

MSU Faculty Senate

August 2009 Minutes

The 2009-2010 MSU Faculty Senate met at 3:00 p.m. on August 20, 2009, in Kiowa Ex-Students Dining Room in CSC. Senators present included Brink, Jan; Bultena, Charles (Treasurer); Capps, Matthew; Carlston, David; Debois, Barbara; Fidelie, Laura; Fields, Peter; Gorham, Jim; Knox, Michelle; Lewis, Gary; McClintock, Stuart (Secretary); Medford, Ann (Chair); Morrison, Gary; Owen, James (Vice-Chair); Patin, Roy; Shao, Jianguo; Schmitter, Joel; Schulz, Ed; Williamson, Anne-Marie.

The agenda was approved. The minutes of the May meetings had previously been approved by e-mail.

Current Business:

1. Ratification of Faculty Senate officers for the 2009-2010 year.

Matthew Capps moved to accept the slate of officers elected at the May 2009 meeting. Senator Lewis seconded the motion, and it passed unanimously.

The Faculty Senate ratified the following slate of officers to serve during the 2009-2010 academic year:

Chair:	Ann Medford - Health Sciences and Human Services
Vice-Chair:	Jim Owen - Business Administration
Secretary:	Stuart McClintock - Humanities and Social Sciences
Treasurer:	Charles Bultena - Business Administration
Parliamentarian:	David Carlston - Humanities and Social Sciences

2. Introduction of Senators. Each Senator introduced himself or herself by giving name, college, department, and length of service on the Faculty Senate.

3. Review of Senate Procedures. Chair Medford first explained the role of the Faculty Senate, which is to serve faculty interests and to be an advisory body to the president. She asked each senator to be familiar with the Constitution and By-Laws of the Faculty Senate, which can be found on the Faculty Senate page of the university web site. She also explained procedure for discussing issues and making and voting on motions. She mentioned that Senators who cannot attend a Faculty Senate meeting should try to get a representative from their college to serve in their place.

4. Issues for the year. Chair Medford opened the floor to see if any senators had specific issues to consider for the year. Vice-Chair Owen mentioned that the system of student evaluations would likely be a topic that needs revisiting at some point. Senator Fields is concerned about the upcoming SACS visit and wanted to ask Dr. Clark, the university liaison with SACS, to address the Senate to clarify issues. Parliamentarian Carlston suggested that Senator Fields speak with the member of his college's University Assessment Committee or to his dean. Senator Lewis

said that certain members of his college were having some problems getting access to class information on Banner for classes that they teach but for which they are not the instructors of record. Senator Morrison said that the instructor should have himself or herself listed as a graduate assistant for the course, which will allow access to class information.

Committee and Other Reports:

1. Administrative Council (Medford): (no report)
2. Board of Regents (Medford): Chair Medford wanted the Faculty Senate to know that the Chair of the BOR had thanked the Faculty Senate and the faculty as a whole for their work on behalf of the university.
3. Academic Council (Owen): Vice-Chair Owen reported that a procedural matter for the university to communicate to SACS about substantive changes to academic policy was sent straight to the BOR without that matter going through usual channels. This was done over the summer when many of the bodies that would normally be consulted could not be convened.
4. Enrollment Management (Masuoka/Green): (see end of minutes for May and July 2009 meetings.)
5. Intercollegiate Athletics Council: (no report)
6. Student Affairs (Williamson): (no report)
7. Other active committees: none
8. Financial report (Bultena): The Faculty Senate has \$1,200.

The meeting was adjourned at 4:00.

Respectfully submitted,

Stuart McClintock
Secretary of the Faculty Senate

Ann Medford
Chairman of the Faculty Senate

The next Executive Committee meeting will be at 3 PM on Thursday, September 3, 2009 in the Apache Board Room of CSC.

The next Faculty Senate meeting will be at 3 PM on Thursday, September 10, 2009 in the Kiowa Ex-Students Dining Room in CSC.

Report from the Enrollment Management Council Meeting
May 12, 2009

I. MSU Catalog Change/Admission Requirements: Barbara Merkle revisited the language changes to the Catalog in order to comply with Texas Education Code 51.803 concerning our admission criteria for beginning freshmen. This was the information that was discussed at the Faculty Senate Meeting in April. She noted that the language change had been through the Faculty Senate and Academic Council. The EMC endorsed the language changes.

II. Distance Education Enrollment Management – Priority Registration and Identifying Codes:
Darla English raised two issues regarding Distance Education that have come up. She noted that

the number of students in Distance Learning courses is continuing to grow and will continue to do so with the addition of programs such as the Online RN to BSN program in Nursing. Many of these students are enrolling as distance students, although they live within a radius of 50 miles.

Currently, new distance students may go through online orientation and immediately register for classes since their holds have been dropped.

In addition, some departments have indicated a preference for limiting enrollment in distance courses to those that are truly distance students that will never come to campus.

The Registrar proposed the following policy revisions:

- 1) Allow new Distance students to go through online registration when they wish, but set their hold releases to the same date as registration for new on-campus students.
- 2) Creation of 2 categories of distance students: DED (distance ed distant) and DEL (distance ed local). DEL students are those that are coded as distance learning students but live within a 50 mile radius. Individual departments would set their enrollment permissions (e.g. DED only, DED + DEL with permission, any, etc.).

There was some discussion on how these changes would affect the BAAS program, however, it seems like the major foreseen challenges could be dealt with through communication between BAAS and the departments. The EMC endorsed these policy changes.

III. Dr. Clark raised three additional issues for informational purposes and future discussions.

- a) Dr. Clark would like to reopen the discussion regarding continuous or rolling registration. This issue will be taken up for discussion at the June meeting. Discussions with IT indicate that Banner can handle the change.
- b) Dr. Clark also reiterated information that came up at the May Faculty Senate meeting regarding the handgun bill. He restated the movement of the bill through the legislature and that his sources indicated that there was strong support for the bill in this area. [Presumably outside of campus – my comment]. This issue will also be revisited at the June EMC meeting.
- c) Finally, Dr. Clark raised the issue of HB2504. This bill is captioned “Relating to requiring a public institution of higher education to make available to the public on the institution's Internet website certain undergraduate course information.” Authored by Kolkhorst | Christian | Aycock and co-authored by Brown, Betty | Callegari | Davis, John | Harless | Laubenberg | Miller, Sid | Otto | Weber

(link: <http://www.legis.state.tx.us/tlodocs/81R/billtext/pdf/HB02504E.pdf>)

“C.S.H.B. 2504 amends the Education Code to require each institution of higher education to make available to the public on the institution's Internet website the following information for each undergraduate classroom course offered for credit by the institution: a syllabus that satisfies any standards adopted by the institution; provides a brief description of each major course requirement, including each major assignment and examination; lists any required or recommended reading; and provides a general description of the subject matter of each lecture or discussion; a curriculum vitae of each regular instructor that lists the instructor's postsecondary education, teaching experience, and significant professional publications; and if available, a departmental budget report of the department under which the course is offered, from the most recent semester or other academic term during which the institution offered the course. “

There was some brief discussion regarding the bill in which it was noted that no provision was made for funding the position for maintenance of the required webpage. In addition, it was unclear how much of this was redundant in light of our joining VSA. This issue will be raised again, however, Dr. Clark wanted to be sure the Council and Faculty Senate were aware of this legislation.

Respectfully submitted,

James Masuoka

May 13, 2009

Report from the Enrollment Management Council Meeting
July 14, 2009

I. TACRAO (Texas Association of Collegiate Registrars & Admissions Officers) Summer 2009 Meeting Report (Darla English). Ms. English presented a summary of the discussion at the TACRAO meeting of recently passed legislation. The majority of the discussed legislation dealt with dual credit courses, tuition & fee exemptions and other issues regarding tuition.

Of note for faculty is that HB 2504 / SB 1764 passed and were signed by the governor despite lobbying against it, especially by the larger institutions. This law:

“C.S.H.B. 2504 amends the Education Code to require each institution of higher education to make available to the public on the institution's Internet website the following information for each undergraduate classroom course offered for credit by the institution: a syllabus that satisfies any standards adopted by the institution; provides a brief description of each major course requirement, including each major assignment and examination; lists any required or recommended reading; and provides a general description of the subject matter of each lecture or discussion; a curriculum vitae of each regular instructor that lists the instructor's

postsecondary education, teaching experience, and significant professional publications; and if available, a departmental budget report of the department under which the course is offered, from the most recent semester or other academic term during which the institution offered the course.
“

Implementation of this law is under discussion. Dr. Clark made a comment/suggestion to be sure to remove any private information from curriculum vitae and syllabi since the information will be made public.

II. Registration Changes (Darla English & Dr. Clark): A proposed schedule was presented for changing to an expanded registration period. These changes are planned to take effect this Fall for registration for the Spring 2010 semester. The highlights of the changes are as follows:

- Working proofs of classes for Spring semester due back from the departments on September 29.
- Final proof of classes for Spring semester back from departments on October 9
- Print-ready copy on October 19 (best case)
At this point, the schedule will also be available online and in PDF form. The students will be able see the schedule and begin planning their Spring schedule. Presumably, advising then can begin at this point.
- Early registration for reenrolling students (by classification, 2 days for each class) begins October 29
- Early registration for reenrolling students (unrestricted) begins November 16
- Early registration ends December 4 (no registration during finals week)
- Registration for reenrolling students begins January 11
- Orientation and Registration for new students begins January 13

Included in this discussion were changes in the finals/grades schedule. The finals schedule has been changed such that, with a few exceptions, all finals will be completed at noon on December 11. Final grades are due by noon on December 14 to allow enough time for student notification of financial aid, change in classification, etc.

An additional modification that was raised was to shorten the final examination periods to 2 hours. Based on the input of the faculty members present (Masuoka, Stewart), experience was that 2 hours was sufficient time for completion of a final exam. However, it was unclear how this would affect exams in a writing or presentation format. Thus, it would be useful to hear from faculty members that would be negatively affected by this change.

The motion to accept these proposed changes and present them to Academic Council in August was passed unanimously by the Council.

There being no other business to discuss, the meeting was adjourned.

Respectfully submitted,

James Masuoka

July 15, 2009
