The Administrative Council met Thursday, October 22, 2015, at 2:00 p.m. in the J. S. Bridwell Foundation Board Room in the Hardin Administration Building. Present were Dr. Suzanne Shipley, Chair; Dr. Marilyn Fowlé, Dr. Keith Lamb, Dr. Howard Farrell, Dr. Robert Clark, Mr. Kyle Owen, Mr. Matthew Park, Mr. Charlie Carr, Dr. Laura Fidelie, Ms. Reagan Foster, Ms. Debbie Barrow, Ms. Dawn Fisher, Mr. Jesse Brown, and Ms. Cindy Ashlock.

MSU Policy and Procedures Manual
NEW Policy 4.160, General Policies, Consensual Relationships
Mr. Macha stated that the policy had passed both the Faculty and Staff Senates. The Council approved placing the policy on the November Board of Regents agenda. Attachment A

Budget Oversight Committee
Dr. Fowlé proposed changing the structure of the Budget Oversight Committee to make the budgeting process more inclusive and transparent (Attachment B). The Council approved the changes to the Committee. Ms. Ashlock will advise the Provost’s Office to make the changes to the 2015-2016 University’s Councils and Committees list effective immediately.

Student Catalog Update
Dr. Lamb presented updates to the Admission Policy found in the student catalog and on the MSU website. He requested that the student be admitted if they graduate in the top twenty-five percent of their class instead of the top ten percent based upon current practices and peer comparisons. He further stated that the requirements for Home Study Program students as well as No current policy addressing student from non-ranking high schools students sections be updated as shown in Attachment C. The Council unanimously approved the changes.

Information Technology/Chief Information Officer Update
Dr. Clark advised the Council that Randy Kirkpatrick would retire in January 2016, and that Dr. Clark had asked Jim Hall to step in to act as Interim Chief Information Officer until the position could be filled.

Distance Education Update
Dr. Clark noted that distant education was offering $3,000 for the development and teaching of online courses. He stated that a person would receive $1,500 at the beginning of the course development, and once the course had been developed and taught the remaining $1,500. He further noted that a university policy was being drafted that would outline the requirements to teach online at MSU.
**Upcoming Survey Results**
Dr. Shipley informed the Council that she had received the survey results from ModernThink. She stated that Rich Boyer of ModernThink would be on campus Thursday, November 12 to present to the Board of Regents at 1:30-2:30 p.m. and at 10:00 a.m. and 3:00 p.m. he will share the results to faculty, staff, and students in open forums.

**Proposed 2016-2018 Academic Calendar**
Ms. Inglish stated that the Academic Council had approved the academic calendar at their past meeting. After discussion the Council decided to move Spring Break to March 13-17, 2017, in order to align with the Wichita Falls Independent School District’s Spring Break. The Council approved placing the 2016-2017 academic calendar with the change in spring break on the November Board of Regents agenda. The 2017-2018 academic calendar will be held for further review with possible placement on the February Board of Regents agenda if charges are determined to be needed. Attachment D.

Dr. Shipley asked Ms. Fisher to conduct a survey among employees concerning the 4-day work week in summer and to submit the results to her.

**Other**
Mr. Carr stated that October 30 was the last day to renew season basketball tickets.

Mr. Brown informed the Council that students are discussing what is perceived to be a change in the color of MSU maroon. He said that he is aware of a petition going around trying to gain support for a color other than PMS202. Mr. Carr noted that PMS202 can differ depending on which vendor you choose. Dr. Shipley asked if the students gain any profit from the sale of MSU gear now that our brand has been licensed. Mr. Brown stated that he personally liked the original color and he believed many others did too. Ms. Barrow noted that she first heard of it after the Mustangs played at the Dallas Cowboys stadium.

Mr. Park reminded the Council that Homecoming would be the following week.

There being no further business, the meeting was adjourned at 3:00 p.m.

Suzanne Shipley, President  
Cindy Ashlock, Secretary
4.160 General Policies
CONSENSUAL RELATIONSHIPS
Date Adopted/Most Recent Revision: 00/00/20__

A. Policy Statement
It is the policy of Midwestern State University ("University") that employees with
direct teaching, supervisory, advisory, or evaluative responsibility over other
employees, students and/or student employees recognize and respect the
ethical and professional boundaries that must exist in such situations.
Consensual relationships, as defined in this policy, create conflicts of interest
and/or appearances of impropriety that impair the integrity of academic and
employment decisions. Such relationships also contain the potential for
exploitation of the subordinate employee, student or student employee and the
possible professional or academic disadvantage of third parties, and can subject
both the University and individuals to the risk of liability. Therefore the
University strongly discourages consensual relationships between supervisors
and subordinates, teachers and students and advisors and students. Should
such a relationship develop, the teacher, supervisor or advisor has the
obligation to disclose its existence to an immediate supervisor and cooperate in
making alternative arrangements for the supervision, evaluation, teaching,
grading, or advising of the employee, student and/or student employee.

B. Scope
This policy applies to all faculty, staff and students of Midwestern State
University.

C. Definitions
A consensual relationship is a mutually acceptable, romantic and/or sexual
relationship between a University employee with supervisory, teaching,
evaluation or advisory authority and an employee, student and/or student
employee who is directly supervised, taught, evaluated or advised by that
employee.

A conflict of interest and/or an appearance of impropriety arises when
individuals with the authority and the responsibility to evaluate the work or
performance of an employee, student or student employee initiate, acquiesce or
engage in an intimate romantic and/or sexual relationship with that employee,
student or student employee.

D. Reporting Responsibility
In the event that a consensual relationship exists or begins to develop, the
individual in the supervisory, teaching or advisory position shall immediately
notify his or her immediate supervisor of the relationship and cooperate with that
supervisor in making the arrangements necessary to resolve the conflict of
E. Immediate Supervisor Responsibility
A supervisor who is notified, or becomes aware, of a consensual relationship, shall take immediate steps to alter the conditions that create the conflict of interest and/or the appearance of impropriety caused by the relationship. In most instances, that will be accomplished by providing an alternative means for the supervision, teaching, advising, and/or evaluation of the subordinate employee, student or student employee.

F. Failure to Report or Cooperate
Employees in positions of authority who enter into or persist in consensual romantic or sexual relationships without reporting them, or who fail to cooperate in efforts to eliminate the conflict of interest or appearance of impropriety they present, will be subject to disciplinary action, up to and including termination. In the event that a complaint of sexual harassment or sexual misconduct is brought by the subordinate party regarding an unreported relationship, there will be no presumption that the relationship was consensual in nature.

G. Grievance of Disciplinary Actions
Disciplinary actions imposed for violations of this policy may be grieved or appealed by the individual who is disciplined pursuant to existing University policies and procedures.
Budget Oversight Committee

Facilitator: Vice President for Business Affairs and Finance

Members Selected by Governance Groups and Deans’ Council:
- Two Classified Employee Representatives
- Two Non-classified Employee Representatives
- Two Faculty Senate Representatives
- Two Student Representatives
- Two Deans

Ex-Officio:
- Two Cabinet Members – selected by the President

Support Staff:
- Director of Budgeting
- Senior Budget Analyst
Current Policy

1. Admissions Policy

Students will be admitted if they graduate in the top ten twenty-five percent of their class from an accredited Texas public high school if they meet the following conditions:

1. graduated from high school within the two years prior to the academic year for which admission is sought; and
2. submitted a complete application before the deadline.

Students in this category may be required to enroll in certain courses in the summer after graduation or during the first semester of enrollment. ACT/SAT scores must be submitted.

2. Home Study Program

Students who graduate from an unaccredited high school or home study program will be considered for admission on an individual basis. Official entrance exam scores must be submitted for evaluation to determine admission status.

Students who graduate from a home study program must have a minimum 3.0 unweighted grade point average and a minimum combined SAT score (math and critical reading scores only) of 990 or an ACT composite score of 21. If the 3.0 gpa benchmark is not met then the student must meet state college readiness benchmarks.

3. No current policy addressing students from non-ranking high schools

Students who graduate from an accredited high school that does not rank students must have a minimum 3.0 unweighted grade point average and a minimum combined SAT score (math and critical reading scores only) of 990 or an ACT composite score of 21. If the 3.0 gpa benchmark is not met then the student must meet state college readiness benchmarks.
PROPOSED ACADEMIC CALENDAR
MIDWESTERN STATE UNIVERSITY

2016 - 2017

(2nd Summer 2016 ends Aug. 11)

<table>
<thead>
<tr>
<th>Fall Semester 2016</th>
<th>Priority Application Date for Admission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>March 1</td>
</tr>
<tr>
<td>Monday</td>
<td>August 1</td>
</tr>
<tr>
<td>Monday</td>
<td>August 22</td>
</tr>
<tr>
<td>Mon.-Tues.</td>
<td>August 22-23</td>
</tr>
<tr>
<td>Wed.-Thur.</td>
<td>Aug. 24-25</td>
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<tr>
<td>Friday</td>
<td>August 26</td>
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<tr>
<td>Saturday</td>
<td>August 27</td>
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<tr>
<td>Mon.-Wed.</td>
<td>Aug. 29-31</td>
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<tr>
<td>Monday</td>
<td>September 5</td>
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<tr>
<td>Monday</td>
<td>October 3</td>
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<td>Monday</td>
<td>October 10</td>
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<tr>
<td>Tuesday</td>
<td>November 22</td>
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<td>Monday</td>
<td>November 28</td>
</tr>
<tr>
<td>Friday</td>
<td>December 9</td>
</tr>
<tr>
<td>Saturday</td>
<td>December 10</td>
</tr>
<tr>
<td>Saturday</td>
<td>December 17</td>
</tr>
</tbody>
</table>

Priority Application Date for Admission
Application Deadline for Admission
Faculty Meetings
Re-enrolling Student Registration
Orientation for new students
Registration continues
Registration
Classes begin 8:00 a.m.
Change of Schedule and Late Registration
Labor Day - No classes
Deadline for December graduates to file for graduation
Deadline for May graduates to file for graduation
Thanksgiving Holiday begins at 10:00 p.m.
(Saturday classes do not meet on November 26)
Classes resume 8:00 a.m.
Last day of classes
Final examinations begin
Commencement

End December 9 = 15 weeks

Class Meetings: MWF 42, TR 29, S 14 (includes Saturday after registration, but does not include Saturday after Thanksgiving.)
<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 1</td>
<td>Priority Application Date for Admission</td>
</tr>
<tr>
<td>December 1</td>
<td>Application Deadline for Admission</td>
</tr>
<tr>
<td>January 9-11</td>
<td>Re-enrolling Student Registration</td>
</tr>
<tr>
<td>January 12</td>
<td>Orientation for new students Registration continues</td>
</tr>
<tr>
<td>January 13</td>
<td>Registration</td>
</tr>
<tr>
<td>January 14</td>
<td>Classes begin 8:00 a.m.</td>
</tr>
<tr>
<td>January 16</td>
<td>Martin Luther King Day - No classes</td>
</tr>
<tr>
<td>January 17-19</td>
<td>Change of Schedule and Late Registration</td>
</tr>
<tr>
<td>February 20</td>
<td>Deadline for May graduates not enrolled for fall semester to file for graduation</td>
</tr>
<tr>
<td>March 11</td>
<td>Spring Break begins at 5:00 p.m. March 13-18 – No classes</td>
</tr>
<tr>
<td>March 20</td>
<td>Classes resume</td>
</tr>
<tr>
<td>April 12</td>
<td>Holiday Break begins at 10:00 p.m. April 13-15 – No classes</td>
</tr>
<tr>
<td>April 17</td>
<td>Classes resume</td>
</tr>
<tr>
<td>May 5</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>May 6</td>
<td>Final examinations begin</td>
</tr>
<tr>
<td>May 13</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

End May 5 = 15 weeks

Class Meetings: MWF 43, TR 29, S 14 (includes Saturday after registration, but does not include Saturday during Spring Break or during Holiday Break.)
### Summer Semesters 2017

#### First Term:
- **Monday** May 1: Application Deadline for Admission
- **Monday** May 29: Memorial Day Holiday – University Closed
- **Thursday** June 1: Orientation for new students
- **Monday** June 5: Classes begin
- **Friday** July 7: Final examinations

#### Second Term:
- **Monday** June 1: Application Deadline for Admission
- **Monday** July 3: Last day to file for August graduation
- **Tuesday** July 4: Independence Day – University Closed
- **Thursday** July 6: Orientation for new students
- **Monday** July 10: Classes begin
- **Thursday** August 10: Final examinations

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