

MISSOURI WESTERN STATE UNIVERSITY

Governance Advisory Council Report
2011-2012

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GOVERNANCE ADVISORY COUNCIL

November 15, 2011

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

Other Attendees: Susan Bracciano, Peter Gregory, Dr. Judy Grimes, Howard McCauley

GAC #11-04 – General Studies (previously #10-15)

Source of Proposal: Faculty Senate

Purpose of Proposal: For Information

Current Policy or Procedure: MWSU Undergraduate Catalog, page 38, Category Three

Category Three — Social Sciences 9

Select 9 hours with at least one course from each of the two following groups:

1. PSY 101 General Psychology (3) **OR**
SOC 110 Introduction to Sociology (3) **OR**
SOC 120 General Anthropology (3) **OR**
GEO 100 World Geography (3) **OR**
ECO 101 Current Issues in the Economy (3) **OR**
ECO 260 Principles of Macroeconomics (3) **OR**
ECO 261 Principles of Microeconomics (3)
2. HIS 140 American History to 1865 (3) **OR**
HIS 150 American History since 1865 (3) **OR**
PSC 101 American National Government (3)

Proposed Policy or Procedure: MWSU Undergraduate Catalog

The General Studies Committee reviewed the proposal to add LAT 101 to Category Three – Social Sciences, Line 2 (as submitted in proposal #10-15 at the May 17, 2011 meeting). The committee voted to reject the proposal, with 4 votes in favor of the proposal and 5 votes against the proposal.

Upon receiving the report from the chair of General Studies, the Faculty Senate voted to support the recommendation of the General Studies Committee, with 13 in favor and one abstention.

Therefore, no change to General Studies Category Three—Social Sciences, Line 2 is to be made.

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

Presidential Action: This proposal was then signed by the President on November 17, 2011.

GAC #11-05 – Twice Enrollment Policy

Source of Proposal: Enrollment Development Committee

Purpose of Proposal: Procedure Revision/For Information

Current Policy or Procedure: MWSU Undergraduate Catalog, page 25

The Twice Enrollment Policy

Beginning in Fall 1993, students may enroll in a class at MWSU no more than two times; this is referred to as the "Twice Enrollment Policy". Everyone starts with a "clean slate" in Fall 1993; no previous attempts are counted on classes taken prior to Fall 1993. (Certain classes can be repeated, according to the university catalog; those special classes are exempt from this rule.) Note that this policy indicates an ENROLLMENT limit. A grade of W or audit counts as an enrollment; only one additional enrollment at MWSU in that class would be allowed. (Dropping/adding during late registration, when Ws are not yet given, does not count as an enrollment.)

Proposed Policy or Procedure: Remove policy from Undergraduate Catalog effective immediately.

GAC Summary: This proposal is effective December 1, 2011. This proposal will be forwarded to the President for his approval.

Presidential Action: This proposal was signed by the President on November 17, 2011.

GAC #11-06 – Administrative Structure

Source of Proposal: Academic Affairs

Purpose of Proposal: Policy Revision/For Information

Current Policy or Procedure: MWSU Policy Guide, University Policies, Administrative Structure

A. ADMINISTRATIVE STRUCTURE

Detailed job descriptions for administrative and exempt positions are available in the Department of Human Resources.

1. President of the University

The President of the University serves as its chief executive and has been delegated by the Board of Governors the responsibility of organizing and coordinating the total operation of the University. The President is assisted by and delegates appropriate authority and responsibility to the Provost and Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for Financial Planning and Administration, and the Vice President for Institutional Advancement. The President is also assisted by various administrative, faculty, staff and student groups to assure appropriate input on administrative and governance matters and to foster good communications at all levels.

The President is an ex-officio member of the Board of Governors and serves on the state's advisory committee to the Department of Higher Education's Coordinating Board.

2. Provost and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs is directly responsible to the President of the University and is charged with organizing, coordination, and providing leadership for the academic programs of the University. Areas of responsibility include Admissions, Western Institute, Liberal Arts and Sciences, Library, Professional Studies, Registrar, the Steven L. Craig School of Business, and duties as assigned by the President of the University.

3. Vice President for Student Affairs

The Vice President for Student Affairs is directly responsible to the President of the University and is charged with organizing, coordination, and providing leadership for the Student Affairs area of the University. Areas of responsibility include Student Development Services, Student Services, Counseling, Disabilities, Recreation & Wellness Services, and Student Academic Support & Advising Services.

4. Vice President for University Advancement

The Vice President for University Advancement is directly responsible to the President for the organization and coordination of development programs designed to establish community understanding, private financial support for the University, and coordination of the institutional planning process. This position also provides leadership to the following areas of responsibility: alumni, auxiliary services, University

relations, counseling, publications, and other duties as assigned by the President of the University.

5. Vice President for Financial Planning and Administration

The Vice President for Financial Planning and Administration is directly responsible to the President of the University for fiscal affairs and for providing leadership, organization, and coordination of the business office, information technology, human resources, physical plant, security, student financial aid, and other duties as assigned by the President of the University.

6. Deans of the Colleges

The Deans of the College of Professional Studies, College of Liberal Arts and Sciences, Steven L. Craig School of Business and the Western Institute are directly responsible to the Provost and Vice President for Academic Affairs and provide the leadership and supervision of the departments and programs included in their respective areas.

7. Directors and Dean of Student Affairs

These persons are responsible for administering the activities of a specific area and are usually responsible to one of the following: President, Provost and Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Financial Planning and Administration, Vice President for University Advancement, or Dean. Their duties include supervision of personnel and other specific duties that are delegated to them.

8. Department Chairpersons

The Department Chairpersons are directly responsible to their respective Deans of the College. In addition to teaching regular classes within the department, the Chairpersons have the major responsibility of direction, instruction, developing curriculum within the department, organizing the academic disciplines within the department, and coordinating activities of these disciplines. Department Chairpersons have a major responsibility for recommending appointments, promotions, and tenure within the department.

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

1. President

The President of the University serves as its chief executive and has been delegated by the Board of Governors the responsibility of organizing and coordinating the total operation of the University. The President is assisted by and delegates appropriate authority and responsibility to the Provost and Vice President for Academic Affairs, the

Vice President for Student Affairs, the Vice President for Financial Planning and Administration, and the Vice President for ~~Institutional~~ **University** Advancement. The President is also assisted by various administrative, faculty, staff and student groups to assure appropriate input on administrative and governance matters and to foster good communications at all levels.

The President is an ex-officio member of the Board of Governors and serves on the state's advisory committee to the Department of Higher Education's Coordinating Board.

2. Provost and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs is directly responsible to the President of the University and is charged with organizing, coordination **of**, and providing leadership for the academic programs of the University. Areas of responsibility include Admissions, Library, Registrar, the **Colleges of Liberal Arts and Sciences and Professional Studies**, the Steven L. Craig School of Business, the Western Institute, and duties assigned by the President of the University.

3. Vice President for Student Affairs

The Vice President for Student Affairs is directly responsible to the President of the University and is charged with organizing, coordination, and providing leadership for the Student Affairs area of the University. Areas of responsibility include **Health & Wellness, Student Academic Support Services, Student Development and Student Services**.

4. Vice President for University Advancement

The Vice President for University Advancement is directly responsible to the President for the organization and coordination of development programs designed to establish community understanding, and private financial support for the University, ~~coordination of the institutional planning process~~. This position also provides leadership to the following areas of responsibility: alumni, ~~auxiliary services~~, University relations, ~~counseling~~, publications, and other duties as assigned by the President of the University. **The Vice President for University Advancement also serves as the Executive Director of the Missouri Western State University Foundation, Inc.**

5. Vice President for Financial Planning and Administration

The Vice President for Financial Planning and Administration is directly responsible to the President of the University for the fiscal **and administrative** affairs of **Missouri Western State University**. **He also serves as the Treasurer for the Board of Governors and the Institute for Industrial and Applied Life Sciences.**

The Vice President provides leadership and oversight for the following university functions: bursar, information technology, human resources, physical plant (grounds, custodial, mechanical and building trades), university police, parking, student financial aid, budget, accounting services, investments, purchasing, risk management, capital and construction management, bookstore, and food services.

6. Academic Deans

The Deans of the College of Professional Studies, College of Liberal Arts and Sciences, **and** Steven L. Craig School of Business ~~and the Western Institute~~ are directly responsible to the Provost and Vice President for Academic Affairs and provide the leadership and supervision of the departments and programs included in their respective areas.

7. Deans and Directors of Student Affairs

Deans and Directors are responsible for administering the activities of a specific area and are usually responsible to one of the following: President, Provost and Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Financial Planning and Administration, Vice President for University Advancement, or a Dean. Their duties include supervision of personnel and other specific duties that are delegated to them.

8. Department Chairpersons

The Department Chairpersons are directly responsible to their respective Deans of the College **or School**. In addition to teaching regular classes within the department, the Chairpersons have the major responsibility of direction, instruction, developing curriculum within the department, organizing the academic disciplines within the department, and coordinating activities of these disciplines. Department Chairpersons have a major responsibility for recommending appointments, promotions, and tenure within the department.

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

Presidential Action: This proposal was signed by the President on November 17, 2011.

Respectfully submitted,

Jennie McDonald
Secretary

