

**ADMINISTRATIVE COUNCIL
MIDWESTERN STATE UNIVERSITY**

Meeting No. 09-04

April 14, 2009

The Administrative Council met Tuesday, April 14, 2009, at 2:15 p.m. in the Hardin Administration Building Board Room. Present were Dr. Jesse Rogers, Chairman; Dr. Friederike Wiedemann, Mr. Juan Sandoval, Dr. Howard Farrell, Dr. Robert Clark, Mr. Keith Lamb, Mr. Allen Goldapp, Mr. Charlie Carr, Mr. Chris Gore, Mr. Ian van Reenan, Ms. Ann Medford, Ms. Dianne Weakley, Mr. David Spencer, Dr. Joey Greenwood, and Ms. Cindy Ashlock.

MSU Policies and Procedures

The Council recommended that the following policies be placed on the May Board of Regents agenda.

Policy 2.333 Organization - Provost

Dr. Wiedemann presented changes to the policy to better reflect the current structures and responsibilities of the college deans and the academic department chairs. The Council recommended it for Board approval in May. See **Attachment A**.

Policy 2.338, University Boards, Councils & Committees, Academic Council

Dr. Wiedemann stated that the only change to the policy was the addition of the vice president of institutional effectiveness to the structure of the Academic Council. See **Attachment B**.

Policy 3.146, Institutional Review Board

Dr. Wiedemann stated that changes to the wording of the policy were being requested for clarification. The Council stated that the policy should be titled "Institutional Review Board." See **Attachment C**.

Policy 4.163, Smoking/Use of Tobacco Products

Mr. Lamb asked Dr. Greenwood to present the policy to the Council. Dr. Greenwood stated that the purpose of the policy would be to promote a safe, healthy, and pleasant campus environment. He informed the Council that tobacco cessation classes would be offered to faculty and staff. Dr. Greenwood noted that MSU would be the only Texas senior public institution, other than the health institutions, with a tobacco-free campus. See **Attachment D**.

Policy x.xxx, Worksite Wellness

Dr. Greenwood stated that in 2007, HB 1297 was passed to ensure state employees have the opportunity for leave time to exercise. After a lengthy discussion, the Council recommended the policy for addition to the *Policy Manual*. Dr. Rogers thanked Dr.

Greenwood and Dr. Keith Williamson for their dedication on this project. See **Attachment E**.

Policy 2.338, University Boards, Councils & Committees, Enrollment Management Council

Dr. Clark proposed the addition of a member from the Business Office to serve on the Enrollment Management Council. No objections were voiced. See **Attachment F**.

MSU Undergraduate Catalog 2008-2010

Dr. Clark stated that as a result of Texas Education Code 51.803 grants automatic admission to the top ten percent of high school graduating class. It also includes curriculum requirements for recommended or advanced high school diploma programs required for admission to higher education institutions. Our current unit requirements, as they appear in our catalog, are not in compliance with the requirements. Dr. Clark recommended changes to the catalog to bring MSU in compliance with code. He further stated that the first class to be affected by the changes will be the class of 2012. After a lengthy discussion, the Council determined the wording be changed in the catalog and on the MSU website. See **Attachment G**.

Policy 3.347, Dependent Educational Assistance Program

Mr. Gore recommended wording be added to the policy that would allow a dependent who meets university admission requirements to be eligible to participate in the program. See **Attachment H**.

The meeting was adjourned at 3:40 p.m.



Jesse W. Rogers, Chairman



Cindy Ashlock, Secretary

2.333 Provost**ORGANIZATION - PROVOST****Date Adopted/Most Recent Revision: 11/02/2007**

....

D. Deans of Colleges**1. Appointment**

Deans are appointed by the President of the university who will consult with the Provost. They are responsible to the Provost ~~for the operation of their colleges~~. Deans will be employed on a twelve-month basis and will hold faculty rank with all the attendant privileges and responsibilities of a faculty member. Deans will hold a terminal degree in an appropriate discipline. They will teach nine (9) semester hours in a twelve-month period. Each dean may request additional reduced load for him/herself, academic department chairs, and other faculty having administrative responsibilities in the college. Any such request should meet the guidelines embodied in the university's teaching load policy (See Policy 3.127).

2. Responsibilities

The dean of a college is responsible for its overall operation. Specific duties/responsibilities of the dean include but are not limited to:

- ~~a. Overall strategic planning for the college~~
- ~~b. Serving as a member of the Academic Council~~
- ~~c. Recruiting and selecting of faculty~~
- ~~d. Evaluating faculty~~
- ~~e. Directing the preparation of all tenure/promotion documents for faculty in the college~~
- ~~f. Developing and managing the college's operating budgets~~
- ~~g. Seeking the advice of faculty on curricular matters~~
- ~~h. Overseeing and approving the development of academic curricula within the college~~
- ~~i. Developing advising procedures for majors in disciplines within the college~~
- ~~j. Representing the college on and off campus~~
- ~~k. Serving as spokesperson for the college.~~

- ~~l. Teaching in his/her discipline~~
- ~~m. Coordinating the preparation of Fall, Spring and Summer course schedules and approve them for submission to the Provost~~
- ~~n. Maintaining communication, cooperation and rapport among the faculty of the college~~
- ~~o. Ensuring the continuing assessment of academic programs within the college~~
- ~~p. Maintaining compliance with all accrediting body standards incumbent on the college~~
- ~~q. Planning a program of professional development for the faculty of the college~~
- ~~r. Advising and consulting with the Provost on matters of budget, faculty recruiting and selection, tenure, promotion and compensation~~
- ~~s. Hearing and rendering judgments on matters of intra-college controversy~~
- ~~t. Hearing and resolving student complaints not resolved at the department level~~
- ~~u. Planning the use of endowment monies available to the college~~
- ~~v. Assessing capital equipment needs of the college and recommending funding purchases~~
- ~~w. Promoting the college's programs and assisting faculty with student recruitment~~

a. Assessment and Planning

- i. Ensuring the continual assessment and development of programs within the college, including the establishment of learning goals and operational goals**
- ii. Directing the overall strategic planning for the college, and consulting with Chairs and faculty to expedite planning within the departments**
- iii. Ensuring college compliance with the standards of the Southern Association of Schools and Colleges and with the standards of other programmatic-assessment organizations that are incumbent on the college and its departments**
- iv. Overseeing the development and approval of curricula within the college and presenting proposed changes to the Academic Council for consideration**
- v. Monitoring components of the Academic Core curriculum housed in the college; contributing help and advice in administering, assessing, revising, and developing the Core**
- vi. Monitoring and implementing university policies and procedures and conveying policy concerns or proposals to the Academic Council and Provost**

b. Faculty Performance and Development

- i. Conducting Annual Performance Reviews of the Department Chairs, and maintaining official files of all faculty performance reviews within the college
- ii. Ensuring that tenure-track faculty in the college undergo a formal third-year review
- iii. Maintaining the College's Tenure and Promotion Guidelines and overseeing their revision, as necessary, to reflect evolving expectations; ensuring that the guidelines are compatible with the University's criteria for tenure and promotion
- iv. Evaluating applications for tenure and promotion, and writing recommendations
- v. Evaluating applications for University Research Grants and Developmental Leaves, and writing recommendations
- vi. Encouraging, and providing support for, scholarly, creative, and professional endeavors by the faculty of the college
- vii. Working with Department Chairs, faculty, the Provost, and the Director of Human Resources to recruit, hire, and terminate faculty and staff; ensuring that personnel policies are appropriately applied and that fair practices are used and documented

c. Budget and Finance

- i. Developing and managing the college's operating budgets
- ii. Consulting with Department Chairs to develop departmental budgets
- iii. Making budget and salary recommendations to the Provost
- iv. Working with the Department Chairs, faculty, and staff to identify facility and equipment needs and making recommendations for capital purchases to the Provost
- v. Establishing and directing a process for planning the use of endowment monies available to the college

d. Promotion

- i. Working with the Vice President for University Advancement and the Director of Donor Services and Special Projects to foster fund-raising for the college
- ii. Promoting the college, assisting Department Chairs and faculty in recruiting students, and helping students succeed
- iii. Representing the college on and off campus
- iv. Overseeing the maintenance and updating of the college's published promotional materials, including its web site

e. Human Relations and Conflict Management

- i. Fostering diversity at all levels of the college and across the university
- ii. Cultivating inter-disciplinary cooperation and endeavors within the college and among colleges
- iii. Fostering communication, cooperation, civility, and rapport among students, faculty, and staff
- iv. Serving as advisor to the Provost

- v. Fostering a climate within the college that encourages the free exchange of ideas and allows for the airing of differences of opinion
- vi. Working to resolve disputes within the college
- vii. Hearing and helping resolve student complaints not resolved at the departmental level
- viii. Hearing and helping resolve faculty and staff complaints not resolved at the departmental level
- ix. Ensuring due process for students, staff, and faculty who register complaints, appeals, or grievances
- f. Routine Responsibilities
 - i. Seeking to grow as an academic by teaching and by pursuing scholarship, creative activity, and/or professional development
 - ii. Serving as a spokesperson for the college and as a liaison between faculty and administration
 - iii. Serving on the Academic Council and the Teacher Education Committee
 - iv. Regularly convening, chairing, and consulting with, the College Council
 - v. Meeting and consulting regularly with the Provost and other Deans to address issues, solve problems, bring recommendations, and expedite planning
 - vi. Working with Department Chairs and other Deans to coordinate course and room scheduling
 - vii. Monitoring course enrollments and faculty loads in the college
 - viii. Establishing advisement procedures within the college that ensure effective academic, personal, and career counseling for students
 - ix. Establishing operational policies and procedures for the college, and ensuring that they are compatible with the University's policies and procedures
 - x. Establishing college committees as necessary
 - xi. Keeping faculty, staff, and students of the college informed by establishing and maintaining an effective flow of electronic, paper, and telephone communication
 - xii. Making recommendations or holding elections, as appropriate, to fill positions on college and university committees
 - xiii. Performing other duties and meeting other responsibilities assigned by the Provost

E. Dean of Graduate Studies

1. Appointment

The Dean of Graduate Studies is appointed by the President of the university who will consult with the Provost. He or she is responsible to the Provost, will be employed on a twelve-month basis and will hold faculty rank with all the attendant privileges and responsibilities of a faculty member. The Dean will hold a terminal degree in an appropriate discipline. The Dean will teach nine (9) semester hours in a twelve-month period and may request additional reduced load for him/herself,

2. Responsibilities

The dean of graduate studies is responsible for the overall operation of graduate programs and sponsored programs. Specific duties/responsibilities of the dean include but are not limited to:

i. Supervision and Coordination

- a. Supervising the staff of the Graduate Office including the Assistant to the Dean and the Graduate Recruiter; ensuring that personnel policies are appropriately applied and that fair practices are used and documented**
- b. Chairing the Graduate Council and implementing its policies and decisions, including the nomination, approval, and appointment of graduate faculty**
- c. Working with Graduate Program Coordinators, Department Chairs, and Deans to coordinate recruiting initiatives, assemble a diverse pool of qualified applicants for graduate programs, and demonstrate a service-oriented philosophy**
- d. Awarding final approval or disapproval of graduate theses, exhibitions, or dissertations**
- e. Chairing the University Research Committee; working with its members to solicit and evaluate faculty research and developmental-leave proposals**
- f. Chairing the Teaching and Learning Resource Center Committee; working with its members to promote faculty interaction, experimentation, innovation, and creativity in their efforts to ensure effective teaching**
- g. Directing the Office of Sponsored Programs and, in that capacity, coordinating the university's pre- and post-award support of grants and contracts**
- h. Serving as the university's designated representative to the Texas Higher Education Coordinating Board and, in that capacity, submitting reports to the THECB concerning the research productivity of MSU faculty**

ii. Assessment and Planning

- a. Helping ensure the continual assessment and development of graduate programs**
- b. Helping ensure graduate-program compliance with the standards of the Southern Association of Schools and Colleges and with the standards of other organizations that are incumbent on graduate programs**
- c. Working with academic officers and faculty engaged in accreditation efforts for graduate programs**
- d. Working with the Graduate Council as well as other academic officers and faculty members to develop and evaluate strategic-planning initiatives**
- e. Working with the Graduate Council, Graduate Program Coordinators, Deans, and Department Chairs to consider curricular revisions or innovations and to present proposed changes to the Provost for consideration by the Academic Council**

iii Policy Development, Implementation, and Interpretation

- a. **Ensuring that effective policies are developed and implemented to carry out the work of the Graduate Office and Graduate Council**
- b. **Interpreting graduate-program policies and adjudicating appeals concerning exceptions to these policies**
- c. **Working with the Graduate Council to establish and maintain standards, policies, and procedures by which graduate students are admitted, enrolled, supervised, retained, and awarded degrees**
- d. **Working with the University Research Committee to develop or revise policies and procedures for submission of grant and development leave applications by the faculty**
- e. **Keeping the Provost informed of graduate program and policy concerns**

iv. Promotion

- a. **Representing Midwestern State University at meetings concerning graduate education**
- b. **Working with appropriate university personnel in encouraging community and state support for graduate programs**
- c. **Working with the Graduate Recruiter to attract qualified, promising graduate students**
- d. **Communicating university and graduate program information and policies to stakeholders: students, faculty, staff, alumni, and community members**
- e. **Overseeing publication of the Graduate Catalog, graduate program brochures, and other relevant publications**

v Budget and Finance

- a. **Preparing and administering the Graduate Studies budget and making budget recommendations to the Provost**
- b. **Serving as a resource person for budget, space, and personnel decisions affecting graduate education**
- c. **Recommending funding for graduate assistantships and scholarships, coordinating the allocation of these assistantships and scholarships to the colleges, and monitoring the administration of graduate assistantship funds and appointments**

vi Routine Responsibilities

- a. **Meeting and consulting regularly with the Provost and other Deans to address issues, solve problems, bring recommendations, and expedite planning**
- b. **Working with the Deans to promote faculty and student scholarship and research**

- c. Keeping administrators, faculty, staff, and students informed of graduate policy and program concerns by establishing and maintaining an effective flow of electronic, paper, and telephone communication
- d. Performing other duties and meeting other responsibilities assigned by the Provost

F. Academic Department Chairs

1. Appointment

Academic department chairs are appointed by the dean of the respective college. Appointments require the approval of the Provost and the President. The appointment of an academic department chair for a discipline or disciplines will be based on the enrollment, degree level and complexity of the program or programs. The Provost and the President will approve all such appointments. Chairs are responsible to the respective college dean for the operation of their departments. Academic department chairs are full-time faculty members who possess a terminal degree in their discipline. Any exception must be approved by the Provost and the President. Department chairs will work on a standard faculty contract but will be given load credit of up to three (3) hours per semester for administrative duties. Teaching load credit for administrative duties will be recommended by the dean and approved by the Provost. In justifiable cases, additional load credit for chairs may be requested by the dean of the college

~~1. Degree Requirements~~

~~Academic department chairs are full-time faculty members who should possess a terminal degree in their discipline. Any exception to this policy must be approved by the Provost and the President. They serve as academic administrative assistants to the deans of colleges.~~

~~2. Duties~~

~~The duties of an academic department chair may include but are not restricted to:~~

- ~~a. Supervisory responsibility for a specific program(s) within a college~~
- ~~b. Assisting the dean in strategic program planning~~
- ~~c. Assisting the dean in preparation of tenure/promotion documents~~
- ~~d. Developing and managing budgets assigned to their program(s)~~
- ~~e. Recommending Fall, Spring and Summer course schedules for review and approval by the dean~~
- ~~f. Recommending catalog changes~~
- ~~g. Approving academic degree plans for students majoring in the program~~
- ~~h. Consulting and assisting the dean in evaluating faculty~~
- ~~i. Identifying equipment needs for the program(s)~~

- ~~j. Maintaining communication, cooperation, and rapport among the faculty in their program(s)~~
- ~~k. Hearing and resolving complaints from students in their program(s)~~
- ~~l. Coordinating student recruitment efforts for their program(s)~~
- ~~m.~~

2. Responsibilities

The academic department chair is responsible for the overall operation of the respective department. Specific duties/responsibilities of the department chair include but are not limited to:

- i. Assessment and Planning**
 - a. Ensuring the continual assessment and development of the departmental program, including the establishment of learning goals and operational goals**
 - b. Directing the strategic planning for the department, and consulting with the Dean and departmental faculty to expedite planning**
 - c. Ensuring departmental compliance with the standards of the Southern Association of Schools and Colleges and with the standards of other programmatic-assessment organizations that are incumbent on the department**
 - d. Working with the departmental faculty to develop the curriculum and presenting proposed changes to the Dean for consideration by the College Council**
 - e. Monitoring components of the Academic Core housed in the department; contributing help and advice in administering, assessing, revising, or developing the Core**
 - f. Monitoring and implementing university and college policies and procedures, and conveying policy concerns or proposals to the Dean**
- ii. Faculty Performance and Development**
 - a. Conducting Annual Performance Reviews of the departmental faculty**
 - b. Conducting a formal third-year review of tenure-track faculty in the department**
 - c. Maintaining the Department's Tenure and Promotion Guidelines and overseeing their revision, as necessary, to reflect evolving expectations; ensuring that the departmental guidelines are compatible with the college guidelines and with the University's criteria for tenure and promotion**
 - d. Evaluating applications for tenure and promotion, and writing recommendations**
 - e. Evaluating applications for University Research Grants and Developmental Leaves, and writing recommendations**
 - f. Encouraging, and providing support for, scholarly, creative, and professional endeavors by the departmental faculty**

- g. Working with the faculty, Dean, Provost, and Director of Human Resources to recruit, hire, and terminate faculty and staff; ensuring that personnel policies are appropriately applied and that fair practices are used and documented
- iii. Budget and Finance
 - a. Developing and managing the department's operating budgets
 - b. Making budget and salary recommendations to the Dean
 - c. Working with the departmental faculty and staff to identify facility and equipment needs and making recommendations for capital purchases to the Dean
 - d. Working with the Dean and the departmental faculty to plan the use of endowment monies available to the department
- iv. Promotion
 - a. Working with the Dean, the Vice President for University Advancement, and the Director of Donor Services and Special Projects to foster fund-raising for the department
 - b. Promoting the department, recruiting students, engaging departmental faculty in student recruitment, and helping students succeed
 - c. Representing the department on and off campus
 - d. Overseeing the maintenance and updating of the department's published promotional materials, including its web site
- v. Human Relations and Conflict Management
 - a. Fostering diversity within the department, and helping promote diversity throughout the college and across the university
 - b. Cultivating inter-disciplinary cooperation and endeavors among the college's departments and with departments in other colleges
 - c. Fostering communication, cooperation, civility, and rapport among the department's students, faculty, and staff; with the college's other Department Chairs; and with the College Dean
 - d. Fostering a climate within the department that encourages the free exchange of ideas and allows for the airing of differences of opinion
 - e. Working to resolve disputes within the department
 - f. Hearing and helping resolve student complaints at the departmental level
 - g. Hearing and helping resolve faculty and staff complaints at the departmental level
 - h. Ensuring due process for students, staff, and faculty who register complaints, appeals, or grievances
- vi. Routine Responsibilities
 - a. Seeking to grow as an academic by effectively fulfilling teaching obligations in the department and by pursuing scholarship, creative activity, and/or professional development
 - b. Serving as a spokesperson for the department and as a liaison between the departmental faculty and the College Dean
 - c. Serving on the College Council
 - d. Meeting and consulting regularly with the departmental faculty

- e. Meeting and consulting regularly with the Dean to address problems, bring recommendations, and expedite planning
- f. Keeping faculty, staff, and students of the department informed by establishing and maintaining an effective flow of electronic, paper, and telephone communication
- g. Working with departmental faculty, other Department Chairs, and the Dean to plan course and room scheduling
- h. Monitoring course enrollments and faculty loads in the department
- i. Establishing advisement procedures within the department that ensure effective academic, personal, and career counseling for students
- j. Establishing operational policies and procedures for the department, and ensuring that they are compatible with college and university policies and procedures
- k. Establishing departmental committees as necessary
- l. Making appointments or holding elections, as appropriate, to fill positions on departmental committees
- m. Being available during the summer months to help with planning and problem solving
- n. Performing other duties and meeting other responsibilities assigned by the

Dean

1.—Appointment

The appointment of an academic department chair for a discipline or disciplines will be based on the enrollment, degree level and complexity of the program or programs. The Provost and the President will approve all such appointments.

2.—Teaching Load

Department chairs work on a standard faculty contract but may be given load credit of up to three (3) hours per semester for administrative duties. Teaching load credit for administrative duties will be recommended by the dean and approved by the Provost. In justifiable cases, additional load credit for chairs may be requested by the dean of the college. Each department chair's performance will be evaluated by the dean using a standard evaluation instrument and with appropriate input from the faculty in that specific program

F.—Dean of Graduate Studies

The Dean of Graduate Studies reports to the Provost and is responsible for general supervision of the university's graduate education concerns and for the overall coordination of all graduate programs. The responsibilities of the Dean of Graduate Studies include, but are not limited to, the following:

- 1. Working with graduate program coordinators, department chairs, and deans to coordinate recruiting initiatives to assemble a diverse pool of qualified applicants for graduate programs and implement a service-oriented philosophy on behalf of the university.

- ~~2. Chairing the Graduate Council and implementing its policies and decisions including nominations for membership on the graduate faculty.~~
- ~~3. Working with graduate program coordinators, department chairs, deans, and other academic officers and faculty in developing plans and implementing graduate programs and courses.~~
- ~~4. Working with the Graduate Council to approve graduate curriculum revisions.~~
- ~~5. Representing Midwestern State University at meetings concerning graduate education.~~
- ~~6. Working with academic officers and faculty in accreditation efforts for graduate programs.~~
- ~~7. Working with appropriate university personnel in encouraging community and statewide support for graduate programs.~~
- ~~8. Communicating university and graduate program policies to students and staff members.~~
- ~~9. Overseeing publication of documents such as the Graduate Catalog and graduate program brochures.~~
- ~~10. Serving as a resource person on budget, space and personnel decisions affecting graduate education.~~
- ~~11. Working with the Graduate Council in establishing and maintaining standards and procedures, by which graduate students are admitted, enrolled, supervised, retained and awarded advanced degrees.~~
- ~~12. Final approval of thesis, exhibition or dissertation documents.~~
- ~~13. Recommending funding for graduate assistantships and scholarships, coordinating allocation of graduate assistantships and scholarships to the colleges, monitoring budget execution of graduate assistantship funds and monitoring graduate assistantship appointments.~~
- ~~14. Preparing and administering the budget for the area of Graduate Studies.~~
- ~~15. Interpreting graduate program policy and adjudicating various appeals and exceptions.~~
- ~~16. Working with the Graduate Council and other academic officers to develop graduate program strategic planning and evaluation initiatives.~~
- ~~17. Working with the deans to promote faculty and student research and scholarship.~~
- ~~18. Other duties as assigned~~

2.338 Provost

UNIVERSITY BOARDS, COUNCILS & COMMITTEES

Date Adopted/Most Recent Revision: 02/13/2009

A. Councils

1. Academic Council

A. Purpose

To serve as an advisory group to the Provost. The Academic Council will be primarily an oversight entity with major responsibilities relating to the university's total curriculum, faculty policies, and academic policies.

B. Personnel

The Deans of the six colleges, the Dean of Graduate Studies, the Vice Chair of the Faculty Senate, and the Vice President of the Student Government Association. Non-voting members are the Provost (chair), the Vice President for Institutional Effectiveness, ~~the Associate Provost~~, the Director of Extended Education, the Director of the Honors Program, the Director of the Academic Support Center, the University Librarian, the Director of International Programs, the Registrar, and the Director of Admissions.

C. Reports To: Provost

3.146 Provost

PROTECTION OF HUMAN SUBJECTS IN RESEARCH INSTITUTIONAL REVIEW BOARD

Date Adopted/Most Recent Revision: 11/07/03

A. Purpose

1. Midwestern State University places a special importance on a faculty member's commitment to quality teaching, scholarship, and service to the university, the community, and the professions. As a part of the scholarship component, students, both graduate and undergraduate, are encouraged to engage, with their teachers, in research as part of their Midwestern State University experience. Research is therefore viewed as a means for both enhancing teaching and learning, and for growing and promoting Midwestern State University. Because faculty and students of the university may utilize human subjects from time to time in conducting research, safeguarding the rights and welfare of human subjects is of prime concern to Midwestern State University. All personnel engaged in any given study are accountable for any actions or inactions that might contribute to injury of any persons placed at risk. The university will maintain such reviews as necessary to minimize the risks of injury to human subjects and to ensure protection of their rights and welfare.
2. The fundamental responsibilities outlined above are meant to suggest a preventive attitude with respect to potential injury to human subjects at risk. However, to better ensure that all human subjects are adequately protected, authority is delegated and responsibilities are fixed as indicated below.
3. The purpose of this policy is to allow for the protection of human subjects ~~involved~~ **involved** in research conducted by Midwestern State University faculty, staff, and students in a manner consistent with federal regulations as stated in 45 CFR 46 Protection of Human Subjects (Revised March 8, 1983) or any future federal regulation relating to the Protection of Human Subjects in Research. In conjunction with these federal regulations, Midwestern State University has established the ~~Human Subjects Review Committee (HSRC)~~ **Institutional Review Board (IRB)** to serve as the Institutional Review Board required by 45 CFR 46.

B. Review

This policy will be reviewed by February 1 of each odd-numbered year by the Chair of the ~~HSRC~~ **IRB** and the Provost, with recommendations for revision presented to the President by March 1.

C. Policy/Procedure

It is, and has been, the policy of Midwestern State University to implement a review process for ALL RESEARCH, which will involve human subjects. The following is a summary statement of procedures that the ~~HSRC~~ **IRB** follows in this review process.

1. Committee Make-up and Appointment

a. Federal Requirements

The ~~HSRC~~, IRB in compliance with federal regulation 45 CFR 46.107, shall have at least five (5) members with varying backgrounds to promote complete and adequate review of research activities commonly conducted by Midwestern State University. The committee should be sufficiently qualified through the experience and expertise of its members. The committee shall be able to ascertain the acceptability of proposed research in terms of institutional commitments and regulations, applicable law, and standards of professional conduct and practice. The committee shall, therefore, include persons knowledgeable in these areas. If the committee regularly reviews research that involves a vulnerable category of subjects, it shall include one or more individuals who are primarily concerned with the welfare of these subjects. The committee's make-up must also take the following factors into consideration.

- (1) The committee may not consist entirely of men or entirely of women, or entirely of members of one profession.
- (2) The committee shall include at least one member whose primary concerns are in nonscientific areas.
- (3) The committee shall have at least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution.
- (4) The committee may not have a member participating in its initial or continuing review of any project in which the member has a conflicting interest, except to provide information requested by the committee.
- (5) The committee may, in its discretion, invite individuals with competence in special areas to assist in the review of complex issues that require expertise beyond or in addition to that available on the committee. These individuals may not vote with the committee.

b. Midwestern State University's Specifications

Membership of Midwestern State University's ~~HSRC~~ IRB will include:

- (1) One (1) member from the Wichita Falls community.
- (2) Six (6) faculty members (one from each of the six colleges) from Midwestern State University. Members of the committee will be appointed by the President from a list of candidates from each of the six colleges as recommended by the Faculty Senate.

2. Criteria for Categorization of Research

The ~~HRSC~~ **IRB** has incorporated into this policy the federal regulation's designations of "Research Exempt from Review" and "Research Suitable for Expedited Review." The category of "Research Subject to Full Committee Review" remains for research not suited to Exempt or Expedited Review. The following is an expanded summary of the criteria for research projects to be considered in each of these categories.

a. Research Exempt from Review

Research activities in which the only involvement of human subjects will be in one or more of the following categories:

- (1) The research will be conducted only in established or commonly accepted educational settings (like classrooms) and it involves normal educational practices such as research on regular and special educational instructional strategies, or research on the effectiveness of, or the comparison among instructional techniques, curricula, or classroom management methods.
- (2) The research will be conducted using only questionnaire or interview survey methods and the subjects are elected or appointed public officials or candidates for public office.
- (3) The research is limited to the collection and study of data, documents, records, pathological or diagnostic specimens that are available to the public.
- (4) The research is limited to the collection and study of data obtained using only the following techniques and the ~~data~~ **data** or information obtained will be recorded in such a manner that subjects cannot be identified, directly or indirectly, through identifiers linked with the subjects.

- a. The data will be obtained through the use of educational tests (cognitive, diagnostic, aptitude, achievement, etc.); or
- b. The data will be obtained by observing the public behavior of subjects; or
- c. The data will be obtained using survey or interview procedures; or
- d. The data will be obtained from existing documents, records, and pathological or diagnostic specimens.

(5) The research is limited to the collection and study of data obtained by:

- a. Observing the public behavior of the participants; or
- b. Using survey or interview procedures; and
- c. The information collected about the subjects' behavior does not involve sensitive subjects such as illegal or immoral conduct, drug or alcohol abuse, sexual behavior, mental illness, or other possible personally embarrassing subjects; and
- d. The information collected about subjects, if it became known to outsiders, could not reasonably be expected to place the subject at risk of civil or criminal liability, or be damaging to the subjects' social or financial standing or employability.

b. Examples of Research Suitable for Expedited Review

Most of the research projects that fall into this category of research have minimal or no risk for the subjects. Examples of research projects that are suited for expedited review include:

(1) Recording of data from subjects eighteen (18) years of age or older using noninvasive procedures routinely employed in clinical practice. This includes:

- a. The use of physical sensors that are applied either to the surface of the body or at a distance and does not involve input of matter or significant amounts of energy into the subject or an invasion of the subject's privacy.
- b. Such procedures as weighing, testing sensory

acuity, electrocardiography, electroencephalography, thermography, detection of naturally occurring radioactivity, diagnostic echography, and electro-retinography. It does not include exposure to electromagnetic radiation outside the visible.

- (2) Collection of blood samples by venepuncture, in amounts not exceeding fifty (50) milliliters in an eight-week period nor more often than two (2) times per week, from subjects eighteen (18) years of age or older and who are in good health and not pregnant.
- (3) Collection of both supra-and-subgingival dental plaque and calculus, provided the procedure is not more invasive than routine prophylactic scaling of teeth and the process is accomplished in accordance with accepted prophylactic techniques.
- (4) Moderate exercise by health volunteers.
- (5) The study of existing data, documents, records, pathological specimens, or diagnostic specimens.
- (6) Research on individual or group behavior or characteristics of individuals, such as studies of perception, cognition, game theory, or test development where the investigator does not manipulate subjects' behavior and the research will not involve stress to subjects. (If, in the process of conducting an expedited review, the reviewer finds that the proposed manipulation involves more than minimal risk, the research proposal will be submitted for full committee review.)
- (7) Research on drugs or devices for which an investigational new drug exemption or an investigational device exemption is not required.

c. Research Subject to Full Committee Review

The category of "full Committee Review" remains for research not eligible for either Exemption or Expedited Review.

3. Review Procedures

Forms necessary to begin the review process may be obtained from the Institutional Review Board website Chair of the HSRC Committee. The IRB recommends that students or faculty planning to conduct research complete NIH human subjects training (the web link is available through the IRB website). Credit for completing the training is available. Training takes approximately two to three hours to complete.

No investigator(s) should begin research involving human subjects without first receiving approval from the IRB on a claim for exemption, an expedited review, or a full review. Approval for research cannot be granted after research has been conducted.

a. Exempt Research

- (1) The principal investigator and the department chairperson will make preliminary determination as to whether the project is exempt from institutional review; however, the final determination rests with the ~~HSRC~~IRB. The investigator(s) will prepare and submit a Claim for Exemption form, and a Consent form if needed, to the ~~HSRC~~IRB. Questionnaires to be used in the course of the proposed research must be submitted with the Claim for Exemption forms.
- (2) Research qualifying for exemption will usually be of the anonymous survey or interview type, or research conducted in traditional education settings for evaluation of instructional programs, etc (See Section 2 (a) for a more complete definition of Research Exempt from Review.)
- (3) ~~(3) Claims for Exemption~~ are handled on an "as needed" basis. ~~The Chair of the HSRC, upon receipt, will forward the Claim for Exemption to an appropriate committee member assigned for review.~~ Each application must have the appropriate signature indicating that the proposal has been read, reviewed, and approved within the originating department and college and that the proposal conforms to accepted practical and ethical standards of the discipline. This must occur prior to submission for IRB consideration. Data Collection may begin as soon as the claim has received committee approval and has been properly filed with the ~~HSRC~~IRB. The Chair of the ~~HSRC~~IRB will notify the principal investigator regarding the final status of the *Claim for*

Exemption.

- (4) ~~Data collection may begin as soon as the Expediting Reviewer has approved the proposal, and the Statement of Expediting Reviewer has been properly filed with the HSRC. In the event that the Expediting Reviewer does not approve the proposal, it will be forwarded to the full committee for review. The Chair of the HSRC will notify the principal investigator regarding the status of the proposal.~~

b. Expedited Research

- (1) If the principal investigator and department chairperson determine that a project does not meet the criteria for exemption from institutional review, investigator(s) will prepare and submit a *Claim for Expedited Research, a Cover Sheet, and a Consent form* to the IRB. Questionnaires to be used in the course of the proposed research must be submitted with the Claim for Expedited Review forms.**
- (2) Research qualifying for expedited review will usually involve little or no risk to participants who are under the age of 18 or adults who will be audio or video taped. (See Examples of Research suitable for Expedited Review.)**
- (3) *Claims for Expedited Review* are handled on an “as needed” basis. Each application must have the appropriate signatures indicating that the proposal has been read, reviewed, and approved within the originating department and college and that the proposal conforms to accepted practical and ethical standards of the discipline. This must occur prior to submission for IRB consideration. Data collection may begin as soon as the Expediting Reviewer has approved the proposal, and the Statement of Expediting Reviewer has been properly filed with the IRB. In the event that the Expediting Reviewer does not approve the proposal, it will be forwarded to the full committee for review. The Chair of the IRB will notify the principal investigator**

regarding the status of the proposal.

c. Research Subject to Full Committee Review

- (1) Research projects not eligible for either exemption or expedited review, will be subject to full ~~committee~~ **committee** review. Research subject to full committee review requires appropriate informed-consent forms (a copy of which should be given to the subjects to keep), together with a full description of the project. The committee meets on a ~~monthly~~ **an as needed** basis to review research projects. ~~Additional meetings may be called as needed.~~
- (2) **Each application must have the appropriate signatures indicating that the proposal has been read, reviewed, and approved within the originating department and college and that the proposal conforms to accepted practical and ethical standards of the discipline. This must occur prior to submission for IRB consideration.** The investigator(s) **committee member from that college** will ~~prepare and~~ submit a *Proposal for Activity Using Human Subjects, a Sample Consent Form* and any questionnaires to be used in the course of the proposed research to the Chair of the ~~HSRCIRB~~. **The IRB Chair will disseminate the complete proposal with attachments to all committee members** at least one week prior to the **review** ~~committee meeting at which the project is scheduled to be reviewed.~~
- (3) The investigator(s) may choose to be available for the committee meeting at which the project proposal will be reviewed in order to answer any questions the committee may have regarding the proposal. Attendance by the investigator(s) at this committee meeting is not required.
- (4) Data collection may begin immediately upon the approval of the proposal by the full **majority of** committee **members**. The Chair of the ~~HSRCIRB~~ will notify the principal investigator regarding the status of the proposal.

4.163 President's Office

SMOKING/USE OF TOBACCO PRODUCTS

Date Adopted/Most Recent Revision: 2/8/02

~~Midwestern State University seeks to provide a safe, healthy and pleasant environment for its students, faculty, staff, and guests. Toward this objective, the use of all tobacco products will be prohibited in all indoor facilities on the Midwestern State University campus (excluding designated apartments, floors and rooms in University Housing), and will also be prohibited in all university owned vehicles. Additionally, smoking will be prohibited within twenty (20) feet of university building entrances and exits. Smoking and the use of tobacco products will be allowed in all other outdoor areas only.~~

A. Context

- a. Midwestern State University wishes to promote a safe, healthy, and pleasant environment for the campus community.
- b. Tobacco use has adverse health effects on users and non-users who share the same space as convincingly documented in the Surgeon General's report of 2006.
- c. There is no safe exposure level to tobacco, a class A carcinogen.
- d. Bans are more effective than restrictions in terms of decreasing the initiation of tobacco use, promoting cessation, and limiting exposure to tobacco.

B. Policy

- a. Smoking or other tobacco use, tobacco advertising, tobacco sales, and free distribution of tobacco products are prohibited on the Midwestern State University campus.

C. Definitions

- a. Midwestern State University campus
 - i. All university owned or leased buildings
 - ii. All university owned or leased vehicles
 - iii. All public outdoor areas under the jurisdiction of Midwestern State University
- b. Tobacco use includes the possession of any lighted tobacco product, or the use of any oral tobacco product.
- c. Tobacco products are defined as any product consisting in whole or in part of tobacco.

D. Enforcement

- a. It is the responsibility of all members of the campus community and campus visitors to observe the provisions of this policy.
- b. It is the responsibility of all students, faculty, staff, and campus visitors to uphold the honor of the university by affirming our commitment to this policy.

Submitted as an item of interest only

Tobacco Use Fact Sheet

Health:

- There is no risk-free level of secondhand smoke exposure. Even brief exposure can be dangerous.
Source: U.S. Department of Health and Human Services. The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General. Atlanta, Georgia: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, Coordinating Center for Health Promotion, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2006.

<http://www.surgeongeneral.gov/library/secondhansmoke/report/>
- Secondhand smoke has been classified by the EPA as a known cause of cancer – a Group A carcinogen.
Source: CDC. Annual Smoking-Attributable Mortality, Years of Potential Life Lost, and Economic Costs-U.S., 1997-2001. Morbidity and Mortality Weekly Report, July 2005; 54(25):625-628.
- Secondhand smoke causes disease and premature death in children and adults who do not smoke.
Source: The Health Consequences of Involuntary Exposure to Tobacco Smoke: 6 Major Conclusions of the Surgeon Generals Report. A report of the Surgeon General, U.S. Department of Health and Human Services, 2006.
- Secondhand smoke causes approximately 3,400 lung cancer deaths and 22,700-69,600 heart disease deaths in adult nonsmokers in the United States each year.
Source: CDC. Annual Smoking-Attributable Mortality, Years of Potential Life Lost, and Economic Costs-U.S., 1997-2001. Morbidity and Mortality Weekly Report, July 2005; 54(25):625-628.
- Research indicates that private research conducted by Philip Morris in the 1980's showed that secondhand smoke was highly toxic – these findings were suppressed for the next 2 decades.
Source: The Whole Truth and Nothing But the Truth? The Research Philip Morris Did Not Want You to See. Lancet. Vol. 364 No. 9446, 2004.
- Nicotine is an addictive drug, which when inhaled in cigarette smoke reaches the brain faster than drugs that enter the body intravenously. Smokers not only become physically

addicted to nicotine; they also link smoking with many social activities making smoking a difficult habit to break.

Source: National Institute of Drug Abuse. Research Report on Nicotine: Addiction, August, 2001.

Logistics and financials:

- Smoking bans prohibit smoking entirely; smoking restrictions limit smoking to designated areas.
- Smoking bans were more effective in reducing environmental tobacco smoke exposures than were smoking restrictions.
 - Smoking ban - prohibit smoking entirely
 - Smoking restriction - limit smoking to designated areas
- Studies that evaluated the effect of smoking bans in workplaces observed an average reduction in exposure to components of environmental tobacco smoke of 72%.

Source: Centers for Disease Control – The Guide to Community Preventive Services

Citation: Tobacco. Guide to Community Preventive Services Website. Centers for Disease Control and Prevention. www.thecommunityguide.org/tobacco/. Last updated: 06/14/2005. Accessed on: 10/21/2005.

- Employers have a legal right to restrict smoking in the workplace or to implement a totally smoke-free workplace policy. Exceptions may arise in the case of collective bargaining agreements with unions.

Source: U.S. Environmental Protection Agency. Respiratory Health Effects of Passive Smoking: Lung Cancer and Other Disorders. December 1992.
- Employers that hire smokers bear indirect costs, including more employee absenteeism, productivity losses (\$92 billion) and increased early retirement due to smoking-related illness.

Source: Gerlach, KK; Shopland, DR; Hartman, AM; Gibson, JT; Pechacek, TF. Workplace Smoking Policies in the United States: Results of a National Survey of More than 100,000 workers. Tobacco Control 1997; 6:199-206.
- Smoking attributable health care expenditures were \$75.5 billion in 1998. During 1997-2001, these direct expenses plus \$92 billion in productivity losses exceeded \$167 billion annually.

Source: CDC. Annual Smoking-Attributable Mortality, Years of Potential Life Lost, and Economic Costs-U.S., 1997-2001. Morbidity and Mortality Weekly Report, July 2005; 54(25):625-628.
- Workers have been awarded unemployment, disability and worker's compensation benefits for illness and loss of work due to exposure to secondhand smoke.

Source: CDC. Annual Smoking-Attributable Mortality, Years of Potential Life Lost, and Economic Costs-U.S., 1997-2001. Morbidity and Mortality Weekly Report, July 2005; 54(25):625-628.

- In 1999, tobacco-related disease cost the state approximately \$10 billion (\$4.5 billion in direct medical costs and an additional \$5.5 billion in lost worker productivity).
Source: Centers for Disease Control and Prevention. Smoking-Attributable Mortality, Morbidity, and Economic Costs (SAMMEC): Adult SAMMEC and Maternal and Child Health (MCH) SAMMEC Software. Available at: <http://www.cdc.gov/tobacco/sammec>.
- Workers have been awarded unemployment, disability and worker's compensation benefits for illness and loss of work due to exposure to secondhand smoke.
Source: CDC. Annual Smoking-Attributable Mortality, Years of Potential Life Lost, and Economic Costs-U.S., 1997-2001. Morbidity and Mortality Weekly Report, July 2005; 54(25):625-628.
- In particular, tobacco use is a risk factor for oral cavity and pharyngeal cancers, periodontal diseases, candidiasis, and dental caries, among other diseases.

Source: Oral Health in America. A report of the Surgeon General, U.S. Department of Health and Human Services, 2000. Available at:
www.surgeongeneral.gov/library/oralhealth/

Policy x.xxx University Advancement & Student Affairs

WORKSITE WELLNESS

Date Adopted/Most Recent Revision: xx/xx/xx

Employee Worksite Wellness Program

1. Purpose. Establish a Worksite Wellness Program to foster the adoption of a wellness culture in order to promote the benefits of improved health, reduced medical expenses, heightened personal performance, reduced absenteeism, and improved employee satisfaction.
2. Eligibility for Leave-Time. This policy applies to all employees who are eligible to participate in a health benefits program administered under Chapter 1551, Insurance Code.
3. Responsibility. The Department of Recreational Sports/Wellness Center is the office of primary responsibility for the implementation of this policy.
4. Nondiscrimination. Midwestern State University shall comply fully with the nondiscrimination provisions of all federal and state laws and regulations by assuring that no person shall be excluded from consideration for selection, appointment, training, promotion, retention, or any other covered personnel action, nor be denied any benefits or participation in any educational programs or activities which it operates, on the grounds of race, religion, color, national origin, sex, disability, age, or veteran status (except where age or sex constitutes a bona fide occupational qualification necessary for proper and efficient administration).
5. General. Chapter 664 of the Government Code acknowledges the benefit of worksite wellness programs to effective state administration and provides that public money spent for these programs serves important public purposes.
 - a. Section 664.053 describes a worksite wellness program as one that includes:
 - (1) education that targets the most costly or prevalent health care claims;
 - (2) the dissemination or use of available health risk assessment tools and programs;
 - (3) the development of strategies for the promotion of health, nutritional, and fitness-related resources;
 - (4) the development and promotion of environmental change strategies that integrate healthy behaviors and physical activity; and

- (5) optional incentives to encourage participation in the wellness program.
 - b. Section 664.004 indicates that a state agency may use available facilities and public funds for health fitness education and activities.
 - c. Section 664.061 indicates that a state agency may:
 - (1) allow each eligible employee 30 minutes during normal working hours for exercise three times each week;
 - (2) allow eligible employees to attend on-site wellness seminars when offered;
 - (3) award eight hours of additional leave time each year to eligible employees who receive a physical examination and complete an online health risk assessment (HRA) tool;
 - (4) develop and promote environmental change strategies that integrate healthy behaviors and physical activity; and
 - (5) provide optional incentives to encourage participation in the wellness program.
- 6. Eligibility for Participation in Wellness Programs. All Midwestern State University employees are eligible for voluntary participation in the Worksite Wellness Program. Domestic partners may participate in selected activities provided through the program as long as their participation does not preclude participation by an agency employee, and they pay any applicable wellness fees associated with their participation. All persons who intend to participate in a Worksite Wellness Program activity involving physical exertion or exercise are encouraged to complete a Physical Fitness Readiness Questionnaire provided by the Department of Recreational Sports/Wellness Center and consult with a physician before beginning physical activity as needed. The questionnaire is retained by the employee, and will not be reviewed or retained by Midwestern State University. All persons must complete a Release of Liability prior to participation in any Worksite Wellness Program activity. Releases will be kept in a file maintained by the Coordinator of Wellness Programs.
- 7. Program Content. The Worksite Wellness Program may consist of, but not be limited to, activities that raise awareness, promote lifestyle changes and provide assistance and support to employees participating in the program. Generally, wellness programs target major risk factors for chronic disease and factors that contribute to diminished quality of life. Wellness activities include, but are not limited to:
 - a. nutritious eating seminars;

- b. increasing physical activity;
- c. on-site preventative screenings;
- d. a tobacco-free campus (see policy 4.163);
- d. tobacco cessation assistance;
- e. stress reduction initiatives; and,
- f. supporting healthy choices such as the prevention/reduction of substance dependency.

8. Program Scheduling. Worksite Wellness Program activities may be scheduled before, during, between, or after normal working hours as deemed appropriate and authorized by the Director of Recreational Sports/Wellness Center.

9. Exercise During Working Hours. Pursuant to Texas Government Code §664.061(1), Midwestern State University grants each eligible employee who participates in a health benefits program administered under Chapter 1551 (Insurance Code) 30 minutes to exercise, three times per week, during normal working hours. Employees are not required to make-up this time or use leave. Exercise time may only be used in 30 minute increments. Exercise time does not accumulate and may not be carried forward for use at another time. Exercise time may be used at any time during the work day, or combined with lunch to give the employee more time for wellness activities. Employees must coordinate with their supervisor and schedule exercise time so that it does not conflict with their job duties or division priorities. Employees must submit a monthly report to their supervisor to document their use of exercise time. The scheduling of exercise time is at the discretion of the supervisor and will ensure that the operations of the department are not impacted.

10. Wellness Leave. Pursuant to Texas Government Code §664.061(3), the agency may award eight hours of additional leave time each 12 month period to eligible employees who participate in a health benefits program administered under Chapter 1551, Insurance Code who receive a physical examination and complete the Health Risk Assessment designated by Midwestern State University. Supporting documentation must be submitted to the Coordinator of Wellness Programs, and include:

- a. an affidavit of HRA completion, and
- b. documentation certifying physical examination completion.

Wellness Leave must be scheduled in advance with the approval of the employee's supervisor. Wellness Leave expires if not used within 12 months from the date it is earned, and will not be paid to the employee upon separation from employment.

11. Injury. Employees injured by participating in the Worksite Wellness Program are not eligible for workers' compensation benefits unless their participation in the Worksite Wellness Program event was in the course and scope of their job duties and employment.
12. Funds and Facilities for Wellness Programs. Midwestern State University may provide funds each fiscal year to supplement health fitness education and activities for employees, or for other costs related to the Worksite Wellness Program. Available facilities may be used for the Worksite Wellness Program, including available conference or meeting rooms, auditoriums and outdoor areas suitable for instruction or fitness activities
13. Providers of Instruction. Providers of instruction or services for the Worksite Wellness Program may include local, state, or federal agencies; hospital or medical care professionals; health educators; nutritionists; dietitians; physiologists; community organizations; consultants; or other individuals or groups with expertise in the particular health or fitness area. Only persons with accepted degrees or certification, or recognized training will be selected as providers of instruction or services. Midwestern State University may contract with qualified providers of instruction and services related to the program.

2.338 Provost

UNIVERSITY BOARDS, COUNCILS & COMMITTEES

Date Adopted/Most Recent Revision: 02/13/2009

A. Councils

4. Enrollment Management Council

a Purpose

To serve as an advisory group to the Vice President for Institutional Effectiveness and ~~Enrollment Management.~~

b Personnel

Director of Financial Aid, Registrar, Director of Admissions, Director of Testing Services, Director of International Services, Director of Upward Bound, Assistant to the Vice President for Institutional Effectiveness and Director of Institutional Research and Planning, a representative from the Faculty Senate, a representative from the Student Government Association, a representative from Extended Education, a representative from University Advancement and Student Affairs, a representative from the Business Office, and one of the college deans. The Vice President for Institutional Effectiveness and Enrollment Management (chair) and Provost will serve as non-voting members.

c Reports To: Vice President for Institutional Effectiveness and ~~Enrollment Management~~

Current catalog 2008-2010:

For unconditional admission students must graduate from a high school accredited by a regional accrediting agency or from a high school accredited by the Texas Education Agency and must meet the following high school unit, class rank, and ACT/SAT score requirements:

~~Units Required~~

~~4 English (non remedial)~~

~~3 mathematics (2 at Algebra I level or above)~~

~~2 science~~

~~6 academic electives*~~

~~*Academic electives: mathematics, science, U.S. history, U.S. government, world history, world geography, economics, social sciences, foreign languages, fine arts, computer science, business, journalism, speech, and physical education (limit of 2 units from band, choir, or P.E.).~~

Proposed catalog copy:

For unconditional admission students must graduate from a high school accredited by a regional accrediting agency or from a high school accredited by the Texas Education Agency. **Prospective students must complete a high school curriculum that is equivalent in content and rigor to the curriculum requirements established for the recommended or advanced high school diploma programs in Texas. Those curriculum requirements may be found on the following link:**

http://ritter.tea.state.tx.us/student.assessment/resources/grad/2008-09_GradBro.pdf

Prospective students seeking admission should have all official scores sent from ACT and/or the College Board to MSU Admissions. The writing portions of the ACT and/or SAT are required to complete their application files. The ACT composite and the SAT combined score (Critical Reading and Mathematics) below exclude the writing portion.

Class Rank and SAT/ACT Scores:

Top 10%	Automatic Admission by HB 588
Next 15%	870/18
2nd Quarter	950/20
3rd Quarter	1030/22
4th Quarter	1110/24

Students whose high school transcript does not reflect class ranking must submit scores of 1110/24 to be considered for unconditional admission.

Policy 3.347 Human Resources

Dependent Educational Assistance Program

Date Adopted/Most Recent Revision: 08/04/2006

A. General

This program provides educational assistance to attend Midwestern State University for eligible dependents of MSU faculty or staff members.

B. Eligibility Requirements

1. The spouse/parent/guardian of the dependent must be a current, regular faculty or staff member employed in a retirement-eligible position at MSU.
2. The individual must meet the Employees Retirement System of Texas definition of an eligible dependent:
 - a. A spouse, including a common law spouse,
 - b. any child, regardless of age, who lives with or whose care is provided by an employee on a regular basis, if the child is physically or mentally disabled to such an extent as to be dependent on the employee for care and support, or
 - c. a child in any of the following categories who is under age 25 and unmarried:
 - i. A natural or adopted child of an employee,
 - ii. a stepchild whose primary residence is with the employee,
 - iii. a foster child whose primary residence is with the employee,
 - iv. a grandchild who is claimed as a dependent on the employee's federal income tax return,
 - v. a child for whom the employee is the legal guardian and whose primary place of residence is with the employee, or
 - vi. a child who has a legally recognized parent-child relationship with the employee and whose primary residence is with the employee.
3. For eligibility verification purposes, appropriate documentation, as determined by the MSU Director of Human Resources, must be submitted with the first application to the Human Resources Department. Acceptable documents for a spouse include a copy of the marriage license, income tax return, or declaration of informal marriage. For a child dependent, acceptable documents include a birth certificate and/or legal documents as appropriate.
4. Dependents who meet applicable requirements for unconditional admission to the university are eligible. ~~Dependents who are continuing students must have a minimum 2.0 undergraduate cumulative grade point average or a 3.0 graduate cumulative grade point average to be eligible.~~

5. The faculty/staff member and dependent must not have any outstanding debt with the university, including but not limited to returned checks, tuition, student loans, fines and applicable fees, at the time the application is processed and the award is applied to the student's account.

C. Application Requirements

An Education Assistance Program application must be submitted to the Human Resources Department every semester that the dependent enrolls at MSU. A completed application and necessary supporting documentation, if not previously provided, must be submitted to the Human Resources Department on or before the appropriate semester deadline, which is the same as the final day of semester registration. This date is published in the MSU Undergraduate Catalog, the MSU Graduate Catalog, and the MSU Schedule of Classes for each semester, and is listed on the university's website.

D. Scholarship Authorization Process

At the beginning of each semester, the Human Resources Department will certify the eligibility of each applicant and provide a list of approved applicants to the MSU Controller's Office. The Controller's Office will be responsible for determining the amount of each scholarship, applying scholarships to the appropriate accounts, and ensuring compliance with applicable Internal Revenue Service rules and regulations.

E. Explanation of Benefit

The eligible dependent will receive a scholarship equal to the amount of local board authorized tuition only. This benefit cannot be applied to previous semesters.

F. Advisory/Appeal Committee

The MSU Fringe Benefits Committee will serve as the advisory/appeals committee regarding disputes and/or application denials. All decisions of the committee shall be final unless the president of the university determines that the decision was rendered in violation of university policy. The president's decision is final.