

**Administrative Council
Midwestern State University
Approval via Electronic Vote**

September 27, 2024

Meeting No. 25-01

The Administrative Council approved the policies below via email during the voting period September 20 – September 27. Notification of approval was received from the following members: Ms. Debbie Barrow, Dr. Marcy Brown Marsden, Mr. Paul Chappell, Ms. Dawn Fisher, Ms. Ashley Hurst, Dr. Keith Lamb, Ms. Julie Gaynor, Mr. Kyle Owen, and Mr. Kyle Williams.

- I. MSU OP 04.09 Ringing Bells on Campus
- II. MSU OP 04.10 Institutional Reports and External Surveys



Stacia Haynie, Chair



Betsy Tucker, Secretary



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure (OP)

OP 04.09: Bell Ringing on Campus

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| Approval Authority: | President |
| Policy Type: | University Operating Policy and Procedure |
| Policy Owner: | Provost and Vice President for Academic Affairs |
| Responsible Office: | Provost and Vice President for Academic Affairs |
| Next Scheduled Review: | 02/01/2028. This OP will be reviewed in February of every fourth year, or as needed, by the Provost and Vice President for Academic Affairs with recommended revisions forwarded to the President for approval. |

I. Policy Purpose

The purpose of this Operating Policy/Procedure (“OP”) is to define guidelines concerning the ringing of bells on the campus at Midwestern State University (“MSU” or “University”), a component institution of the Texas Tech University (“TTU”) System.

II. Application of Policy

This policy is applicable to all MSU employees, students, and designated individuals.

III. Policy/Procedure

1. A 35-bell carillon, funded by the Mabee Foundation, was first placed in the Hardin Administration Building's bell tower in 1952. It was the first true carillon in Texas. Dr. Frederick Marriott, carillonneur at Chicago University, gave the dedicatory recital on September 16, 1952. The bells were cast by Royal Petit and Fritsen Bell Foundry in the Netherlands.

With funds from Bruce Redwine in memory of his parents, John and Esta Redwine, MSU's carillon was renovated in the early 2000s. A new climate-controlled level was built to support a new console, moving it closer to the bells. The bells were tuned and given a new frame and clappers. A practice console was placed next to the new console. The bottom C, F, G, and A bells also have electronic strikers so that the time can be struck by computer. Two additional bells were funded by MSU's former carillonneur Don Owens and his wife Jane, and John Sjostrom in memory of his wife Frieda. Arla Jo Anderton gave the dedicatory recital for the newly named Redwine Carillon (“Carillon”) on October 16, 2003.

2. The Carillon bells may be rung for periods of less than 30 minutes, and at times that will not interfere with the University class or office schedules. The bells may be rung for these purposes:
 - a. When an MSU commencement ceremony ends;
 - b. During the Fantasy of Lights opening ceremony;
 - c. For other approved purposes (see approval procedures in Sections 3 and 4).
3. Schedules for playing the Carillon will be developed in collaboration with the Fain College of Fine Arts and submitted to the Office of the Provost and Vice President for Academic Affairs for approval by the President.

Requests for ringing the bells for special events or purposes (e.g., University, city, state, or national celebrations or honors) should be made in writing to the Office of the Provost and Vice President for Academic Affairs and forwarded to the President for approval.

4. Non-MSU employees seeking to play the Carillon must contract for use and/or services in accordance with [OP 30.01: Approval and Execution of University Contracts](#). Contracts will include information on schedules for accessing, servicing, and playing the Carillon.

IV. Related Statutes, Rules, Regulations, and Forms

University Operating Policies and Procedures:

[OP 30.01: Approval and Execution of University Contracts](#)

V. Responsible Office

Contact: Provost and Vice President for Academic Affairs

Phone: 940-397-4226

E-mail: provostoffice@msutexas.edu

VI. Revision History

10/01/2024: MSU Policy/Procedure (OP) 04.09: Bell Ringing on Campus adopted and approved by MSU President Stacia Haynie.



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure (OP) OP 04.10: Institutional Reports and External Surveys

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|-------------------------------|---|
| Approval Authority: | President |
| Policy Type: | University Operating Policy and Procedure |
| Policy Owner: | Provost and Vice President for Academic Affairs |
| Responsible Office: | Office of Institutional Effectiveness |
| Next Scheduled Review: | 09/01/2027 (every three years) |

I. Policy Statement/Purpose

The purpose of this Operating Policy/Procedure (“OP”) is to institute a standardized approach in the production, review, and retention of surveys and reports at Midwestern State University (“MSU” or “University”), a component institution of the Texas Tech University (“TTU”) System.

II. Application of Policy

This policy applies to all MSU employees and offices with survey and reporting responsibilities.

III. Policy/Procedure

The following procedures will ensure an accurate and timely response to the completion of external surveys submitted by academic departments and areas of MSU:

- A. The Office of Institutional Effectiveness, in collaboration with Information Technology and the Registrar, provides general and statistical information concerning external surveys for MSU, including published reports that pertain to the entire institution. Surveys concerning only one department should be handled by that department and are exempt from this OP. However, when preparing surveys, reports, and internal studies, departments, if possible, should use data from official university sources such as Finance and Administration for financial information, the Office of Sponsored Programs and Research for grants, and the Office of Institutional Effectiveness for student and faculty information. The President and Cabinet are responsible for ensuring appropriate review of external surveys prior to submission.
- B. Departments receiving external surveys should be aware that their requests will be prioritized with current requests and projects, which may affect the time necessary to complete surveys. Interoffice procedures for the requesting department should be

- adopted to ensure quick forwarding of surveys. To ensure the timeliness of survey completion, requests should be sent by the initiating department within two business days of receiving the survey.
- C. The Office of Institutional Effectiveness will submit common external surveys such as the Integrated Postsecondary Education Data System (IPEDS) and Common Data Set (CDS). Survey and survey sections responsible parties include, but are not limited to, Human Resources, Office of the Provost, Financial Aid, Administration and Finance, and the Office of Institutional Effectiveness for institutional data.
1. The Office of Institutional Effectiveness will notify each IPEDS and Common Data Set responsible party of the current survey annual definition changes.
 2. The responsible party should:
 - a. Ensure updated alignment with reporting requirements;
 - b. Send detailed supporting documentation for amounts and information reported to the Office of Institutional Effectiveness for consistent verification procedures and backup documentation;
 - c. Verify data are accurate, consistent, and aligned with the reporting requirements.
- D. The Office of Institutional Effectiveness, in collaboration with the Office of Marketing and Public Information, will review surveys that ask for data used to market/brand the university. In such cases, the Office of Marketing and Public Information will be responsible for providing non-statistical information for institutional surveys.
- E. Copies of final versions of surveys, questionnaires, and official reports, including but not limited to accreditation reports, will be submitted to the Office of Institutional Effectiveness for storage in its electronic depository and kept in alignment with the records retention policy ([OP 02.34: Records Management Policy](#)).

IV. Related Statutes, Rules, Regulations, and Forms

[OP 02.34: Records Management Policy](#)

V. Responsible Office

Contact: Provost/VPAA
 Phone: 940-397-4226
 E-mail: provostoffice@msutexas.edu

VI. Revision History

10/01/2024: MSU Policy/Procedure (OP) 04.10: Institutional Reports and External Surveys adopted and approved by MSU President Stacia Haynie.