

**ADMINISTRATIVE COUNCIL
MIDWESTERN STATE UNIVERSITY**

Meeting No. 12-01

October 19, 2011

The Administrative Council met Wednesday, October 19, 2011, at 3:00 p.m. in the J. S. Bridwell Foundation Board Room in the Hardin Administration Building. Present were Dr. Jesse W. Rogers, Chairman; Dr. Alisa White, Mr. Juan Sandoval, Dr. Howard Farrell, Dr. Robert Clark, Mr. Kyle Owen, Mr. Charlie Carr, Dr. James Owen, Mr. Kyle Christian, Ms. Debbie Barrow, Ms. Julie Gaynor, Ms. Dianne Weakley, Ms. Jolene Welch, and Ms. Cindy Ashlock.

MSU Policies and Procedures

Policy 2.31, President's Office, Administration Selection Process and

Policy 2.33, Provost and Vice President for Academic Affairs, Organization

Dr. White proposed moving section C.8. of Policy 2.31 (Graduate Program Coordinators) to Policy 2.333, section E. Dean of the Graduate School. The Council recommended the policies be placed on the November 2011 Board of Regents' agenda. **See Attachment A.**

Policy 3.341, Human Resources, Family and Medical Leave

Ms. Weakley stated that clarification to wording in the policy was made in order to be consistent with state and federal law. Ms. Barrow stated that the Board of Regents would not need to approve the changes since they were made due to state and federal law. The Council approved the policy as presented. **See Attachment B.**

Academic Calendar

Ms. Inglish presented the academic calendars for 2012-2013 and 2013-2014. She noted that Summer 2013 and Summer 2014 were based on a four-day work week and class schedule. Dr. Rogers asked Mr. Christian if the SGA had received any comments from students concerning four-day summer classes. Mr. Christian stated that the majority of comments received had been positive. Students enjoyed a three-day weekend during the summer and the longer class times did not pose a problem. Council members stated that they had received comments from staff who enjoyed the four-day work week and from those who were not in favor of the four-day work week. Ms. Gaynor noted that challenges exist with staff who have day care age children. She continued that some day care providers do not open before 7:00 a.m. and some require children be picked up by 5:30 p.m. Dr. Rogers stated that supervisors should work with their staff to determine the best option for their office. The Council recommended placing the calendars on the November Board of Regents agenda. **See Attachment C.**

Adjournment

There being no further business, the meeting was adjourned at 4:05 P.M.



Jesse W. Rogers, Chairman



Cindy Ashlock, Secretary

2.31**President's Office****ADMINISTRATION SELECTION PROCESS****Date Adopted/Most Recent Revision: 11/06/2009****C. Provost and Vice President for Academic Affairs**~~**8. Graduate Program Coordinators**~~

~~Each dean will nominate Graduate Program Coordinators needed for the programs in that college. The nomination is subject to approval by the Provost and Vice President for Academic Affairs and the President and should be made in consultation with the faculty who teach in that program.~~

(This will be moved to 2.333, under E. Dean of the Graduate School)

2.333 Provost and Vice President for Academic Affairs**ORGANIZATION – PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS****Date Adopted/Most Recent Revision: 05/15/2009****E. Dean of the Graduate School****1. Appointment**

The Dean of the Graduate School is appointed by the President of the university who will consult with the Provost and Vice President for Academic Affairs. He or she is responsible to the Provost and Vice President for Academic Affairs, 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 semester hours in a twelve-month period and may request additional reduced load for him/herself

2. Responsibilities

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

a. Supervision and Coordination

- i. 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

ii. Approval of Graduate Program Coordinators: Each dean will nominate Graduate

Program Coordinators needed for the programs in that college. The nomination is

subject to approval by the Graduate Dean and should be made in consultation with the faculty who teach in that program.

iii. Chairing the Graduate Council and implementing its policies and decisions, including the nomination, approval, and appointment of graduate faculty

iv. 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

v. Awarding final approval or disapproval of graduate theses, exhibitions, or dissertations

vi. Chairing the University Research Committee; working with its members to solicit and evaluate faculty research and developmental-leave proposals

vii. ~~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~~

viii. Directing the Office of Sponsored Programs and, in that capacity, coordinating the university's pre- and post-award support of grants and contracts

ix. 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

b. Assessment and Planning

i. Helping ensure the continual assessment and development of graduate programs

ii. 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

iii. Working with academic officers and faculty engaged in accreditation efforts for graduate programs

iv. Working with the Graduate Council as well as other academic officers and faculty members to develop and evaluate strategic-planning initiatives

v. 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 and Vice President for Academic Affairs for consideration by the Academic Council

c. Policy Development, Implementation, and Interpretation

- i. Ensuring that effective policies are developed and implemented to carry out the work of the Graduate Office and Graduate Council
 - ii. Interpreting graduate-program policies and adjudicating appeals concerning exceptions to these policies
 - iii. 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
 - iv. Working with the University Research Committee to develop or revise policies and procedures for submission of grant and development leave applications by the faculty
 - v. Keeping the Provost and Vice President for Academic Affairs informed of graduate program and policy concerns
- d. **Promotion**
 - i. Representing Midwestern State University at meetings concerning graduate education
 - ii. Working with appropriate university personnel in encouraging community and state support for graduate programs
 - iii. Working with the Graduate Recruiter to attract qualified, promising graduate students
 - iv. Communicating university and graduate program information and policies to stakeholders: students, faculty, staff, alumni, and community members
 - v. Overseeing publication of the Graduate Catalog, graduate program brochures, and other relevant publications
- e. **Budget and Finance**
 - i. Preparing and administering the Graduate School budget and making budget recommendations to the Provost and Vice President for Academic Affairs
 - ii. Serving as a resource person for budget, space, and personnel decisions affecting graduate education
 - iii. 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
- f. **Routine Responsibilities**
 - i. Meeting and consulting regularly with the Provost and Vice President for Academic Affairs and other Deans to address issues, solve problems, bring recommendations, and expedite planning
 - ii. Working with the Deans to promote faculty and student scholarship and research
 - iii. 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

iv. Performing other duties and meeting other responsibilities assigned by the Provost and Vice President for Academic Affairs

G. Graduate Coordinators

1. Duties

Graduate coordinators are appointed as academic administrative assistants for selected graduate programs. They are full-time faculty members who serve as administrative assistants to deans or department chairs.

2. Appointment and Teaching Load

The appointment of graduate coordinators will be based upon demonstrated administrative need specific to the academic program. ~~The Provost and Vice President for Academic Affairs and the President~~ The Graduate Dean will approve all such appointments. Coordinators may be given load credits of up to three (3) hours per semester for administrative duties. Additional load credit for coordinators may be requested by the dean of the college in justifiable cases.

3.341 Human Resources

FAMILY AND MEDICAL LEAVE

Date Adopted/Most Recent Revision: 11/05/2010

E. Eligibility

For purposes of determining eligibility for Family and Medical Leave, the State of Texas is considered a single employer. To be eligible for FMLA leave an employee must have worked for the **State** university for at least twelve (12) months. **The twelve (12) months of employment do not need to be consecutive or continuous.** ~~And for at least 1,250 hours during the 12 months preceding the start of the FMLA leave.~~ **In addition, the employee must have worked for the State a minimum of 1,250 hours during the 12 months immediately preceding the start of the FMLA leave.**

**PROPOSED ACADEMIC CALENDAR
MIDWESTERN STATE UNIVERSITY**

2012 - 2013

(2nd Summer 2012 ends Aug.2)

Fall Semester 2012

Thursday	March 1	Priority Application Date for Admission
Tuesday	August 7	Application Deadline for Admission
Monday	August 20	Faculty Meetings
Wed.-Thur.	Aug. 22-23	Orientation for new students Registration continues by alpha
Friday	August 24	Registration
Saturday	August 25	Classes begin 8:00 a.m.
Mon.-Wed.	Aug. 27-29	Change of Schedule and Late Registration
Monday	September 3	Labor Day - No classes
Monday graduation	October 1	Deadline for December graduates to file for
Monday	October 8	Deadline for May graduates to file for graduation
Tuesday	November 20	Thanksgiving Holiday begins at 10:00 p.m. (Saturday classes do not meet on November 24)
Monday	November 26	Classes resume 8:00 a.m.
Friday	December 7	Last day of classes
Saturday	December 8	Final examinations begin
Saturday	December 15	Commencement

End December 7 = 15 weeks

Class Meetings: MWF 42, TR 29, S 14 (includes Saturday after registration, but does not include Saturday after Thanksgiving.)

Spring Semester 2013

Thursday	November 1	Priority Application Date for Admission
Saturday	December 15	Application Deadline for Admission
Wed.-Thurs.	January 9-10	Orientation for new students Registration continues by alpha
Friday	January 11	Registration
Saturday	January 12	Classes begin 8:00 a.m.
Mon.-Wed.	January 14-16	Change of Schedule and Late Registration
Monday	January 21	Martin Luther King Day - No classes
Monday	February 18	Deadline for May graduates not enrolled for fall semester to file for graduation
Saturday	March 9	Spring Break begins at 5:00 p.m. March 11-16 – No classes
Monday	March 18	Classes resume
Wednesday	March 27	Easter Break begins at 10:00 p.m. March 28-30 – No classes
Monday	April 1	Classes resume
Friday	May 3	Last day of classes
Saturday	May 4	Final examinations begin
Saturday	May 11	Commencement

End May 3 = 15 weeks

Class Meetings: MWF 43, TR 29, S 14 (includes Saturday after registration, but does not include Saturday after Spring Break or before Easter.)

**PROPOSED ACADEMIC CALENDAR
MIDWESTERN STATE UNIVERSITY**

2013 - 2014

(2nd Summer 2013 ends Aug.8)

Fall Semester 2013

Friday	March 1	Priority Application Date for Admission
Wednesday	August 7	Application Deadline for Admission
Monday	August 19	Faculty Meetings
Wed.-Thur.	Aug. 21-22	Orientation for new students Registration continues by alpha
Friday	August 23	Registration
Saturday	August 24	Classes begin 8:00 a.m.
Mon.-Wed.	Aug. 26-28	Change of Schedule and Late Registration
Monday	September 2	Labor Day - No classes
Monday graduation	October 7	Deadline for December graduates to file for
Monday	October 14	Deadline for May graduates to file for graduation
Tuesday	November 26	Thanksgiving Holiday begins at 10:00 p.m. (Saturday classes do not meet on November 30)
Monday	December 2	Classes resume 8:00 a.m.
Friday	December 6	Last day of classes
Saturday	December 7	Final examinations begin
Saturday	December 14	Commencement

End December 6 = 15 weeks

Class Meetings: MWF 42, TR 29, S 14 (includes Saturday after registration, but does not include Saturday after Thanksgiving.)

Spring Semester 2014

Friday	November 1	Priority Application Date for Admission
Sunday	December 15	Application Deadline for Admission
Wed.-Thurs.	January 8-9	Orientation for new students Registration continues by alpha
Friday	January 10	Registration
Saturday	January 11	Classes begin 8:00 a.m.
Mon.-Wed.	January 13-15	Change of Schedule and Late Registration
Monday	January 20	Martin Luther King Day - No classes
Monday	February 17	Deadline for May graduates not enrolled for fall semester to file for graduation
Saturday	March 15	Spring Break begins at 5:00 p.m. March 17-22 – No classes
Monday	March 24	Classes resume
Wednesday	April 16	Easter Break begins at 10:00 p.m. April 17-19 – No classes
Monday	April 21	Classes resume
Friday	May 2	Last day of classes
Saturday	May 3	Final examinations begin
Saturday	May 10	Commencement

End May 2 = 15 weeks

Class Meetings: MWF 43, TR 29, S 14 (includes Saturday after registration, but does not include Saturday after Spring Break or before Easter.)

Summer Semesters 2014

First Term:

Thursday	May 1	Priority Application Date for Admission
Thursday	May 15	Application Deadline for Admission
Monday	May 26	Memorial Day – No classes
Thursday	May 29	Orientation for new students Registration
Monday	June 2	Classes begin
Thursday	July 3	Final examinations

Second Term:

Sunday	June 1	Priority Application Date for Admission
Sunday	June 15	Application Deadline for Admission
Thursday	July 3	Orientation for new students Registration
Friday	July 4	Independence Day Holiday
Monday	July 7	Classes begin
Monday	July 7	Last day to file for August graduation
Thursday	August 7	Final examinations

Summer I & II Class Meetings: 20 (includes Finals) + Registration