

MISSOURI WESTERN STATE UNIVERSITY

Governance Advisory Council Report
2011-2012

January 3, 2012

Volume 36, No. 3

GOVERNANCE ADVISORY COUNCIL

December 13, 2011

Member Attendees: Dr. Jeanne Daffron, Dr. Brian Cronk, Dan Eckhoff, Dr. Susie Hennessy, Mel Klinkner, Dr. Greg Lindsteadt, Dr. Murray Nabors, Dr. Philip Nitse, Dr. Esther Perález, Sally Sanders

Other Attendees: Susan Bracciano, Dr. Patricia Donaher, Peter Gregory, Dr. Cindy Heider

GAC #11-07 – Fall 2011 Undergraduate Curriculum Report

Source of Proposal: Undergraduate Curriculum Committee

Purpose of Proposal: For Information

Current Policy or Procedure:

Proposed Policy or Procedure: See Attached Summary and Report

GAC Summary: After discussion, it was agreed that the following items need further review and should be brought back at a later time:

The Art Therapy pre-professional degree;
The no credit hour course in Music that requires a minimum of 6 semesters; and
Change of many courses from either 45 credits to 3 or from 3 credits to 2.

All other items in this proposal will be forwarded to the President for his approval.

Presidential Action: This proposal was signed by the President on January 3, 2012.

GAC #11-08 – Update Probation and Suspension Policy

Source of Proposal: Registrar's Office

Purpose of Proposal: Policy Revision/For Information

Current Policy or Procedure: MWSU Undergraduate Catalog, page 31

SCHOLASTIC PROBATION AND SUSPENSION

Students are placed on scholastic probation if the overall grade-point average (GPA) drops below 2.0. Students on probation may need university approval for their semester course schedule.

Students are placed on scholastic suspension if their overall GPA drops below the suspension GPA in the Table of Academic Standards which corresponds to the overall GPA hours, subject to the provisions listed below. To be placed on scholastic suspension a student:

- Must have been on scholastic probation or suspension during the previous semester (including Summer); and
- Must have a term GPA lower than 2.0.

Transfer students will be evaluated based on MWSU's Academic Standards. If found to be on suspension, the student will be subject to MWSU policies as if the suspension had been earned at Missouri Western.

Proposed Policy or Procedure: (Changes in Bold and Strikethrough)

SCHOLASTIC ACADEMIC PROBATION AND SUSPENSION

Students are placed on ~~scholastic~~ **academic** probation if the overall grade-point average (GPA) drops below 2.0. Students on probation may need university approval for their semester course schedule.

Students are placed on ~~scholastic~~ **academic** suspension if their overall GPA drops below the suspension GPA in the Table of Academic Standards which corresponds to the overall GPA hours, subject to the provisions listed below. To be placed on ~~scholastic~~ **academic** suspension a student:

- Must have been on ~~scholastic~~ **academic** probation or suspension during the previous semester (including Summer); and
- Must have a term GPA lower than 2.0.

Transfer students will be evaluated based on MWSU's Academic Standards. If found to be on suspension, the student will be subject to MWSU policies as if the suspension had been earned at Missouri Western.

GAC Summary: This proposal will be forwarded to the President for his approval.

Presidential Action: This proposal was signed by the President on January 3, 2012.

GAC #11-09 – General Studies

Source of Proposal: Faculty Senate

Purpose of Proposal: Policy Revision

Current Policy or Procedure: MWSU Undergraduate Catalog, page 38, and all Major/Minor Forms

Category Five – Physical Health (4 credits)

1. PED 101
2. MIL 105 or any PE lifetime sports activity class

Proposed Policy or Procedure:

The General Studies Committee Recommends that the MWSU course catalog and all university major/minor forms reflect the deletion of MIL 105 from Category 5, Line 2, as this course is no longer being offered within the MWSU General Studies program.

Category Five – Physical Health (4 credits)

- 1 PED 101
- 2 Any PE lifetime sports activity class

GAC Summary: There were questions whether MIL 105 is no longer offered and should be removed. This proposal will be sent back for further investigation.

Presidential Action: No action required at this time.

GAC #11-10 – Short-Term Guest Accommodations

Source of Proposal: Student Affairs

Purpose of Proposal: New Policy

Current Policy or Procedure: None

Proposed Policy or Procedure: This policy will be posted on the Student Affairs web site.

Missouri Western State University has a limited number of guest rooms for short-term rental to

parents and visitors to the university. Guest services include sleeping rooms, wireless network access, laundry facilities, C-Store Café and the convenience of proximity to the University.

Guest rooms are only available during the academic year when classes are in session. Guests must be at least 18 years old and affiliated with the University. Such guests include University guests, visiting scholars, faculty, and staff.

Reservations are made on a first-come, first-served basis - top priority, however, is given to visitors who have a host department. Reservations for private stays (*i.e.*, alumni, parents, etc.) are not accepted more than 14 days prior to the date of arrival. Inquiries and reservations may be made by calling (816) 383-7100 or by sending an email to: kglynn@missouriwestern.edu

All requests must be made through the Department of Residential Living and Housing. "Payment may be waived/reduced in extenuating circumstance such as medical emergencies. Those would be handled on an individual basis." Missouri Western State University is an alcohol free community. Smoking is not permitted inside any of our facilities.

GAC Summary: It was recommended that the last sentence of the third paragraph should be changed to read as follows: "Inquiries and reservations may be made by calling the Residential Life Office at (816) 383-7100." This proposal will be forwarded to the President for his approval.

Presidential Action: This proposal was signed by the President on January 3, 2012.

GAC #11-11 – Worker’s Compensation Time

Source of Proposal: Payroll and Human Resources

Purpose of Proposal: New Policy/Procedure

Current Policy or Procedure:

Missouri Western State University employees are covered by Workers Compensation Act of Missouri. This includes all staff groups: full-time, student, and faculty employees. Workers Compensation provides for medical expenses and partial compensation to employees affected by an occupational injury in the course of, or arising out of, employment.

All injuries must be reported within 24 hours by completing an "Injury Report for Employees" form. Before seeking medical treatment, the employee or supervisor must call Workers' Compensation Authorization at 1-800-624-2354 if the injury is not an emergency. The claim could be denied if treatment is not authorized. The employer is not required to pay for treatment that the employee seeks or selects without approval.

An injured employee shall be excused from work to obtain medical attention the day the accident occurs and for subsequent treatment related to that injury. Absences shall be limited to the time required to obtain the necessary medical attention, unless not released to return to

work. Absences of three or more days will be deemed a FMLA (Family Medical Leave Act of 1993) qualifying absence. Refer to Types of Absences for additional details. The University will comply with all other state and federal requirements.

Currently the policy guide only contains the above three paragraphs. We have clarified those paragraphs in our proposal. In addition we want to enter the procedure for time reporting of worker's compensation hours into the policy as all other leave procedures are documented. Under the Policy Guide heading of "Absences" – please change item 12 to item 13 and make Worker's Compensation Absence as item 12.

Proposed Policy or Procedure: MWSU Policy Guide, Absences. This policy is effective January 1, 2012.

Workers' Compensation

Missouri Western State University employees are covered by Workers Compensation Act of Missouri. This includes all staff groups: full-time, part-time, student, and faculty employees. Workers Compensation provides for medical expenses and partial compensation to employees affected by an occupational injury in the course of, or arising out of, employment.

If the injury is not an emergency the employee or supervisor must call Risk Management at (816) 271-4466 before seeking treatment; if the injury requires emergency treatment, notify Risk Management as soon as possible. All injuries must be reported within 24 hours by completing an [Employee Incident/Injury Report Form/Workers' Compensation Form](#). Claims could be denied if treatment is not authorized. The employer is not required to pay for treatment that the employee seeks or selects without approval.

An injured employee shall be excused from work to obtain medical attention the day the accident occurs and for subsequent treatment related to that injury. Absences after the date of injury must be recorded using accrued leave time. Absences shall be limited to the time required to obtain the necessary medical attention, unless not released to return to work. Absences of three or more days will be deemed a FMLA (Family Medical Leave Act of 1993) qualifying absence. Refer to Types of Absences for additional details. The University will comply with all other state and federal requirements.

12. Worker's Compensation Absence: In the unfortunate event that an employee sustains an occupational injury in the course of, or arising out of employment, the following procedures should be followed to ensure the employee is compensated timely and fairly.

- A) Employee is injured.
- B) Employee notifies supervisor immediately.
- C) Employee or supervisor notifies the Risk Manager and completes an [Employee Incident/Injury Report Form/Workers' Compensation Form](#) within 24 hours.

- D)** Risk Management submits a report to the Central Accident Reporting Office (CARO), Human Resources and Payroll, if medical attention is required. If the workers' compensation injury requires the employees to be off work for longer than 3 days, the employee is required to complete and submit FMLA documentation for the injury period. See FMLA policy and procedures in item 13 below or contact the Benefits Coordinator for additional information.
- E)** Time entry instructions for employee/supervisor.
- 1) The first 3 days of absences after the day of the injury should be recorded utilizing accrued leave time.
 - 2) If a person must be off work due to the occupational injury or illness beyond three (3) days, then the Division of Worker's Compensation provides compensation in the amount of two-thirds (2/3's) of the employee's average weekly wage. The employee is responsible for submitting accrued leave time for the remaining one-third time (1/3) in order to keep their wages whole. If there is a University holiday during this period the employee will receive holiday pay for the 1/3 portion of their time.
 - 3) If the employee is off more than 14 days as a result of the injury, the accrued leave time previously reported during the first 3 days will be credited back to the appropriate accrual for future use. In these cases, the portion of workman's compensation retroactively paid will be deducted from the employee's next pay period.

Employee must submit to the Payroll Department all copies of payments from Workers Compensation as soon as possible. The Payroll Department will make the necessary adjustments to ensure the employee does not receive more than 100% of their gross wages, dependent upon their available accrued time.

Employees who return to work after being released from worker's compensation but must have follow up visits to their physician, physical therapist etc., must report those absences utilizing accrued leave time. If no accrued leave time is available the employee will not be paid for those absences.

GAC Summary: This proposal will be forwarded to the President for his approval.

Presidential Action: This proposal was then signed by the President on January 3, 2012.

Respectfully submitted,

Jennie McDonald
Secretary

Overview of Major Changes in Undergraduate Curriculum, Fall 2011

New Degree/Changes in Degree Proposals to go to DESE:

- Art Therapy pre-professional degree: designed from existing courses, particularly in ART and PSY, but also LAT, SOC, EDU, and SWK. Degree aims to fulfill prerequisites for admission to American Art Therapy Association graduate schools.
- In CSMP: Combine CSC and CIS programs to maximize resources, reduce the number of low enrolled classes, keep the program quality high, and increase CS graduates.
- In CSMP: Change Applications of Computer Technologies degree and retile it to Applied Computer Technologies to better reflect the applied learning mission of the university. Add a minor in the area which could complement any major on campus.
- In CSTC: Add a BA in Theatre and Cinema with two options (Theatre or Cinema) to replace BS in Theatre and Video, which had four difficult to navigate options. Change would retile courses in COM to CIN and revise THR courses. There would be minimal additional new courses, which will be off-set by the deletion of some current courses.
- In ET: Add a new option, Technical Graphic Design, to BS in Manufacturing Engineering Technology, in order to retain more students who leave for Architecture or Technical Graphic Design programs at other universities such as Kansas State University. Courses come primarily from existing courses in CET, EGT, ART, and MET.

Other Important Degree Changes Not Requiring DESE Approval:

- The CSB has revised its entrance requirements from a 21 ACT to a 26 ACT or the completion a set of required courses before admission for students whose ACT is below 26. The CSB also redesigned its sophomore, junior, senior cores into a 36 hour set of Foundation courses.
- The minor in General Business will be reduced from 27 to 18 hours and redesigned to appeal to more majors outside of BUS. The Finance major has defined electives now.
- EDU: Created a BS in Early Childhood Education option without certification to appeal to majors whose jobs will not require state certification. Major replaces student teaching semester with a defined set of 12 elective credits.
- MUS: Created and added to most BM programs a no credit hour course, Recital/Concert Attendance, which students must take for a minimum of 6 semesters.

Other Changes of Note:

- BIO 101 and 105 are moving from 5 credits to 4 credits. General Studies Committee has also approved.
- Many courses throughout the University curriculum changed credit hours, as in they were changed from either 4 credits to 3 or from 3 credits to 2, in order to accommodate more courses in a degree program without increasing the degree's credit hours. In some cases, like in MUS, these courses would still meet for 3 hours per week while students would receive 2 credit hours.

**FALL REPORT
UNDERGRADUATE CURRICULUM COMMITTEE
2011-2012**

Presented to the Faculty Senate of
Missouri Western State University
November 17, 2011

Presented to the Governance Advisory Council of
Missouri Western State University
December 13, 2011

By Dr. Trish Donaher,
Undergraduate Curriculum Committee Chair

**Short Summary of Primary Undergraduate Curriculum Changes*
Fall 2011-2012
Missouri Western State University**

Dept	Col	#	Short Title	Approved	Forms	Gen Eds	DHE
ART	LAS	1	Add a new course ART 345 3-D Modeling & Design Processes	10/10/2011	N	N	N
		10	Add Art Therapy pre-professional degree, fulfills reqs of Am. Art Ther. Assoc. grad schools		Y	N	Y
BIO	LAS	1	BIO 101: Change from 5 credits to 4 credits.	10/17/2011	Y	Y	N
		2	BIO 105: Change from 5 credits to 4 credits.		Y	Y	N
		3	Changes to BS Biology: Biotechnology		Y	N	N
		4	Changes on BS Biology: Wildlife Conservation and Management degree		Y	N	N
		5	Changes to BS Biology Zoology emphasis. Add BIO 385		Y	N	N
BUS	PS	1	New course, FIN 210; Prerequisite Changes, FIN 301 & FIN 310	10/31/2011	N	N	N
		2	Change CSB admission and graduation requirements		Y	N	N
		3	Change BSBA degree requirements; change Soph, Jr and Sr Cores		Y	N	N
		5	Change General Business Minor and Finance Minor Requirements		Y	N	N
CJLS	PS	1	Add LAW 500 courses to Restricted Electives on B.S. in C.J.	10/24/2011	Y	N	N
		2	Change the Minor in Criminal Justice		Y	N	N

		3	Alter B.S. – C.J. Restricted Elective options to include a second major option.		Y	N	N
		4	Change LAW 310 to LAW 190 and change pre-requisites		Y	N	N
CSM P	LAS	1	Modify Math Minor Requirements and Course Offering Frequencies	10/24/2011	Y	N	N
		2	Combine CSC and CIS Programs. Total degree hrs Updated.		Y	N	Y
		3	Changes to Applied Computer Technology Degree. Total Degree hours Updated		Y	N	Y
CST C	LAS	1	Create BA Theatre and Cinema to replace BS degree	10/31/2011	Y	N	Y
		2	Add new CIN (Cinema) courses		Y	N	N
		3	Add new THR (Theatre) courses		Y	N	N
		6	Change title, reqs for Video Production minor to Cinema minor; change reqs for Theatre minor		Y	N	N
		7	Add new course COM 359 Workplace Analysis; small changes to Speech Com minor		Y	N	N
EDU	PS	1	Replace MAT 351 with new course EDU 351: Math Methods Early Childhood and EI Ed	10/17/2011	Y	N	N
		2	Create a BS in Early Childhood option without certification		Y	N	N
EFLJ	LAS	1	Change the BA requirement and add a BS requirement	NOT			
		3	Add SPA 110: an accelerated course for six credit hours	10/3/2011	Y	N	N
		4	SPA 211; Major/Minor forms and catalog description.		Y	N	N
		5	Create SPA 315: Spanish for Heritage Speakers		Y	N	N
ET	PS	19	Change the BA requirement and add a BS requirement	W/DRAW			
		1	Add a new course EGT 345 3-D Modeling and Design Processes (3 Credit Hours)	10/31/2011	Y	N	N
		2	Change the credit hours of EET 422 Electrical Power Technology to 3 credit hours		Y	N	N
		3	Reduce the credit hours of MET 422 Electrical Power Technology to 3 credit hours		Y	N	N
		4	Add a new course CET 315 Mechanical Systems (3 Credit Hours)		Y	N	N
		5	Add a new course MET 315 Mechanical Systems (3 Credit Hours, Dual-list with CET 315)		Y	N	N
		6	Add new course MET 322 Electrical Circuits II (4HRS), Replace MET 452, Dual-list with EET 200		Y	N	N
		7	Change the requirements of BS MET program to include the changes in proposals #3 and 5.		Y	N	N
		8	Add a new option: Technical Graphic Design, to the BS MET program		Y	N	Y
		9	Change the requirements of BS ECET program		Y	N	N
		10	Change the requirements of BS CET program to include the changes of proposal #4		Y	N	N
		11	Change the requirements of BS EET program to include the changes in proposal #2		Y	N	N
		12	Change the requirements of BS MET Bio-		Y	N	N

			Manufacturing Option to include the changes in proposal #6				
HPE R	PS	1	Add PED 182 Yoga 1 hr	10/10/2011	N	N	N
		2	Create PED 420 Senior Seminar in Physical Education, 1 hr; Reduce 3 hrs to 2 hrs in PED 380		Y	N	N
		3	Create new course PED 352 Fitness and Sports Nutrition, Add to minor		Y	N	N
		4	Add PED 480 Practicum in Physical Education to the Health Education Certification		Y	N	N
		5	Delete PED 240 and add PED 480 to the Athletic Coaching Minor		Y	N	N
		6	Add LAT 101 to the electives of the Recreation Management and Sport Management concentrations		Y	N	N
		7	Corrections in the catalog; changes to prereqs and semester offerings for some courses		N	N	N
HPG	LAS	1	Add course to Religion minor	10/3/2011	Y	N	N
MUS	LAS	2	Add a no credit course, Recital/Concert attendance to the majors/catalog	10/17/2011	Y	N	N
		3	Change Music History courses		Y	N	N
		4	Clarify Solo Performance Statement in catalog		N	N	N
		5	Revisions to the Musicianship core, change credit hours on theory courses, other course changes		Y	N	N
		6	Change Music electives in the BA in Music and BM degrees		Y	N	N
NUR	PS	1	Develop new course in the PTA curriculum, decrease credit hours in PTA 255 and in PTA 160.	10/3/2011	Y	N	N
PSS WS	LAS	1	Add a new course. SOC325, World of Islam: People, Cultures & Societies	10/3/2011	N	N	N

*Full Primary Proposals on O-Drive, under UGCC>2011-2012>Proposals> Department

Short Summary of Secondary Undergraduate Curriculum Changes*
Fall 2011-2012
Missouri Western State University

ART	LAS	1	Remove the deleted Bachelor of ArtBA Art degree; clerical changes to catalog for BFA and premajor in digital animation
BIO	LAS	6	BIO 205 – Change to F, Sp
		7	BIO 431 – Change to DD
BUS	CSB	4	Change description wording and/or prerequisites for multiple courses.
		6	Change offering semesters of four courses
CJLS	PS	5	Change pre-requisites for LAW 255, LAW 405 & LAW 420
		6	Change wording to “major declaration form” where necessary in CJ/LS catalog
		7	Change semester offering for LAW 290 Practicum I to “DD.”
ART	LAS	1	Remove the deleted Bachelor of ArtBA Art degree; clerical changes to catalog for BFA and premajor in digital animation.

BIO	LAS	6	BIO 205 – Change to F, Sp
		7	BIO 431 – Change to DD
BUS	PS	4	Change description wording and/or prerequisites for multiple courses.
		6	Change offering semesters of four courses.
CJLS	PS	5	Change pre-requisites for LAW 255, LAW 405 & LAW 420
		6	Change wording to “major declaration form” where necessary in CJ/LS catalog.
		7	Change semester offering for LAW 290 Practicum I to “DD.”
		8	Replace paragraph on middle school certification in catalog.
CSTC**	LAS	4	Change offering semester, description, prefix (from COM or THR to CIN), and/or prerequisites; delete three COM courses
		5	Change offering semester, description, and/or prerequisites; add LAS Focus Area to THR 367; delete twelve THR courses
EDU	PS	3	Change wording in Graduation and Certification Requirements section of Education catalog
		4	Clerical change; replace PED 384 with PED 392 in concentration area
		5	Reword the The Area of Concentration section of Education catalog.
		6	Replace EDU 417 with EDU 422 in Education catalog
		7	Cleanup change to EDU 418 in concentration areas of Education catalog
		8	Remove PED 380 from Birth-Grade 3 Endorsement area
		9	Rewording of EDU 460 Experience in Early Childhood
		10	Cleanup of wording in Secondary Education section of catalog
EFLJ	LAS	2	ENG108 and ENG112 course descriptions; reword language in catalog to reflect current practices
		6	Change course number, description, and prerequisite for ENG 285
		7	Reword catalog description of ENG385
ET	PS	13	Change the offering semester of EGT 370
		14	Change the course title of CET 305 to Electrical Installations and reword its description
		15	Change the pre-requisite of EET 202
		16	Change the pre-requisite of EET 212
		17	Change the pre-requisite of EGT 325
		18	Reword the description of CET 360
HPG	LAS	1	Make INT 200 eligible for pass-fail grading (CR/F)
		3	Changing prerequisites for three courses in PHL/REL
		4	Change History, Philosophy, & Geography to two department names.
MUS**	LAS	1	Change course offering semesters (many courses).
NUR	PS	2	Move offering semesters of three courses, reword 5 course descriptions, change course numbers and prereqs
		3	Change course offerings, reword descriptions, add pre-req to HIT/HIF courses

*Full Secondary Proposals on O-Drive, under UGCC>2011-2012>Proposals> Department

** These proposals went to full UGCC for approval with the primary proposals from these departments.

