

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

**December 22, 2021**

**Meeting No. 22-02**

The Administrative Council approved the policies below via email on December 22, 2021.  
Members voting to approve: Dr. James Johnston, Ms. Debbie Barrow, Dr. Martin Camacho, Mr. Fred Dietz, Ms. Dawn Fisher, Ms. Reagan Foster, Ms. Julie Gaynor, Dr. Keith Lamb, Mr. Barry Macha, Dr. Karen Moriarty, Mr. Kyle Owen, Mr. Matt Park, Dr. Beth Reisenwebber, Mr. Tony Vidmar, Mr. Kyle Williams. Votes not received: Dr. Kristen Garrison, Mr. Austin Strode.

- I. MSU OP 02.28 Vice President for Enrollment Management
  
- II. MSU OP 62.08: University Emergency Management



James Johnston, Chair



Betsy Tudger, Secretary



MIDWESTERN STATE UNIVERSITY

## Operating Policies & Procedures Manual

### University Operating Policy/Procedure (OP) OP 02.28: Vice President for Enrollment Management

**Approval Authority:** President  
**Policy Type:** University Operating Policy and Procedure  
**Policy Owner:** President's Office  
**Responsible Office:** Vice President for Enrollment Management  
**Next Scheduled Review:** 05/01/2022

#### I. Policy Statement

The Vice President for Enrollment Management at Midwestern State University ("MSU" or "University") oversees the division responsible for all things related to student enrollment and providing leadership, programs, and enrollment strategies in support of institutional objectives. The Vice President for Enrollment Management is appointed by the President and serves as a key member of the University's senior leadership team and President's Cabinet. Members of Cabinet work collaboratively and strategically across divisions and disciplines to promote the University's mission and strategic plan.

#### II. Reason for Policy

This policy describes the general duties and responsibilities of the Vice President for Enrollment Management.

#### III. Application of Policy

This policy applies to all personnel reporting to the Vice President for Enrollment Management.

#### IV. Definitions

Not applicable.

#### V. Procedures and Responsibilities

##### A. Purpose

The Vice President for Enrollment Management is directly responsible to the President to provide leadership, coordination, planning, and administration of enrollment management programs which are compatible with the philosophy and objectives of the University.

**B. Responsibilities**

Enrollment Management provides an environment that fosters student success beginning with recruitment and culminating with graduation. The Vice President for Enrollment Management is responsible for a collaborative program to attract, admit, enroll, and retain a qualified and diverse student body by providing and managing a comprehensive program of enrollment activities, including recruitment, admissions, financial aid, international admissions and institutional effectiveness.

**C. Offices and Programs**

The Vice President supervises the following areas:

**1. *Institutional Effectiveness***

The Office of Institutional Effectiveness (IE) collects and interprets statistical data for use by the University as well as other government agencies involved in the planning, policy formulation, decision-making, and administration of institutions of higher education. The Office of IE also provides assistance to faculty, staff, and administration in designing and implementing effective assessment plans as part of the University-wide assessment process.

The Director reports directly to the Vice President for Enrollment Management and may be assigned additional research and administrative duties as deemed appropriate. The Office of IE is responsible for maintaining a database to be utilized in preparing routine reports on enrollment, faculty workloads, graduation, and retention rates, responding to national statistical surveys and preparing reports which must be completed for federal, state, or regional accrediting agencies with responsibility for higher education, responding to questionnaires and requests for data or information in general, maintaining historical data in a database that can be utilized to produce ad hoc reports and serves as an information management system, utilizing a variety of measurement instruments and statistical methods to provide timely information and analysis to the President and the staff for use in assessment and planning purposes, and guiding the University-wide assessment process as it relates to institutional effectiveness and reaffirmation of accreditation with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

**2. *Undergraduate Admissions***

The purpose of the Admissions Office is to manage the recruitment and admission of students to the University as well as new student orientation activities. Activities include attending college day/night programs, creating recruitment communication plans and hosting special events for prospective students. This office is also responsible for recruiting students through high school/junior college visits, campus visits, college fairs, inquiry by phone, mail and internet, follow-up contacts. Duties include processing and maintaining undergraduate applications; evaluating transcripts, assessing residency for tuition purposes, maintaining receipt and entry of entrance exams, and deadlines. Other duties include issuing clearance of admission permits, awarding general academic merit undergraduate scholarships, and managing competitive tuition waivers and students on academic probation/suspension. The Director of Admissions reports to the Vice President for Enrollment Management.

### 3. *Financial Aid*

The Financial Aid Office (FAO) provides financial assistance to eligible students in the form of federal, state, university, and private grants, loans, and student-work programs and educates current and prospective students regarding various financial aid processes and programs. Responsibilities include processing electronic financial aid applications; processing student awards; certification and receipt of loan funds through electronic transfer; processing scholarship forms and refunds to students' accounts; and completion of federal and state reporting. In the event a student fails to enroll at the University, the office is responsible for the return of federal/state funds to the proper accounts. Activities also include monitoring Satisfactory Progress (SAP), providing counseling on debt management, short-term payment plans, and textbook voucher information, as well as, financial aid workshops for current and prospective students and high school counselors. The Director of Financial Aid reports to the Vice President for Enrollment Management.

### 4. *Registrar*

The Office of the Registrar is committed to serving the students, faculty, and public by providing the permanent academic records of Midwestern State University, verifying enrollment, directing the student registration process, and auditing student records for completion of graduation requirements. The Registrar is directly responsible to the Vice President for Enrollment Management and supervises the work of the individuals assisting in these student record functions. Other areas of responsibility that are in the Office of the Registrar include veteran's affairs and certification of athletes, and compliance with state policies regarding the TSI (Texas Success Initiative). The Office of the Registrar is responsible for the production of the Schedule of Classes and serves as the editor for the production of the MSU Catalog. The Office of the Registrar will be responsible for the organization of statistical material for use by various college and state agencies; will submit reports concerning the official standing of students to the students and appropriate academic offices; and will provide transcripts of student records subject to appropriate limitations. Other areas in which the Office of the Registrar oversees are Imagine Graduation and commencement ceremonies.

## VI. **Related Statutes, Rules, Policies, Forms, and Websites**

### Related Policies:

[MSU OP 01.03: Organization of Midwestern State University](#)

[MSU OP 02.20: Administration Selection Process](#)

## VII. **Responsible Office(s)**

Office of the Vice President for Enrollment Management

Phone: (940) 397-4533

E-mail: [fred.dietz@msutexas.edu](mailto:fred.dietz@msutexas.edu)

## VIII. **History**

22 Dec. 2021: University enrollment management was previously handled by the Vice President for Administration and Institutional Effectiveness (MSU Policy/Procedure 2.339) and before that by the Vice President for Student Affairs and Enrollment Management (MSU Policy/Procedure 2.340).

Revised this date to reflect the current duties and expectations of the Vice President for Enrollment Management and all areas that report to the Vice President. It is renumbered and renamed OP 02.28: Vice President for Enrollment Management, and approved by MSU Interim President James Johnston.

James Johnston, Interim President  
Midwestern State University

Date Signed: 12/22/2021

**2.339 OP 02.28: Vice President for Administration and Institutional Effectiveness Enrollment Management**  
**ORGANIZATION - VP for Administration and Institutional Effectiveness Enrollment Management**  
**Date Adopted/Most Recent Revision: 02/17/2012**

**Vice President for Institutional Effectiveness Enrollment Management**

#### **A. Purpose**

The purpose of the Vice President for Administration and Institutional Effectiveness **Enrollment Management is directly responsible to the President** to provide central leadership, coordination, planning, and integration for all programs involving research, assessment, and information technology that encompass the entire **administration of enrollment management programs which are compatible with the philosophy and objectives of the university**. The Vice President for Administration and Institutional Effectiveness has the following duties:

1. Managing the systematic and ongoing process of collecting, analyzing, and reporting data and information related to the goals and outcomes developed to support the university's mission and objectives

- ~~2. Coordinating and integrating the ongoing planning-assessment-improvement cycle that is applied to student outcomes and service functions at each level within the university~~
- ~~3. Coordinating the delivery of all forms of computer technology and communication to the university community.~~
- ~~4. Serving as the university's 1/2 accreditation liaison to the Southern Association of Colleges and Schools Commission on Colleges.~~

## B. Responsibilities

**Enrollment Management provides an environment that fosters student success beginning with recruitment and culminating with graduation. The Vice President for Enrollment Management is responsible for a collaborative program to attract, admit, enroll, and retain a qualified and diverse student body by providing and managing a comprehensive program of enrollment activities, including recruitment, admissions, financial aid, international admissions and institutional effectiveness. [moved from former Policy 2.340]**

~~The Vice President is directly responsible to the President. The Vice President supervises the following areas:~~

- ~~1. Institutional Research and Assessment~~
- ~~2. Information Technology~~
- ~~3. MSU Cycling~~

## C. Offices and Programs

**The Vice President supervises the following areas:**

### **1. Office of Institutional Research and Assessment Effectiveness**

#### **a. Office**

~~The Office of Institutional Research and Assessment (IRA) **Effectiveness (IE)** collects and interprets statistical data for use by the University as well as other government agencies involved in the planning, policy formulation, decision-making, and administration of institutions of higher education. The Office of IRA **IE** also provides assistance to faculty, staff, and administration in designing and implementing effective assessment plans as part of the University-wide assessment process.~~

#### **b. Responsibilities**

~~The director reports directly to the Vice President for Administration and Institutional Effectiveness **Enrollment Management** and may be assigned additional research and administrative duties as deemed appropriate. The Office of IRA **IE** is responsible for maintaining a database to be utilized in preparing routine reports on enrollment, faculty workloads, graduation, and retention rates, responding to national statistical surveys and preparing reports which must be completed for federal, state, or regional accrediting agencies with responsibility for higher education, responding to~~

questionnaires and requests for data or information in general, maintaining historical data in a database that can be utilized to produce ad hoc reports and serves as an information management system, utilizing a variety of measurement instruments and statistical methods to provide timely information and analysis to the President and the staff for use in assessment and planning purposes, and guiding the University-wide assessment process as it relates to institutional effectiveness and reaffirmation of accreditation with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

## **2. Undergraduate Admissions [moved from Policy 2.340]**

**The purpose of the Admissions Office is to manage the recruitment and admission of students to the University as well as new student orientation activities. Activities include attending college day/night programs, creating recruitment communication plans and hosting special events for prospective students. This office is also responsible for recruiting students through high school/junior college visits, campus visits, college fairs, inquiry by phone, mail and Internet, follow-up contacts. Duties include processing and maintaining undergraduate applications; evaluating transcripts, assessing residency for tuition purposes, maintaining receipt and entry of entrance exams, and deadlines. Other duties include issuing clearance of admission permits, awarding general academic merit undergraduate scholarships, and managing competitive tuition waivers and students on academic probation/suspension. The Director of Admissions reports to the Vice President for Enrollment Management.**

## **Information Technology Department**

### **a. Office**

~~Information Technology is responsible for providing centralized data processing support, in conjunction with local and wide area network support, for the academic and administrative functions of the university.~~

### **b. Responsibilities**

~~The Chief Information Officer (CIO) is responsible for operations, job scheduling, hardware maintenance, documentation, and operation and analysis support for administrative and academic users. The CIO is the supervisor of programmers, analysts, operators and network technicians, and supervises university telecommunications operations. The CIO supervises all installations and modifications of general use computing and network hardware, and administrative, academic, and network software. The CIO makes recommendations to the Vice President for Administration and Institutional Effectiveness on information resource budgets and staffing, hardware/software procurement and enhancements, security policies, documentation, and system development standards. The CIO reports to the Vice President for Administration and Institutional Effectiveness.~~

### **3. Financial Aid [moved from Policy 2.340]**

**The Financial Aid Office (FAO) provides financial assistance to eligible students in the form of federal, state, university, and private grants, loans, and student-work programs and educates current and prospective students regarding various financial aid processes and programs. Responsibilities include processing electronic financial aid applications; processing student awards; certification and receipt of loan funds through electronic transfer; processing scholarship forms and refunds to students; ½ accounts; and completion of federal and state reporting. In the event a student fails to enroll at the University, the office is responsible for the return of federal/state funds to the proper accounts. Activities also include providing counseling on debt management, short-term payment plans, and textbook voucher information, as well as, financial aid workshops for current and prospective students and high school counselors. The Director of Financial Aid reports to the Vice President for Enrollment Management.**

### **MSU Cycling Program**

~~The MSU Cycling program is a registered member of the National Collegiate Cycling Association and competes as a member of the South Central Collegiate Cycling Conference. The program is open to all ability levels and offers a limited number of scholarships to elite level women and men cyclists. The Director of MSU Cycling reports directly to the Vice President for Administration and Institutional Effectiveness.~~

### **4. Registrar [moved from former Policy 2.333]**

**The Office of the Registrar is committed to serving the students, faculty, and public by providing the permanent academic records of Midwestern State University, verifying enrollment, directing the student registration process, and auditing student records for completion of graduation requirements. The Registrar is directly responsible to the Vice President for Enrollment Management and supervises the work of the individuals assisting in these student record functions. Other areas of responsibility that are in the Office of the Registrar include veteran's affairs and certification of athletes, and compliance with state policies regarding the TSI (Texas Success Initiative). The Office of the Registrar is responsible for the production of the Schedule of Classes and serves as the editor for the production of the MSU Catalog. The Office of the Registrar will be responsible for the organization of statistical material for use by various college and state agencies; will submit reports concerning the official standing of students to the students and appropriate academic offices; and will provide transcripts of student records subject to appropriate limitations. Other areas in which the Office of the Registrar provides**



**assistance are new student orientation, Imagine Graduation and commencement ceremonies.**



MIDWESTERN STATE UNIVERSITY

## Operating Policies & Procedures Manual

### University Operating Policy/Procedure (OP) OP 62.08: University Emergency Management

**Approval Authority:** President  
**Policy Type:** University Operating Policy and Procedure  
**Policy Owner:** Vice President for Student Affairs  
**Responsible Office:** Police Department  
**Next Scheduled Review:** 11/01/2024

#### I. Policy Statement

Midwestern State University (MSU or University) constantly strives to safeguard the welfare of students, faculty, staff and visitors and to protect the University's essential functions, before, during and after emergencies. To that end, MSU's emergency management function requires a formal structure, which designates key MSU officials as having essential emergency management roles and responsibilities.

#### II. Reason for Policy

The purpose of this policy is to maintain the preparedness posture of MSU to effectively respond to and recover from mid-to-large scale emergencies or disasters through the appropriate appointment, training and organization of key University officials and components.

#### III. Definition(s)

NIMS – National Incident Management System

#### IV. Emergency Management Structure

##### A. Executive Policy Group

Led by the University President, this group is the final approval authority for all decisions that impact the university's core mission. The group maintains the overall responsibility for administering the communication and implementation of strategies designed to neutralize an emergency incident.

##### B. Emergency Management Committee

The University Emergency Management Committee shall ensure that the University has in place, in accordance with guiding legislation and resources allocated, an effective emergency management program. Primary responsibilities of the Committee include:

- Providing general policy guidance for the University's Emergency Management Program.
- Advising the development of the University's comprehensive Emergency Management Plan and formally reviewing such plan on an annual basis.
- Making appropriate policy recommendations to the MSU Administration relative to the Emergency Management Program.
- Convening on a routine basis; however, not less than once per fiscal year.

C. Emergency Operations Center Group

The Emergency Operations Center Group is comprised of essential personnel who staff the Emergency Operations Center (EOC) to provide administrative and operational support during emergency incidents. These personnel are assigned this role based on their position and responsibilities and are subject to be called upon at any time. Under the leadership of the EOC Manager, the EOC Group evaluates the scope of the incident, coordinates response and recovery operations, documents events and mitigation actions, and develops and disseminates notifications and reports.

D. Operations Group

The Operations Group is comprised of the Incident Commander and other on-scene first responders and resources whose focus is to respond to the emergency/disaster at the scene.

E. Emergency Management Plan

The University's Emergency Management Coordinator, supported by the Emergency Management Committee, is responsible for developing and maintaining the Emergency Management Plan. It is anticipated that the plan is a flexible document that is subject to periodic revision, as recommended and as necessary. The Emergency Management Plan shall:

- Integrate the four commonly recognized phases of emergency management - Preparedness, Mitigation, Response and Recovery.
- Establish overall administrative responsibilities.
- Include a hazard analysis that is reviewed and updated annually.
- Establish an emergency response organization structure that is suitable for responding to all likely hazards, to which the university may be exposed.
- Outline response roles and responsibilities to provide a framework that reflects National Incident Management System principles and processes, and allows MSU to coordinate with local, state and federal emergency agencies during emergencies and disasters.

- Establish requirements for the development and execution of annual training exercises.
- Prescribe the declaration of an emergency and activation of the plan.
- Prescribe procedures for the use, operation and maintenance of the MSU Local Warning Point.
- Include annexes which guide MSU on emergency functions performed.
- Include appendices for specific guidelines, emergency resource directories, etc., as needed.

**V. Emergency Management Designation**

University employees having a role or responsibility in the emergency management function are designated by the President, upon recommendation by the Emergency Management Committee. The job descriptions of such employees are appropriately noted. University positions designated as having emergency management responsibilities are listed below:

**EMERGENCY MANAGEMENT ORGANIZATION CHART**

Strategic	
<u>Executive Policy Group</u>	
Comprised of:	
University President VPAF  VPEM	Provost / VPAA VPSA VP Univ. Advancement & Public Affairs General Counsel
The Executive Policy Group is the senior administrative team charged with developing the institutional strategy and overall direction during a campus emergency or disaster.	

Policy Guidance	
<u>Emergency Management Committee</u>	
Comprised of:	
Members appointed annually by President	
The Emergency Management Committee is a non-operational group that provides general policy and program guidance for MSU's Emergency Management Program.	

Tactical / Support	
<u>Emergency Operations Center Group</u>	
EOC Director (CCO) Planning Section Chief (AVPSA) Finance Section Chief (Controller) Safety Officer (Mgr., Risk Safety) University Medical Director	Operations Section Chief (Varies) Logistics Section Chief (AVP Facilities) Public Information Officer (Dir. Marketing) Liaison Officer (Police Sergeant) Dir. Residence Life

Dir. Human Resources	Dir. of Payroll
Dir. of Purchasing	Asst. Controller
The EOC Group staffs the Emergency Operations Center, supports the field Operations Group and develops and implements tactical plans in order to achieve the institutional strategy laid out by the Executive Policy Group.	

Tactical On-Scene Operations Group	
Comprised of:	
Incident Commander	MSU Police
Area LE Agencies	Fire Dept.
EMS	Other on-scene responders
The Operations Group consists of Incident Command and other on-scene resources whose focus is to handle the critical incident at the scene.	

## VI. Training

All employees formally having a role or responsibility in the University's Emergency Management function are responsible for successfully acquiring and maintaining the necessary NIMS training certifications, in order to occupy their respective roles in the University's Incident Command Structure. Training requirements for emergency management positions are listed in the chart below.

- An employee new to their respective position should acquire the necessary training within 90 days of formally assuming their position.
- Employees are responsible for ensuring copies of their training certificates are forwarded to the Emergency Management Coordinator, or designee.
- The Emergency Management Coordinator, or designee, shall serve as the central repository for employee NIMS training certificates.
- Annually, the Emergency Management Coordinator will review the NIMS training records of all employees involved in the emergency management function, to ensure minimum training standards are met. The Coordinator will notify any employee whose training records indicate they had not acquired the required NIMS training.

Midwestern State University - NIMS Training Requirements (FEMA Summer 2020)												
	GO 402/ICS 402 - ICS Overview for Senior Officials	IS 100 - Introduction to the Incident Command System	IS 200 - An Introduction to the National Incident Management System	IS 200 - Basic Incident Command System for Initial Response	IS 800 - National Response Framework (NRF), An Introduction	IS 200 - Basic Emergency Operations Center Functions	GO191 - EOC/ICS Interface	E/I/GO2300 - Intermediate EOC Functions	IS 29 - Public Information Officer Awareness	GO 290 - Basic Public Information Officer	E/I/GO300 - Intermediate ICS	E/I/GO400 - Advanced ICS
Executive Policy Group Members	X											
EM Committee Members & MSU Police Officers		X	X	X	X							
EOC Group Members & Alternates		X	X	X	X	X	X	X				
Police Supervisors (Sergeants & Above)		X	X	X	X	X	X	X			X	X
PIO		X	X		X	X	X	X	X	X		X

### VII. Responsible Office

Related Statutes/Rules:

*Texas Education Code*, Section 51.217, Chapter 51, subchapter E

Related Guidance:

Federal Emergency Management Agency (2020) - *National Incident Management System Training Program*, [https://www.fema.gov/sites/default/files/documents/fema\\_nims\\_training-program-may-2020\\_0.pdf](https://www.fema.gov/sites/default/files/documents/fema_nims_training-program-may-2020_0.pdf)

Federal Emergency Management Agency (2010) - *Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide 101*.  
<https://www.fema.gov/sites/default/files/2020-07/developing-maintaining-emergency-operations-plans.pdf>

### VIII. Responsible Office

Contact: MSU Police Department  
 Phone: (940) 397-4239  
 E-mail: [patrick.coggins@msutexas.edu](mailto:patrick.coggins@msutexas.edu)

### IX. Revision History

22 Dec. 2021: OP 62.08: University Emergency Management adopted and approved by MSU Interim President James Johnston.



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James Johnston, Interim President  
Midwestern State University

Date Signed: 12/22/2021