside computer labs for those who complete the evaluation on line. Senators were adamant that no grade incentives should be given for completing the on-line evaluations.

Mary Ann Coe, who was representing Senator Capps from the West College of Education, said that her college had been doing the electronic evaluations for three years and return rates had been going up. She suggested studying research that she has seen about this issue before replacing the present system.

Most Senators reported that professors in their colleges would prefer to return to pencil-and-paper evaluations in class if no remedy is found for improving on-line return rates.

Senator Bultena made the following motion with a second from Senator Dover: "The current on-line evaluation system is problematic and no clear solution exists. Due to the importance of faculty evaluations in the tenure, promotion, and merit process, the Faculty Senate recommends that MSU return to the former pencil-and-paper evaluations for classroom teaching."
The Faculty Senate is willing to reconsider on-line evaluations if the shortcomings of the present system can be addressed."
The motion passed unanimously.
Senator Harlow is greatly concerned that the present evaluation questions focus on classroom teaching and do not adequately address on-line classes.
He made the following motion with a second from Senator Owen:
"The Faculty Senate recommends an appropriate methodology and evaluation instrument be designed for evaluation of faculty instruction of on-line courses".
The motion passed unanimously.

2. Piper candidate selection: The Senate recommends to President Rogers that James Hoggard be the university's nominee for the Piper Award.

3. Update on greening: Chair Medford spoke to Dr. Rogers about greening on campus. The President stated that he was totally behind greening efforts at the university. He is willing to make the necessary financial commitment that sustainability programs take. He is also pleased to see the Faculty Senate's interest in this issue and welcomes its suggestions. The Senate heartily endorsed Dr. Rogers' commitment to implementing greater sustainability efforts on campus.
Secretary McClintock reported on recycling developments that have taken place since last April's Faculty Senate meeting with Allen Goldapp, Associate Vice-President for Facilities Services, in which he outlined possible sustainability projects.
The university has hired a student assistant, Madeleine Zaehringer, who has been involved in some recycling in Bolin, to work on recycling. Her first task is to see what recycling projects are currently taking place on campus. She said that there is some paper, cardboard, and can recycling happening, but these projects in general are not very coordinated. Some projects are university directed and some are student directed.
Mr. Goldapp has started a pilot program with University Librarian Clara Latham to recycle paper from the library. She reports that custodians pick up paper regularly from offices in the library and in some of Hardin and place it in the university's enclosure up against the north side of the library. Only white and colored office stock paper and heavy corrugated cardboard can go in this enclosure. (There is a different green bin on the north side of the library that Wichita Falls provides for newspaper recycling only.) Some receptacles for paper recycling have recently been put out in public areas of the library to encourage paper recycling. This effort has been less successful because people see them as trash receptacles at the moment rather than as recycling receptacles.
Senator Giddings asked whether certain streets on campus could be shut off either permanently or for some portion of the day. He said that the street between the north side of Prothro-Yeager and the south side of Clark had been shut off with little inconvenience to motorists. He stated that the resulting pedestrian zone (Sunwatcher Plaza) also beautifies the campus and provides a public gathering spot.
Senator Carlston asked about forming an ad hoc committee to work on sustainability issues. Senators Giddings, Mills, Hallford, and McClintock volunteered to work on this committee.

Committee and Other Reports:

1. Administrative Council (Medford): (no report)
2. Board of Regents (Medford): (no report)
3. Academic Council (Owen): (see report at the end of the minutes)
4. Enrollment Management (Mills): (no report)
5. Intercollegiate Athletics Council (Black): (no report)
7. Student Affairs (Medford): (no report)
8. Other active committees: none
9. Financial report (Bultena): The Faculty Senate has $1,050.

Closing Items:

New Business:

1. Senator Lewis brought up the fact that state law prohibits state employees from taking a personal day and wondered if any action might be taken about this. Senator Bultena mentioned that the Family Medical Leave Act provides leave for some family emergencies. No further action was taken on this issue.

2. Adjournment: The meeting adjourned at 4:45.

Respectfully submitted,

Stuart McClintock      Ann Medford
Secretary of the Faculty Senate    Chairman of the Faculty Senate

The next Executive Committee meeting will be at 3 PM on November 6, 2008, in the Apache Boardroom in CSC.

The next Faculty Senate meeting will be at 3 PM on Thursday, November 13, 2008, in Kiowa Ex-Students Dining Room in CSC.

Academic Council Minutes
July 16, 2008

The Academic Council met Wednesday, July 16, 2008, in the CSC Kiowa Room. Voting members in attendance were Dr. Emerson Capps, Dr. Anthony Chelte, Dr. Ron Fischli, Dr. Jane Owen for Dr. Grant Simpson, Dr. Susy Sportsman, Dr. Betty Stewart, Dr. Bev Stiles, and Dr. Sam Watson. SGA representative, Mr. Fadil Imo, was absent.

Other attendees included Ms. Naoma Clark, Dr. Mark Farris, Ms. Darla Inglish, Dr. Clara Latham, Ms. Barb Merkle, Dr. Pam Morgan, and Mr. Matthew Park.

Dr. Friederike Wiedemann, Provost, presided.

Approval of Minutes
The minutes for the February and April 2008 meetings were approved by an e-mail vote.

**Old Business**

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

**New Business**

1. Ms. Merkle reported information to the council on changes to the CLEP scores for French and German. *Information Item; no vote required.*

**French**

*On April 17, 2008, a new College-Level Examination Program (CLEP) French Language test package was released to test centers.* This new package contains an adjustment to the four-semester recommended credit-granting score (RCGS)*. The change is a result of a recently completed standard setting study. It does not affect the two-semester RCGS for this examination. The new recommended credit-granting score is shown in the table below. The American Council on Education (ACE) has reviewed and endorsed CLEP test development and statistical processes.

<table>
<thead>
<tr>
<th>CLEP French Language</th>
<th>Previous RCGS</th>
<th>New RCGS</th>
<th>Semester hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1: 2 semesters</td>
<td>50</td>
<td>50 (no change)</td>
<td>6</td>
</tr>
<tr>
<td>Level 2: 4 semesters</td>
<td>62</td>
<td>59</td>
<td>12</td>
</tr>
</tbody>
</table>

**German**

*On June 25, 2008, a new College-Level Examination Program (CLEP) German Language test package was released to test centers.* This new package contains an adjustment to the four-semester recommended credit-granting score (RCGS)*. The change is a result of a recently completed standard setting study. It does not affect the two-semester RCGS for this examination. The new recommended credit-granting score is shown in the table below. The American Council on Education (ACE) has reviewed and endorsed CLEP test development and statistical processes.

<table>
<thead>
<tr>
<th>CLEP German Language</th>
<th>Previous RCGS</th>
<th>New RCGS</th>
<th>Semester hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1: 2 semesters</td>
<td>50</td>
<td>50 (no change)</td>
<td>6</td>
</tr>
</tbody>
</table>
2. Ms. Clark and Mr. Park, co-chairs of the Student Success Committee, presented action items related to their Foundations of Excellence in the First-Year Report for Improved Online Access to Degree Plans. Dr. Sportsman made a motion to adopt the recommendations presented. Dr. Chelte seconded; and the motion to adopt was accepted. (closed)

In the fall of 2006, the Student Success Committee submitted the *Foundations of Excellence in the First Year Report* to the Midwestern State University administration and, upon its acceptance, to the university community. The report documented a comprehensive, year-long university self-study related to students’ first college year experience. The objective of the self-study and report was to provide the university with a plan to guide the institution in its approach to the first year. In the report, the committee identified “action items,” areas of suggested change or improvement that could be undertaken by the university community to improve the first-year experience of students, and ranked these items from high to low priority.

After completion of the *First-Year Report*, the Student Success Committee (SSC) began work to implement the “top ten action items,” those designated as areas of the highest priority. In the following proposal, the SSC identifies and argues for the implementation by the university community of one of the action items: improved online access to degree plans.

Action item 1.9 in the *First-Year Report* states as follows:
Create a website where students could access degree plans for each major and minor offered at the university. This should be an integral part of the Banner conversion process, and, once completed, these degree plans should be readily available from the MSU website for current and prospective students, family members, faculty, staff, and guests. Assure the information is continually updated to reflect any changes to degree options or requirements and that the website is easy to navigate. *(Roles and Purposes and Transitions)*

In the fall of 2007, the SSC subcommittee analyzed MSU online degree plans and found little consistency in the content included in degree plan documents available online: some, not all, list only requirements, while others show recommended course sequence or include available course options. A number of degree plans were created as web pages while others were created as PDF or MS Word documents and linked to departmental websites; as a result, some degree plans are easier to view online and print than others. After investigation of the various content, format, and location of degree plans available to MSU students, the SSC concluded that there is a need to provide clear, consistent, user-friendly degree plan information for our students, academic advisors, and other constituencies. These documents need to be available at the department and program level and accessible from a central university website.

The SSC met and consulted with the MSU Webmaster, Robert Steflik, to determine how best to implement this action item. Mr. Steflik stated the most efficient way to implement a common site for degree plans is to create a database of all degree plans and request that department and programs upload their degree plans to the database in a common file format.

If the Improved Online Access to Degree Plans proposal is adopted, departments and programs will save degree plans as PDFs and upload them to a database. Degree plans in the database will be accessible from a university degree plan website created by the Webmaster. These same documents can be linked to individual department and program websites.

**Degree Plan Characteristics**
The committee consulted the Office of the Registrar and created a recommended list of criteria for all degree plans. In addition, the committee outlined steps for formatting and making these degrees available online to the university community.

The SSC recommends that each degree plan:
1. State which catalog it is from (e.g., 2006-08, 2008-10)
2. Contain a clause or text stating the degree plan does not represent an official record of work taken and that it does not supersede catalog requirements
3. Include a list of all educational requirements for completing the degree
4. Include a recommended course sequence where applicable
5. Include a field or space next to each course/requirement, which will allow students to record the semester they completed the course/requirement and the grade they received (when applicable)
6. Be updated with the current university requirements including TSI and the Writing Proficiency Requirement
7. Be easily understood by any individual lacking in-depth knowledge of a program
8. Be saved as a PDF to facilitate online viewing and printing

A number of MSU degree plans currently include many of these characteristics (refer to the two attached degree plans of this proposal.) (Pages 5 and 6 of these minutes).

Creating an MSU Degree Plan Database
If the proposal is accepted, the MSU Webmaster has agreed to create a database to which departments and programs can upload degree plans. The database would accommodate the uploading of multiple degree plans (i.e. different catalog years). In addition, the MSU Webmaster will create an online instruction guide for uploading files to the database.
Each department or academic program will designate a faculty or staff person to be responsible for creating and uploading the degree plans, and submit this person’s name to the MSU Webmaster’s Office. The MSU Webmaster will provide this person with a login and password for the database.

Departmental and Program Degree Plan Access
Degree plans uploaded to the database will be accessible under Degree Plans on department and program sites.

University-Wide Degree Plans Access
Degree plans uploaded to the database will be accessible on a University Degree Plans website.

Creating an MSU Degree Plans Website
If the proposal is accepted, the MSU Webmaster has agreed to create a website to allow the university community and public to access degree plans for all majors at Midwestern State University from one website. The site will permit the viewing of multiple degree plans simultaneously for comparative purposes.

Formatting Degree Plans
If the proposal is accepted, each department or program will be asked to upload degree plans that have been saved as PDFs to the database. Faculty/staff who receive login and password information from the Webmaster’s Office will upload current degree plans for each degree offered in their respective department or program and maintain these documents.

Conclusion
There are several advantages to the creation and maintenance of a university degree plan database and degree plan website. Students, the university community, and the public will be provided easy access to all degree plans at a central site and will have access to the same documents in the same format at department and program sites. These documents will be easy to access, open, and view in an online environment; be consistent in content; and be uncomplicated to save or print. In addition, when departments or programs make changes to degree plans, they need only submit the edited documents to one database in order to update the same documents on all university web pages.
With the assistance of the Webmaster’s Office, the implementation of Action item 1.9 can be completed by the fall of 2008 with minimal expenditure of time and money. What is more important, implementation of Action Item 1.9 will demonstrate that the university is actively committed to and taking steps toward addressing and incorporating suggestions that arose from the intensive, first-year self study and toward improving the quality of the MSU students’ academic experience.
### Sport & Fitness Management

#### Bachelor of Science Degree

**Core Requirements - Bachelor of Science Degree**

<table>
<thead>
<tr>
<th>Communication (9 hrs)</th>
<th>Humanities &amp; Visual and Performing Arts (9 hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1171 Comp. &amp; Rhet. I</td>
<td>Humanities</td>
</tr>
<tr>
<td>ENGL 1124 Comp. &amp; Rhet. II</td>
<td>Humanities</td>
</tr>
<tr>
<td>ENGL 1135 or ENGL 1253</td>
<td>Fine Arts</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics (6 hrs)</th>
<th>Social &amp; Behavioral Sciences (18 hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC 1140 College Algebra</td>
<td>HIST 1305 Ana. Hist to 1600</td>
</tr>
<tr>
<td>MAC 1143 Calc. I</td>
<td>HIST 1306 Ana. Hist since 1600</td>
</tr>
<tr>
<td>MAC 1144 Calc. II</td>
<td>PHIL 1132 Ana. Crit.</td>
</tr>
<tr>
<td>MAC 2233 Calc. III</td>
<td>PSYC 2152 Am. Soc.</td>
</tr>
<tr>
<td>MAC 2243 Calc. IV</td>
<td>PSYC 2171 Dev. Psych.</td>
</tr>
<tr>
<td>MAC 2264 Linear Algebra</td>
<td>SOC 2151 Social Statistics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Science (15-16 hrs)</th>
<th>Physical Activity Requirement (4 hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1002 Biol. 1</td>
<td>KINES 3610</td>
</tr>
<tr>
<td>BIOL 1104 Biol. 2</td>
<td>KINES 3640</td>
</tr>
<tr>
<td>[Biol. 1143 or 1144]</td>
<td>KINES 3630</td>
</tr>
<tr>
<td>[Biol. 1145 or 1146]</td>
<td>KINES 3625</td>
</tr>
<tr>
<td>[Biol. 1147 or 1148]</td>
<td>KINES 3625</td>
</tr>
<tr>
<td>[Biol. 1149 or 1150]</td>
<td>KINES 3625</td>
</tr>
</tbody>
</table>

**Computer Proficiency (Course credit - 3 hrs)**

- [ENGL 1015, etc.]

**TOTAL HOURS CORE REQUIREMENTS**

**Sport & Fitness Management Degree Requirements**

<table>
<thead>
<tr>
<th>KINES Core Requirements (15 hrs)</th>
<th>SFMT Core Requirements (21 hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>KINES 1025 Introduction to Kinesiology</td>
<td>SFMT 1051 Basic Kinesiology</td>
</tr>
<tr>
<td>KINES 2126 Health &amp; Nutrition</td>
<td>SFMT 2450 Applied Nutrition</td>
</tr>
<tr>
<td>KINES 4161 Exercise Science</td>
<td>SFMT 2510 Exercise Science</td>
</tr>
<tr>
<td>KINES 4805 Fund of Human Movement</td>
<td>SFMT 2520 Exercise Science</td>
</tr>
<tr>
<td>Kinesiology 3530 Physiology of Human Movement</td>
<td>SFMT 2530 Exercise Science</td>
</tr>
</tbody>
</table>

**SFMT Elective Option (3 hrs)**

- [Kinesiology 4818, 4825, 4830, 4835, 4840, 4845, 4850, 4855, 4860, 4870, 4875, 4880, 4885, 4890] **TOTAL HOURS SFMT ELECTIVES**

**TOTAL HOURS MINOR**

<table>
<thead>
<tr>
<th>Minor:</th>
<th>(6 hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**TOTAL HOURS ELECTIVES**

**TOTAL HOURS (124+)**

**TOTAL ADV HOURS (33+)**

---

**NOTE:** I have read and understand that this is not an official record of coursework and that it does not supersede catalog requirements for which I am fully responsible.

- [Signature]
- Chair, Major
- Dean
- Faculty Advisor
- Chair, Minor
## Degree Plan for a BBA with a Major in Accounting

### 2006-2008 Catalog

<table>
<thead>
<tr>
<th>Lower Division Courses (63 - 68 hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HUMANITIES (6 to 8 hrs)</strong></td>
</tr>
<tr>
<td>Any 3 courses from: Art 1113, 2113, 2121, 2213, 2223, 2313, 2323, 2333, 2343, 2353, 2363, 2373, 2413</td>
</tr>
<tr>
<td><strong>FOREIGN LANGUAGE</strong></td>
</tr>
<tr>
<td><strong>FINE ARTS (3 hrs)</strong></td>
</tr>
<tr>
<td>Any 100-level, 200-level, 300-level, 400-level, 500-level, 600-level, 700-level, 800-level, 900-level course</td>
</tr>
<tr>
<td><strong>SCIENCE (6 to 8 hrs)</strong></td>
</tr>
<tr>
<td>Any 2 science courses at or above the 100-level</td>
</tr>
</tbody>
</table>

### Professional-Business Core (27 hrs)

<table>
<thead>
<tr>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 3303: Accounting Information Systems</td>
</tr>
<tr>
<td>AC 3304: Introduction to Accounting</td>
</tr>
<tr>
<td>AC 3305: Managerial Accounting</td>
</tr>
<tr>
<td>AC 3323: Federal Income Tax I</td>
</tr>
<tr>
<td>AC 3338: For Accounting Majors</td>
</tr>
<tr>
<td>AC 3339: Intermediate Accounting I</td>
</tr>
</tbody>
</table>

### Courses for Major in Accounting (27 hrs)

<table>
<thead>
<tr>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 3303: Accounting Information Systems</td>
</tr>
<tr>
<td>AC 3323: Federal Income Tax I</td>
</tr>
</tbody>
</table>

### Approved Electives (3 to 7 hrs)

<table>
<thead>
<tr>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 3324: Commercial Law</td>
</tr>
</tbody>
</table>

### Hours Needed: 124

### Total Hours: 151

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**Student Signature:**

---

**Approved:**

---

**Advisor:**

---

**Department Chair:**

---

**Dean:**

---
3. Dr. Wiedemann asked that a discussion be opened regarding possible options to assist students and faculty with the impact of gas prices on attendance. Dr. Wiedemann will also request input from the Staff Senate and the Faculty Senate. *(Information Item; no vote required.)*

Suggestions included:
- Possible 4 day class week
  - Offer more afternoon classes
- Share-A-Ride with other students/faculty
- Blended courses with WebCT
- See what other universities are offering
- Offer bikes for across campus access (Park and Ride)

Discussion of Pros and Cons on a possible 4 day class week

**Pros**
- Save gas
- Offers faculty the opportunity to attend conferences or do research one day a week

**Cons**
- Possibly lose students for on-campus activities
  - Opportunity of a three day weekend to drive home or to party more
- Lack of classrooms to support more classes/times for 4 day week
- Conflict of times for scheduling office hours, field work, labs
- Lack of bandwidth available on campus
  - Overload on system maintenance
- Resistance of faculty if mandated
  - Would require flexibility from faculty

A question was raised: does MSU have the infrastructure to support a 4 day class week?

4. Dr. Wiedemann reported that the Texas legislature will discuss a change in formula funding whereby student credit hours are counted at the end of the semester rather than the 20th day of class. If this change becomes law, we lose state dollars. If students do not drop and are given a grade of F in the course, we will still receive state dollars. She asked the council to ask their faculty to try and reduce the number of administrative drops and to work with students to keep them in the class. Dr. Wiedemann also asked the council to remind faculty to report students who stop to attend to the Dean of Students and that the Academic Support Service will work with students who need academic help. Related forms are available on the web. *Information item-no vote required. (Closed)*

**Round Robin**

- Dr. Wiedemann reminded the council that the University Assessment Committee would like to have all Learning Outcomes and Assessments completed by November 1. Our SACS review is rapidly approaching (2012) and the assessment of our goals with the formulation of the outcomes should be on-going. We should have at least two
assessments per program completed before 2012. Programs should be able to show what measure (instruments) they use to gather their data and assess the outcome. Dr. Watson added that we have to show SACS that we are trying and that we care about the outcomes. It is important that each program be evaluated individually, (example: Psychology offers a BA, a BS, and a minor – all should be evaluated).

- Dr. Wiedemann announced that the President stated TK20 is on-campus for any academic program that wants to use it. Dr. Matthew Capps is the TK20 mentor for Academic Affairs and is available to assist the colleges as needed.

- Dr. Wiedemann reported that MSU will go with the Voluntary System of Accountability. Included is an evaluation of writing, analytical thinking, and critical thinking skills.

- Dr. Wiedemann reminded the deans that a special workshop for faculty on Designing Courses for Significant Learning will be presented by Dr. Virginia Lee on August 14-15. She asked that they remind faculty to contact Devah Carter to sign up for the workshop which is being presented by the Teaching and Learning Resource Center.

- Ms. Merkle announced that Mustangs Rally will be held on November 15 and February 14. Parents will visit the departments at 10 a.m. and the students visit at 11 a.m.

- Dr. Fischli reported that in honor of the 30th Anniversary of the Fine Arts Building, there will be a ceremony on October 29 announcing the endowment of the Juanita Harvey Art Gallery and the Ralph and Juanita Harvey School of Visual Arts. They are also creating a donor wall.

- Dr. Morgan stated that TK20 is a separate tool for assessment and will not replace WebCT.

- Ms. Clark announced that the author of *Scratch Beginnings*, the common read for this year’s College Connections course, will be on campus October 6-8. He is a college graduate who lived as a homeless person in preparation of his book.

- Ms. Inglish reported increased costs to print the class schedules each semester. She asked the deans to provide input to her office on whether they would or would not prefer to get printed class schedules. A question was asked about the possibility of getting the schedule on a disk. Information on that and the cost was not readily available.

- Dr. Latham announced that the Library network will be down from 1 to 3 p.m. on July 17.

**Adjournment**

There being no other business, the meeting was adjourned.
Respectfully submitted,

_________________________________
Deb Schulte  
Assistant to the Provost

*Paper copy of each original request will be attached to the approved minutes in the Office of the Provost*