GOVERNANCE ADVISORY COUNCIL

April 21, 2015

Attendees: Dr. Chris Bond, Jackie Burns, Dr. Jeanne Daffron, Matt McDonald, Dr. Murray Nabors, Dr. Kathleen O’Connor, Dr. Jon Rhoad, Sally Sanders, Dr. Bob Willenbrink

Others: Dr. Doug Davenport, Dr. Judy Grimes, Dr. Jim Okapal

GAC #14-21 – Classroom Recording Policy

Source of Proposal: Faculty Senate

Purpose of Proposal: New Policy

Current Policy or Procedure: None

Proposed Policy or Procedure: To be added to MWSU Policy Guide, Policy for Recording Class Lectures

It is vitally important for Missouri Western State University to foster and maintain an educational environment that promotes free discussion, inquiry and expression by students, both inside the course and out, without fear that their exercise of such rights will have negative repercussions in areas over which Missouri Western State University has responsibility. It is equally important that students understand the narrow line separating their First Amendment rights and the legal and privacy rights of others so that students can exercise those rights with responsibility.

The content of any lecture/class presentation remains the intellectual property of the person delivering the session. Students may make audio or video recordings of course activity only with permission of the faculty member conducting the course. If the student believes it is necessary to record sessions due to a disability or needs additional assistance, the student must first contact Missouri Western’s Accessibility Resource Center to establish such need. By virtue of this policy, all students and attendees in any classroom setting or university presentation are placed on notice that they may be recorded or taped, both photographically or audio based.
Any and all recordings of lectures or class presentations are authorized solely for the purpose of the student’s individual or group study with other students enrolled in the same class. Such recordings may not be reproduced or uploaded to publically accessible web environments. Recordings of classes or course material may not be exchanged or distributed for commercial purposes, for compensation or for any other purpose other than study by students enrolled in the present class. Students must delete all recordings and tapes at the end of the course.

Please note that materials used in the classroom or online presentations (video, graphic, photographic, etc.), web-based and social media may also have their own copyright. While presentations and displays are generally allowed when reproduced in the classroom, copyright law does not extend the privilege to second-level reproductions. Any violation of this policy may subject a student to disciplinary action under the Student Code of Conduct as outlined in the Student Handbook and result in disciplinary action by the University and/or punishment under Federal or State Privacy, Intellectual Property or Copyright Law.

GAC Summary: The Council agreed to forward the proposal with confirmation from Risk Manager Tim Kissock that he reviewed the policy and found it legally sound. That confirmation was provided by Tim Kissock.

Presidential Action: This proposal was signed by the President on May 7, 2015.

GAC #14-27 – 2015 Changes to General Studies Policies and Procedures

Source of Proposal: General Studies Committee

Purpose of Proposal: Policy Revision

Current Policy or Procedure:
The General Studies committee was given the following special charge:

- Make a recommendation to Faculty Senate about wording of ambiguous language in Faculty Senate Bylaws III.F.4. Duties.b.2. (ex. “In general, General Studies courses should not have pre-requisites”)

In response we held several meetings, had lively discussion, and came up with the following recommendations, each of which was unanimously approved:

Recommendation #1
- Make changes to the Faculty Senate Bylaws III.F.4. Duties.b.2 in accordance with the following documents

Justification
- This new language should provide better guidance to future decisions about placing pre-requisites and co-requisites on general studies courses while still maintaining ample room for the judgment of the committee to make informed decisions
Recommendation #2

- Make changes to the Faculty Senate Bylaws III.F.4.Membership. c in accordance with the following documents.
  - Change the General Studies cycle from a three year cycle in which the entire committee is appointed at once to a two year cycle in which one-half of the committee is to be appointed each year.
  - To begin this new two year cycle with the termination of the current three year cycle in the Spring of 2016 which will begin work in the Fall of 2016
  - To appoint one-half of the new committee to a two year term and one-half of the committee to a one year term in order to ensure the rotation of half of the committee each year.

Justification

- This will make the General Studies committee more flexible in terms of responding to changing demands of third parties including state requirements and accrediting body requirements
- This will help ensure that there is no cycle in which a majority or totality of the committee has no previous General Studies Experience
- This two year cycle, described in terms of even and odd years, will do away with the necessity of updating this section of the bylaws at the end of each cycle

Recommendation #3

- Make Changes to the Academic Policies regarding Undergraduate Curriculum Development Academic Policy section D. General Studies Curriculum Development in accordance with the following documents
  - Eliminate Group I-III proposal into a single form
  - Change procedure so that proposals go to the General Studies committee before going to the Undergraduate Curriculum Committee (UGCC)

Justification

- This will eliminate confusion on the part of the as to having to guess what the General Studies Committee thinks about a proposal
- It will simplify the process of General Studies proposals
- It will simplify the Policy Guide procedure section of Undergraduate Curriculum Development Policy

Herein begins the documents showing the changes to the Bylaws and Policy Guide

Faculty Senate Bylaws, Appendices

III. STANDING COMMITTEES OF THE FACULTY SENATE

4. General Studies Committee

Purpose: This committee shall represent the faculty in making periodic reviews of the General Studies curriculum and the general studies philosophy.

Membership:
a. This committee is composed of nine faculty members, four from the College of Liberal Arts and Sciences, three from the College of Professional Studies, one from the Craig School of Business, and one from the School of Fine Arts. No more than one representative from any department or school may serve on this committee.

b. The Vice President for Academic and Student Affairs and the Deans of each College and School shall be ex-officio (nonvoting) members.

c. Term of Office: Half of the committee members shall be appointed every year with each member serving a two year term. The committee will conduct its business in the following cycle:

Fall, Odd Year –
Changes approved in the last general studies program review takes effect

The General Studies committee will distribute GS proposal forms and work with departments as they prepare their proposals.

Spring, Even Year –
All new proposals for this review cycle must be submitted by the end of first week of class. By the end of the third week of classes during the spring semester, the General Studies Committee will submit to the Faculty Senate a report outlining individual proposals. The committee will review the proposals. The results of the proposal review will be presented as an informational report to the Faculty Senate and GAC.

Summer, Even Year –
Proposals that require curriculum changes are forwarded to the UGCC for review. Originating departments will be responsible for completing the proper UGCC Primary Proposal form and its supporting documents. GS proposals that don’t require review by UGCC (existing courses, without modification, being proposed for deletion or inclusion within the General Studies Curriculum) will require that the originating departments will be responsible for completing the proper UGCC Technical-Change Proposal form and its supporting documents

Fall, Even Year –
The General Studies Committee begins its work on Duty “a”, review all courses in the Two-Year and Four-Year General Studies curricula, considering course syllabi and other pertinent information. During the semester the committee will work with departments to insure that the General Studies course syllabi contain clear statements on how the course fulfills a portion of the General Studies goals.

The UGCC will review the General Studies related proposals. The Chair of the General Studies Committee or Secretary of the General Studies committee will serve as the liaison to the UGCC
The UGCC and GS committee reports will be given to the Faculty Senate and GAC by December 1. All bodies complete appropriate action.

Spring, Odd Year –
The committee will continue working on Duty “a” by reviewing General Studies course’s syllabi and verify how the course fulfills a portion of the General Studies Goals.

The committee will determine whether the current General Studies philosophy needs to be modified before the next review of the General Studies Program: Duty “c”.

c.—Term of Office: The committee shall be appointed every three years with each member serving a three-year term. The most recent committee was appointed in May 2010. The committee will conduct its business on the following cycle:

May 2013—The Faculty Senate appoints the committee.

August 1, 2013—The newly appointed General Studies Committee begins its work.

January 1, 2014—All new proposals for this review cycle must be submitted. May 1, 2014—The review committee reports to the Faculty Senate. December 1, 2014. All bodies complete appropriate action.

August 1, 2015—The new general studies program takes effect.

May 2016—The Faculty Senate appoints a new committee.

Duties:

a. Review all courses in the Two-Year and Four-Year General Studies curricula, considering course syllabi and other pertinent information.

b. Review recommendations for changes, additions, or deletions to the Two-Year and Four-Year General Studies curricula, basing recommendations on the following criteria:

(1) The course must be designed for a general audience, not for students in a major or specialized program.

(2) Generally speaking, a course should not have any prerequisites unless
   i. The prerequisite is clearly demonstrated to a majority of the General Studies Committee to be necessary for a majority of students to successfully complete the course or
   ii. It fulfills a state, federal or regional accreditation body requirement.

(2) Generally speaking, a course should not have any prerequisites.
(3) The course should support the philosophical objectives of General Studies as strongly as the course(s) which it replaces or for which it provides an alternative. Such support should be evident in two ways: in relationship to the philosophical objective to which the course applies directly and in relationship to other philosophical objectives which it also promotes.

c. Recommend to the Faculty Senate whether the current General Studies philosophy needs to be modified before the next review of the General Studies program.

d. The General Studies Committee shall appoint a current member to serve as a liaison to the Undergraduate Curriculum Committee at the beginning of each academic year.

e. In the first year of the General Studies Committee two-year cycle, when possible, the liaison to the Undergraduate Curriculum Committee appointed should either be the Chair of the General Studies Committee or the Secretary of the General Studies Committee.

Undergraduate Curriculum Development, Academic Policies

It is the authority of the faculty to develop undergraduate curricula, approve all curricular offerings of the institution, and establish ways to evaluate the effectiveness and currency of the undergraduate curriculum.

D. General Studies Curriculum Development

The Chairpersons of the Undergraduate Curriculum and General Studies Committees will use common forms and will coordinate curriculum proposals that fit Group I, II, III, or IV by following these procedures [please consult the Time Schedule for Undergraduate Curriculum Development Procedure, Section Two (IV)(V)(C)(1), and the schedule for the General Studies Committee included in the Bylaws of the Faculty Senate, Appendix M, to determine the appropriate deadlines for proposals in each of the four groups]. By the end of the third week of classes during the spring semester, the General Studies Committee will submit to the Faculty Senate a report outlining individual proposals:

Procedure: (1) Proposals go to the General Studies Committee for action, then
(2) An informational report is given to the Faculty Senate and GAC, then
(3) Proposals (major, minor or technical) go to the UGCC for action, then
(4) The General Studies Committee & UGCC makes recommendations to the GAC.

Group I Proposals: New courses proposed for inclusion in the General Studies curriculum. Procedure:
Presidential Action: This proposal was signed by the President on May 7, 2015.

Proposed Policy or Procedure: (see changes marked above)

GAC Summary: There were a few clerical errors noted. With these corrections, this proposal will be forwarded to the President for his approval.
GAC #14-28 – Employment Policies: Faculty Salary

Source of Proposal: Faculty Senate

Purpose of Proposal: Policy Revision

Current Policy or Procedure: MWSU Policy Guide, Employment Policies, Faculty Salary

Proposed Policy or Procedure: Addition to policy, to be added at the end.

The Instructor position is a full-time teaching position with a one-year contract. Instructors will have service and professional development expectations. The “contract type” on the “Annual Contract Evaluation Form” will be designated “five-year renewable contract” and identified as “1st year,” “2nd year,” and so forth until the fifth cumulative year [or equivalent 10 cumulative semesters]. On the “fifth year” review, the department chair will recommend whether the contract will be extended for another one-year cumulative 5-year renewable cycle.

- A contract is meant to be a performance review period.
- If the instructor receives all “Satisfactory” ratings on an annual review in the first year, he or she is in compliance with the contract.
- If the instructor is rated as “Marginal” or “Unsatisfactory” in any area, he or she will have to show improvement in the next review period or be in violation of performance requirements and possibly forfeit the next year.

- At the end of a second five-year cumulative period, an instructor will be eligible for promotion to “Advanced Instructor.” The instructor will be guaranteed a raise of $3,000 with the promotion to Advanced Instructor. The Advanced Instructor position is a full-time teaching position with a one-year contract. A new five-year renewable contract will be awarded with the promotion to “Advanced Instructor.” The “contract type” on the “Annual Contract Evaluation Form” will be designated “Advanced Instructor five-year renewable contract” and identified as “1st year,” “2nd year,” and so forth until the fifth cumulative year [or equivalent 10 cumulative semesters].

- At the end of one successful five-year cumulative period under the rank of “Advanced Instructor,” an individual is eligible to apply for “Senior Instructor.” The instructor will be guaranteed a raise of $5,000 with the promotion to Senior Instructor. The Senior Instructor position is a full-time teaching position with a one-year contract. A new five-year renewable contract will be awarded with the promotion to “Senior Instructor.” The “contract type” on the “Annual Contract Evaluation Form” will be designated “Senior Instructor five-year renewable contract” and identified as “1st year,” “2nd year,” and so forth until the fifth cumulative year [or equivalent 10 cumulative semesters]. No raises will be guaranteed after the Senior Instructor status is achieved.

- A contract may be terminated due to economic emergency.

- Tenure is not awarded at any of these ranks. A maximum of two years of service at any instructor rank may be applied to the probationary period if the faculty member is subsequently appointed to a tenure-track position.
Rationale:

Budget Impact of Instructor Policy:

The average salary for the Instructor rank in 2014-2015 is $41,725 as of November 1, 2013. Currently Instructors are on one-year (or semester) contracts, with no assurance that their contract will be renewed, even if their annual review has “Satisfactory” ratings. With the changes to the Policy, the following table summarizes the annual additional budget impact for the University. The total number of Instructor faculty was not available for the Salary Committee. To calculate the annual impact, the average annual salary per the Institutional Research data was multiplied by ten, which is a scalable quantity of Instructors for additional calculations.

<table>
<thead>
<tr>
<th>Contract Amount</th>
<th>Instructor Rank</th>
<th>Annual Impact for every 10 Instructor faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>$41,725 Years 1-5</td>
<td>Instructor</td>
<td>No additional impact</td>
</tr>
<tr>
<td>$44,725 Years 6-10</td>
<td>Advanced Instructor</td>
<td>$3,000 (10) = $30,000 per year, Yrs 16-10</td>
</tr>
<tr>
<td>$49,725 Years 11+</td>
<td>Senior Instructor</td>
<td>$5,000 (10) = $50,000 per year, Yrs 11+</td>
</tr>
</tbody>
</table>

GAC Summary: This proposal was indicated by Faculty Senate as priority #4, with priority #1 being an across the board increase. Because the 2015-2016 budget has not been determined yet, this proposal will be tabled at this time.

Presidential Action: No action at this time.

GAC #14-29 – Employment Policies: Faculty Salary (2) and Employee Definitions

Source of Proposal: Faculty Senate

Purpose of Proposal: Policy Revision

Current Policy or Procedure: MWSU Policy Guide, Employment Policies, Faculty Salary

Overload Compensation
Payment for overload teaching for the academic year as defined by the teaching load policy of Missouri Western State University will be made in the spring semester after the regular teaching load has been reached in a given year. Compensation is based on the level of education in the discipline in which the appointment is made. For those possessing a terminal degree in the field of instruction, $800 equitable hour; for those not possessing a terminal degree in the field of instruction, $700 per load hour.

And, MWSU Policy Guide, Employment Policies, Employee Definitions
Part-time faculty are issued a letter of appointment. Compensation is based on the level of education in the discipline in which the appointment is made: BA, $600; MA, $700; Dr, $800 per equated hour.

**Proposed Policy or Procedure:**

**Overload Compensation**
Payment for overload teaching for the academic year as defined by the teaching load policy of Missouri Western State University will be made in the spring semester after the regular teaching load has been reached in a given year. Compensation is based on the level of education in the discipline in which the appointment is made. For those possessing a terminal degree in the field of instruction, $1000 per equitable hour; for those not possessing a terminal degree in the field of instruction, $900 per load hour.

And, MWSU Policy Guide, Employment Policies, Employee Definitions

Part-time faculty are issued a letter of appointment. Compensation is based on the level of education in the discipline in which the appointment is made: BA, $800; MA, $900; Dr, $1000 per equated hour.

**Financial Impact to the University:**

The estimated cost to the university of these changes are approximately $182,000 for the Faculty Overload and $332,974 for adjunct increase. The justification can be found in Appendix D.

**GAC Summary:** This proposal was indicated by Faculty Senate as priority #3, with priority #1 being an across the board increase. Because the 2015-2016 budget has not been determined yet, this proposal will be tabled at this time.

**Presidential Action:** No action at this time.

**GAC #14-30 – Employment Policies: Faculty Salary (3)**

**Source of Proposal:** Faculty Senate

**Purpose of Proposal:** Policy Revision

**Current Policy or Procedure:** MWSU Policy Guide, Employment Policies, Faculty Salary

**Overload Compensation**
Payment for overload teaching for the academic year as defined by the teaching load policy of Missouri Western State University will be made in the spring semester after the regular teaching load has been reached in a given year. Compensation is based on the level of education in the discipline in which the appointment is made. For those possessing a terminal degree in the field
of instruction, $800 equitable hour; for those not possessing a terminal degree in the field of instruction, $700 per load hour.

Proposed Policy or Procedure:

Payment for overload teaching for the academic year as defined by the teaching load policy of Missouri Western State University will be made in the spring semester after the regular teaching load has been reached in a given year. Compensation is based on the faculty rank and the average annual salary of faculty within that rank. For undergraduate faculty (23-25 workload hours) overload hours from 25.01 – 27.99 are paid at the equivalent of $800 per load hour for those possessing a terminal degree in the field of instruction, and $700 per load hour for those not possessing a terminal degree in the field of instruction. For graduate faculty (22-24 workload hours) overload hours from 24.01 – 26.99 are paid at the equivalent of $800 per load hour for those possessing a terminal degree in the field of instruction, and $700 per load hour for those not possessing a terminal degree in the field of instruction. Faculty will be paid 1/24 of the MWSU average faculty salary of their rank for overload hours resulting in an undergraduate faculty load greater than 28 load hours annually (or graduate faculty load greater than 27 load hours annually). The two-tier payment policy will allow overload hour appointments to accommodate short-term disruptions to faculty staffing.

Rationale and Financial Impact

The cost of this change would be approximately $118,800 based on overload appointments over the last 5 years. A breakdown of all of the data for proposed salary changes are included in a single attachment. This change is shown in Appendix C.

GAC Summary: This proposal was indicated by Faculty Senate as priority #2, with priority #1 being an across the board increase. Because the 2015-2016 budget has not been determined yet, this proposal will be tabled at this time.

Presidential Action: No action at this time.

Respectfully submitted,

Jennie McDonald
Secretary