Governance Advisory Council Report
2014-2015

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GOVERNANCE ADVISORY COUNCIL

March 31, 2015

Attendees: Jackie Burns, Dr. Mike Lane, Matt McDonald, Dr. Murray Nabors, Natasha Oakes, Dr. Kathleen O'Connor, Dr. Jon Rhoad, Sally Sanders, Dr. Bob Willenbrink

Others: Susan Bracciano, Dr. Carolyn Brose, Dr. Judy Grimes, Dr. Crystal Harris, Dr. Bob Nulph

GAC #14-17 – Nondiscrimination/Equal Opportunity Policy

Source of Proposal: Human Resources

Purpose of Proposal: Policy Revision


INTRODUCTION
Missouri Western State University is committed to abolishing discrimination and promoting equality; therefore, it has adopted this statement on policy and procedures. This statement is provided as a plan for identifying and attaining measurable improvements in problem area and for providing equal opportunity to employees and students. Employee of Missouri Western State University shall comply with the spirit and intent of federal and state regulations and this policy by assuring the following:

1. Persons are recruited, hired, and promoted for all jobs without regard to race, sex, sexual orientation, religion, color, national origin, age, or disability. Employment decisions are based on an individual’s qualifications as compared to bona fide occupational qualifications for the positions being filled.

2. Efforts are made to increase utilization of women and minorities at all levels of employment where deficiencies may exist.

3. Other personnel actions, such as compensation, benefits, transfers, layoff, and terminations are administered without regard to race, sex, sexual orientation, religion, color, national origin, age, or disability.
4. Students are admitted and shall have access to programs and activities without discrimination as to race, sex, sexual orientation, religion, color, national origin, age, or disability.

The Official Statement on Equal Opportunity for Missouri Western State University is:

In keeping with the requirements of Title IX of the Education Amendments of 1972 in regard to sex discrimination, Section 504 of the Rehabilitation Act of 1973, in regard to discrimination to persons with disabilities as well as other applicable federal and state laws, Missouri Western State University follows a policy of nondiscrimination and equal opportunity in regard to all employment practices and to all educational programs and activities including student financial aid, recruitment, admission, housing, and placement. Inquiries regarding the application of these laws may be submitted to the Title IX Compliance and Affirmation Officer, Sally Sanders, Director of Human Resources, Popplewell Hall, Room 117, 217-4587. Missouri Western State University pledges continued compliance with all relevant state and federal laws and cooperation with governmental organizations in ensuring equal employment and educational opportunity.

II. DISSEMINATION OF THE EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY
The following are actions to insure that people are aware that this institution is an Equal Opportunity Employer.

1. The official Statement on Equal Opportunity will be included in the Policy Guide, Admissions Prospectus and Application, University Catalog, and Employee and Student Orientation materials.

2. The Equal Opportunity/Affirmative Action Policy Statement will be included in the Policy Guide and University Catalog.

3. The phrase “equal opportunity employer” will be part of all advertisements and University advertising. Equal Opportunity posters will be displayed conspicuously on campus.

4. The Affirmative Action Officer will provide all persons involved in the hiring process, including members of search committees, with information regarding Equal Opportunity procedures.

5. All admissions and employment application forms, including forms for students, shall meet federal and state requirements.

6. Additional information on the laws relevant to Equal Opportunity are available in the Department of Human Resources.

III. RESPONSIBILITY FOR IMPLEMENTATION OF THE EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY
The President of the University has ultimate responsibility for developing and implementing Equal Opportunity/Affirmative Action Policy. The Affirmative Action Officer plans, coordinates, and implements Equal Opportunity/Affirmative Action Policy at Missouri Western State University. All personnel, especially those involved in selection or admissions, are responsible for complying with the Equal Opportunity/Affirmative Action Policy Statement. The Affirmative Action Officer is to review the selection process for all positions prior to the approval of the hire. Records of personnel decisions and applications for employment are to be kept for a minimum of two years.

The Equal Opportunity committee is appointed by the President each year and consists of the following: Affirmative Action Officer, (Title IX/Section 504/ADA Coordinator) ex-officio, Provost and Vice President for Academic Affairs, Dean of Student Affairs, 2 Faculty representatives, 2 Exempt Staff Representatives, 2 Non-Exempt Staff Representatives, and 2 Student Representatives. This Committee has the following responsibilities:

1. To affirm and extend the University’s commitment to the principles of equal employment and educational opportunities.
2. To recommend and evaluate policies and/or procedures of the equal opportunity program.
3. To promote awareness regarding the principles and policies of equal opportunity at Missouri Western.
4. To serve as a vehicle to express equal opportunity concerns of employees and students to the administration, and to recommend solutions.
5. To work with the Affirmative Action Officer in the monitoring and evaluation of the Equal Opportunity Affirmative Action Policy at Missouri Western.
6. To participate in the grievance procedure for discrimination complaints.

IV. MONITORING OF THE EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY

The Affirmative Action Officer will prepare a report each year to summarize the status of equal opportunity at the University. The report should contain specific information on applicants, employees, composition of committees, complaints received, progress toward goals, areas of concern, and recommendations for improvement. This report will be submitted to the Equal Opportunity Committee in September and will contain information which summarizes the previous year’s activities. The Equal Opportunity Committee will use the report to record changes in procedures and goal and will forward that report to the President of the University. The Affirmative Action Officer will provide the Equal Opportunity Committee and the President with the biennial EEO report. The Chairperson of the Equal Opportunity Committee may initiate requests for information regarding compliance with equal opportunity policies.

Proposed Policy or Procedure: Proposed as of March 27, 2015

The Missouri Western State University actively follows a policy of nondiscrimination in regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, marital status, pregnancy or parental status, national origin, veteran status, genetic information, disability, and all other legally protected classes. This policy applies to educational programs and activities
including athletics, instruction, grading, awarding of student financial aid, recruitment, admission, employment, housing, placement and retention of students, faculty and staff. Missouri Western State University pledges continued compliance with all relevant state and federal laws and cooperation with governmental organizations in ensuring equal employment and educational opportunity.

Individuals with concerns regarding the university’s compliance with this policy or any laws and regulations prohibiting discrimination are to contact the following:

For Nondiscrimination/Equal Opportunity related questions contact:

Director of Human Resources/Equal Opportunity Officer/Title IX Coordinator
Human Resources Office
Room 117--Popplewell Hall
(816) 271-4587

For Title IX of the Education Amendments of 1972 related questions contact:

Director of Human Resources/Equal Opportunity Officer/Title IX Coordinator
Human Resources Office
Room 117--Popplewell Hall
(816) 271-4587

Dean of Students/Title IX Coordinator (TBA)
Office of Student Affairs
Room 228--Blum Union
(816)-271-4432

Associate Vice President for Student Affairs
Deputy Title IX Coordinator
Office of Student Affairs
Room 228--Blum Union
(816) 271- 4432

For Section 504 of the Rehabilitation Act of 1973—ADA related questions contact:

ADA/504 ADA Coordinator
Counseling Center
Room 203--Eder Hall
816-271-4327

For Students:
Accessibility Resource Center, Coordinator
Accessibility Resource Center
Room 203--Eder Hall
816-271-4330
For Employees:
Director of Human Resources/Equal Opportunity Officer/Title IX Coordinator
Human Resources Office
Room 117--Popplewell Hall
(816) 271-4587

Toll free numbers for Relay Missouri are 711 or 800-735-2966 for TTY, and 866-735-2460 for voice callers.

RETALIATION:

No person who initiates either an informal report or a formal complaint, honestly and in good faith, shall be punished or otherwise retaliated against for initiating such procedures even if such report and/or complaint is determined to be invalid or unsubstantiated. Similarly, witnesses and other individuals who participate, honestly and in good faith, in the investigation with regard to such complaints, shall not be punished or otherwise retaliated against.

Retaliation is a separate and independent violation of university policy and will be reported and handled in the same manner as incidents of discrimination and harassment.

Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified in this policy.

NONDISCRIMINATION/EQUAL OPPORTUNITY POLICY DISSEMINATION:

The following actions are to insure that individuals are aware that Missouri Western State University is an Equal Opportunity institution.

1. The Nondiscrimination/Equal Opportunity Policy will be included in the Policy Guide, the University Catalog, and the Student Handbook as well as employee and student orientation materials.

2. The phrase “equal opportunity” will be part of all job advertisements and University advertising. Equal Opportunity posters will be displayed conspicuously on campus.

3. All persons involved in hiring process, including members of search committees, will be provided with information on Nondiscrimination/Equal Opportunity practices.

4. All employees will be required to complete educational training upon hire and thereafter as directed by the Administration. Failure to comply with the required training may be considered gross misconduct and subject the employee to discipline up to and including dismissal.

NONDISCRIMINATION/EQUAL OPPORTUNITY COMMITTEE:

A Nondiscrimination/Equal Opportunity committee is appointed by the President and consists of the following: Equal Opportunity Officer ex-officio, Dean of Students/Title IX Coordinator, Section 504/ADA Coordinator, Registrar, one standing faculty representative, and one standing
This Committee has the following responsibilities:

1. To affirm and extend the University’s commitment to the principles of equal employment and educational opportunities.

2. To recommend and evaluate policies and/or procedures related to nondiscrimination/equal opportunity.

3. To promote awareness regarding the principles and policies of nondiscrimination/equal opportunity at Missouri Western.

4. To serve as a vehicle to express equal opportunity concerns of employees and students to the administration, and to recommend solutions.

5. To participate in the investigative procedures for discrimination complaints.

**Remedies:**

The Nondiscrimination/Equal Opportunity Committee may recommend disciplinary action consistent with the category of individual (faculty, staff, or student as referenced in the Student Code of Conduct) found guilty of the discriminatory action. An individual found guilty of blatant discriminatory action(s) may have their conduct considered gross misconduct or moral turpitude and may be subject to discipline up to and including immediate dismissal.

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

**Presidential Action:** This proposal was signed by the President on April 13, 2015.

**GAC #14-18 – Nondiscrimination/Equal Opportunity Policy – Procedures for Reporting and Investigating Complaints**

**Source of Proposal:** Human Resources

**Purpose of Proposal:** Policy Revision

**Current Policy or Procedure:** MWSU Policy Guide, Employment Policies, Grievance Procedures for Discrimination Complaints

**Grievance Procedures for Discrimination Complaints, Employment Policies**

Any employee or student at Missouri Western State University who has a complaint of discrimination should initially try to resolve the problem through informal discussion. If this does not resolve the issue, the person may file a written complaint to the Affirmative Action Officer, Title IX Coordinator, or the Section 504/ADA Coordinator as appropriate. The
complaint will be investigated and documented, and appropriate recommendation for resolution of the problem will be made in writing to the complaint.

Normally, response will be made within 30-day period from receipt of the complaint. If the complainant is not satisfied with the response, he/she may submit the complaint to the Equal Opportunity Committee within 10 days after receiving the response. The Committee will review the information and make recommendations for resolution. Normally, a response will be provided by the Chairperson of the committee in writing within 30 days of filing with the committee. The person initially receiving the complaint will not participate at the committee level. A final appeal may be pursued by submitting the complaint to the President of Missouri Western State University within 10 days of receipt of the Committee’s response. The President will provide an opportunity for the complainant to present the grievance and will normally respond to the complaint within 14 days of receipt of the complaint.

**Employee Grievances, Employment Policies**

Employees have access to the grievance procedure established by their own employee governance group. See appendix for grievance procedures applicable for each group.

**Proposed Policy or Procedure:** MWSU Policy Guide, Appendices, Procedures for Reporting and Investigating Complaints

The Missouri Western State University is committed to addressing and eliminating all forms of discrimination and harassment. Complete copies of the "Nondiscrimination/Equal Opportunity Statement” may be found in the University’s Policy Guide online, the Student Handbook, and the University Catalog.

These procedures, which are governed by university policy, apply to all university administrators, faculty, staff and students and are to be used in support of university nondiscrimination policies. Should there be a conflict of interest between an investigator and a respondent the next level of administrative supervision will designate an appropriate investigator.

Reporting and Investigation procedures for Title IX or Sexual Misconduct types of complaints will follow the procedures detailed in the University’s *Sexual Misconduct Policy*. Please reference [https://www.missouriwestern.edu/titleix/](https://www.missouriwestern.edu/titleix/) for more information.

In effort to provide a better understanding of terminology related to these procedures we have provided the following definitions:

**DEFINITIONS:**

**Business Days:** Business Days are those days on which university offices are officially open for business.

**Complainant:** A person who brings a complaint alleging that another person(s) has engaged in discriminatory conduct.
**Discrimination**: Any unfair treatment based on age, race, color, ethnicity, religion, sex, national origin, sexual orientation, marital status, veteran status, handicap/disability or genetic information as it relates to employment, education or public accommodation.

Aspects of employment or education that may be adversely affected by discrimination, include, but are not limited to:

- hiring and firing;
- compensation, assignment, or classification of employees or students;
- transfer, promotion, layoff or recall;
- recruitment;
- testing;
- use of university facilities;
- training and appointment programs;
- fringe benefits;
- pay, retirement plans and disability leave;
- access to courses, advising, and mentoring;
- grades;
- scholarship, assistantships and tuition waivers;
- participation in intercollegiate and intramural sports;
- other terms and conditions of employment; or
- other terms and conditions of admission to or full enjoyment of university programs.

**Harassment**: Unwelcome verbal, nonverbal or physical conduct based on age, race, color, ethnicity, religion, sex, national origin, sexual orientation, marital status, veteran status, handicap/disability or genetic information that has the purpose or effect of creating a hostile campus environment. Harassment may include, but is not limited to:

- offensive jokes;
- slurs;
- epithets;
- name calling;
- physical assaults or threats;
- offensive touching;
- intimidation;
- ridicule;
- mockery;
- insults or put-downs;
- offensive objects or pictures;
- graffiti; or
- subjecting a person or persons of a protected class to repeated criticism or verbal abuse but not doing so to similarly situated non-class members.

Harassment can occur in a variety of circumstances, including, but not limited to:

- the harasser can be the victim’s supervisor, a supervisor in another area, an agent of Missouri Western, a co-worker, non-employee, faculty/staff member or student;
- the victim does not have to be the person harassed, but can be anyone affected by the offensive conduct; or
- unlawful harassment may occur without economic injury to, or discharge of, the victim.
**Investigator:** The person designated by the Equal Opportunity Officer responsible for gathering facts and data related to the case.

**Respondent:** A person who is alleged to have engaged in discriminatory conduct that is the subject of a discrimination complaint.

**Retaliation:** Taking adverse action, including but not limited to firing, demoting, harassing, lowering a grade or otherwise “retaliating” against a person because he or she filed a complaint of discrimination, because he or she complained about discrimination or because he or she participated in a discrimination proceeding (such as an investigation or lawsuit).

**Sexual Harassment:** Sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual’s employment or education
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual, or
- Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment

**Examples of Sexual Harassment:**
Some examples of sexual harassment include:
- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, kissing, hugging, rubbing, or massaging
- Pressure for sexual activity
- Unnecessary references to parts of the body
- Sexual innuendos, jokes, or humor
- Making sexual gestures
- Displaying sexual graffiti, pictures, videos or posters
- Using sexually explicit profanity
- Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities
- E-mail and Internet use that violates this policy
- Leering or staring at someone in a sexual way, such as staring at a person’s breasts or groin
- Sending sexually explicit emails or text messages
- Commenting on a person’s dress in a sexual manner
- Giving unwelcome personal gifts such as flowers, chocolates, or lingerie that suggest the desire for a romantic relationship
- Commenting on a person’s body, gender, sexual relationships, or sexual activities
- Sexual violence (as defined in the University’s Sexual Misconduct Policy)

Please refer to Missouri Western’s *Sexual Misconduct Policy* for more information on sexual harassment, sexual violence, domestic violence, stalking and like issues.
University Representative: 1) The Complainant’s or reporting individual’s appropriate supervisor, director, department head, department chair, dean, university director or vice president. 2) The Vice President for Student Affairs is an additional University Representative available to students.

REPORTING AND INVESTIGATION PROCEDURES:

If a student, faculty member, staff member or visitor believes that he or she has been discriminated against based on age, race, color, ethnicity, religion, sex, national origin, sexual orientation, marital status, veteran status, disability/handicap or genetic information or harassed; or if he or she has witnessed such discrimination or harassment, that person should promptly report it using one or both of the following methods. Complainants are encouraged to attempt the Informal Procedure outlined below prior to initiating the Formal Procedure, but are not required to do so.

Informal Procedure

A. Any student, faculty member, staff member or visitor is encouraged to discuss the matter with the appropriate University Representative as defined above and/or with the Equal Opportunity Officer/Title IX Coordinator.

1. If the appropriate University Representative is the person being complained about or if the Complainant feels that the appropriate University Representative has a potential conflict of interest or bias in the matter, he or she should contact the immediate supervisor of the University Representative and/or the Equal Opportunity Officer/Title IX Coordinator.

2. University employees who are not in a supervisory position but become aware of or have discrimination or harassment reported to them must contact the Equal Opportunity Officer/Title IX Coordinator as soon as practicable.

B. The University Representative who receives the complaint shall report incident to the Equal Opportunity Officer/Title IX Coordinator no more than three (3) Business Days after receiving the complaint.

C. The University Representative will identify the nature of the conduct reported, the persons involved, the alleged facts reported and a suggested/requested solution.

D. The Equal Opportunity Officer/Title IX Coordinator shall obtain a written statement from the Complainant and attempt to arrive at an informal resolution through appropriate manners being guided by the concern for fairness to all parties involved. A written response will be provided to the Complainant and will include the proposed resolution and the time frame for implementation of any needed action. The entire process should be completed within ten (10) Business Days of receipt of the complaint. If it is not possible to complete the process within ten (10) Business Days, during that time period, an explanation for the delay will be communicated to appropriate parties.
E. To the extent possible and except as otherwise provided by law, complaints, information gathered during the informal process and the Equal Opportunity Officer/Title IX Coordinator’s written response shall remain CONFIDENTIAL. The informal report should be discussed only among the University Representative receiving the report, the Equal Opportunity Officer/Title IX Coordinator and others on a need-to-know basis.

F. If the informal resolution requires communication with the Respondent or if the identity of the Complainant must be revealed to the Respondent, the Equal Opportunity Officer/Title IX Coordinator shall provide a warning to the Respondent that federal and state law and Missouri Western policy prohibits Retaliation against persons who have filed complaints or persons who participate in the complaint process.

G. If the Complainant is not satisfied with the proposed resolution, Complainant may initiate the Formal Procedure as indicated below.

**Formal Procedure**

A. If the Complainant initiates the formal complaint procedure, he or she should submit a complaint in writing, signed and dated, to the Equal Opportunity Officer/Title IX Coordinator as soon as possible after the alleged conduct or after the attempt to use the Informal Procedure proves to be unsatisfactory. The written complaint should contain the date of the event, the general nature of the event, the words or conduct involved, the name(s) of the Respondent(s), the names of any witnesses, and a description of any similar incidents involving the same parties in the past. The Equal Opportunity Officer/Title IX Coordinator shall maintain documents for the purpose of making such complaints, but use of a particular form is not required.

B. The Equal Opportunity Officer/Title IX Coordinator shall notify the Respondent that a complaint has been filed and provide a warning to the Respondent that federal and state law and Missouri Western policy prohibits Retaliation against persons who have filed complaints or whom he or she believes to have filed complaints, or who have participated in an investigation, even if those complaints are ultimately proven to be false. The Respondent shall acknowledge receipt of this information in writing.

C. The Equal Opportunity Officer/Title IX Coordinator will investigate or designate an Investigator from the Nondiscrimination/Equal Opportunity Committee or other as appropriate.

D. The Respondent shall provide the Investigator a written statement responding to the allegations within five (5) Business Days of receiving notification of the specifics of the complaint. The written statement may be supplemented as necessary at any time during the investigation. The Investigator may interview the Complainant, the Respondent and any other persons believed to have relevant information about the alleged conduct or similar conduct by the Respondent. Both the Complainant and the Respondent are encouraged to bring all relevant evidence and potential witnesses to the attention of the Investigator.

E. The Investigator will prepare a written report, making relevant findings of fact, within fifteen (15) Business Days of receiving the complaint. Additional time may be taken for extenuating circumstances such as the unavailability of a key witness. The Investigator will provide the report
to the Respondent’s vice president or university director.

F. The vice president or university director will review the report and confer with the Equal Opportunity Officer/Title IX Coordinator. The vice president or university director will render a determination. The vice president or university director will convey this determination in writing to the Complainant and to the Respondent, with copies to the Equal Opportunity Officer/Title IX Coordinator. Information released in the determination must limited so as to not compromise confidential personnel information.

G. The Complainant and/or the Respondent may appeal the decision of the vice president or university director by taking the following action: 1. The Complainant or the Respondent may appeal the decision by directing a letter of appeal to the university president within five (5) Business Days of receiving the vice president’s or university director’s decision. 2. If no appeal is made, the vice president or university director will notify all parties that the complaint is closed.

H. If the matter is appealed to the university president he or she will review the report and may confer with the vice president or university director and Equal Opportunity Officer/Title IX Coordinator.

1. If the university president concurs with the decision of the vice president or university director, his or her decision will be final. The university president will affirm the vice president’s or university director’s determination in writing to the Complainant, the Respondent, the vice president or university director and the Equal Opportunity Officer/Title IX Coordinator as soon as possible.

2. If the university president does not concur with the decision of the vice president or university director he or she may:

   a. Reverse the determination of the vice president or university director and convey his or her decision in writing to the Complainant, the Respondent, the vice president or university director and the Equal Opportunity Officer/Title IX Coordinator as soon as possible and the compliant is closed; or

   b. Send the matter back to the vice president or university director with instructions to amend the determination. The university president’s decision will be conveyed in writing to the Complainant, the Respondent, the vice president or university director and the Equal Opportunity Officer/Title IX Coordinator as soon as reasonably possible and the complaint is closed.

**Timelines**

Timelines are provided within this document as guidelines. If the Investigator and/or Equal Opportunity Officer/Title IX Coordinator need more time to complete necessary tasks at any stage in the procedure, they will communicate to both parties as appropriate.

**False Complaints**
Any complaints of discrimination, including harassment, that the Complainant knew to be false, may result in corrective or disciplinary action, up to and including dismissal, against the Complainant.

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

Presidential Action: This proposal was signed by the President on April 13, 2015.

GAC #14-19 – Western Institute Faculty Obligations

Source of Proposal: Academic Affairs, Western Institute

Purpose of Proposal: Policy Revision

Current Policy or Procedure: MWSU Policy Guide, Academic Policies, Faculty Obligations

B. WESTERN INSTITUTE - The Division of Western Institute is established to accommodate the current concepts of life-long learning, the necessity for broadening one’s educational base, the need for retraining in specified skills, and the desire for personal enrichment. To meet these varied demands, the Division of Western Institute exists with the University community to serve demands, the identified needs of those in the public sector who wish to pursue a non-degree curriculum in credit or noncredit courses. The Division of Western Institute welcomes ideas and suggestions from faculty and staff. Remuneration for noncredit instructors is at the rate of $16.50 per hour of class. Remuneration for instructors in credit courses conforms to the overload and part-time faculty schedule. Faculty members interested in providing expertise for the Division of Western Institute should refer to “Outside Employment” prior to making any commitments to the Division of Western Institute.

Proposed Policy or Procedure:

B. WESTERN INSTITUTE - The Western Institute provides varied educational opportunities in a variety of settings. The institute serves college students attending satellite sites or taking online courses, business and industry seeking to improve employees’ skills and knowledge, adults seeking workplace skills or specific job training, adults seeking to complete a college degree they began earlier in life, high school students seeking college credit, children desiring to expand their skills in art and music, adults seeking personal enrichment, traditional college students taking elective courses, incarcerated individuals pursuing educational goals, and adults needing improvement in literacy skills and English language skills. The Western Institute is also the home for Conferences, the Western Playhouse, Scheduling, Study Abroad & Exchange Programs, the Bio Bus and the Testing Center. The mission of the Institute is to serve the community through a wide range of educational programs and educational delivery options.

Remuneration for instructors in credit courses conforms to the Policy Guide. Remuneration for noncredit instructors is negotiated according to course and enrollment. Faculty
members interested in providing expertise for the Western Institute should refer to “Outside Employment” prior to making any commitments to the Western Institute.

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

**Presidential Action:** This proposal was signed by the President on April 13, 2015.

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**GAC #14-20 – Western Institute Educational Opportunities**

**Source of Proposal:** Academic Affairs, Western Institute

**Purpose of Proposal:** Policy Revision

**Current Policy or Procedure:** MWSU Policy Guide, Employment Policies, Section: Western Institute

The Western Institute program accommodates the current concepts of lifelong learning, the necessity for broadening one’s educational base, the need for retraining in specified skills, and the desire for personal enrichment. To meet these varied demands, the Western Institute exists in the University community to serve the identified needs of those in the public sector who wish to pursue a non-degree curriculum in credit or noncredit courses. Continuing Education programs receive the following waiver rates: I. All non-credit courses a. -10% tuition discount for employees and dependents (other fees must be paid). II. Undergraduate Credit Courses, a. -Employee and dependent undergraduate credit course tuition waiver as consistent with Section C. III. Regional Law Enforcement Academy, a. -80% tuition discount for credit hours (6 credit or CED hours earned)

**Proposed Policy or Procedure:**
The Western Institute provides varied educational opportunities in a variety of settings. The institute serves college students attending satellite sites or taking online courses, business and industry seeking to improve employees’ skills and knowledge, adults seeking workplace skills or specific job training, adults seeking to complete a college degree they began earlier in life, high school students seeking college credit, children desiring to expand their skills in art and music, adults seeking personal enrichment, traditional college students taking elective courses, incarcerated individuals pursuing educational goals, and adults needing improvement in literacy skills and English language skills. The Western Institute is also the home for Conferences, the Western Playhouse, Scheduling, Study Abroad & Exchange Programs, the Bio Bus and the Testing Center. The mission of the Institute is to serve the community through a wide range of educational programs and educational delivery options.

Unless otherwise stated, Western Institute courses receive the following discounts:

I. All non-credit courses - 10% tuition discount for employees and dependents (other fees must be paid).
II. Undergraduate Credit Courses - Employee and dependent undergraduate credit course tuition waiver as consistent with Section C.

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

**Presidential Action:** This proposal was signed by the President on April 13, 2015.

**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
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: There were questions about disciplinary actions, whether current action indicated in the Student Handbook would cover these instances. This proposal should also be reviewed by the Risk Manager before finalization. Thus, this proposal was returned to Faculty Senate to be brought back at a later date.

Presidential Action: No action at this time.

GAC #14-22 – Academic Calendars 2015-16; 2016-17; 2017-18; 2018-19; 2019-20

Source of Proposal: Calendar Committee
Purpose of Proposal: Policy Revision / For Information


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

Presidential Action: This proposal was signed by the President on April 13, 2015.

GAC #14-23 – Revision of Graduate Student English Languages Requirements

Source of Proposal: Graduate Council
Purpose of Proposal: Policy Revision

Current Policy or Procedure: Graduate School Policy Portal (AKA Graduate Wiki)

Article VIII: Graduate Students
Section 2. Degree Seeking Applicants (revised policy from GAC proposal #14-03, approved at October 21, 2014 GAC meeting.)

7. Applicants who are non-native speakers of English must receive a minimum score of 61 on the internet-based Test of English as a Foreign Language (TOEFL) or a 6.0 academic IELTS unless they possess a baccalaureate degree from a college or university in which instruction is given in English. Tests taken more than two (2) years prior to the date of application cannot be accepted.
Proposed Policy or Procedure:

Article VIII: Graduate Students
Section 2. Degree Seeking Applicants

7. Applicants who are non-native speakers of English must receive a minimum score of 64 on the internet-based Test of English as a Foreign Language (TOEFL) or a 6.0 academic IELTS unless they possess a baccalaureate degree from a college or university in which instruction is given in English. Tests taken more than two (2) years prior to the date of application cannot be accepted.

Time Frame: Summer and Fall 2015 applicants who have already submitted applications would be considered under the current English language requirements. Therefore the proposed changes would be implemented for students applying for January 2016 admission.

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

Presidential Action: This proposal was signed by the President on April 13, 2015.

GAC #14-24 – Accelerated Graduate Program – RN to MSN

Source of Proposal: Graduate Council

Purpose of Proposal: New Policy or Procedure

Current Policy or Procedure:

Proposed Policy or Procedure: Accelerated Graduate Program Proposal: Registered Nurse (RN) to Master of Science in Nursing Program, Sponsoring Department: Nursing

Description:
This program will select registered nurses with an associate’s degree (ADN) or diploma in nursing for early acceptance into the Master of Science in Nursing accelerated program. This selection will be competitive in nature and will be decided by a committee of faculty from the Department of Nursing and Allied Health. Baccalaureate-level requirements will be completed at the beginning of the program while concurrently taking some graduate level courses.

Purposes:
1. Encourage a larger percentage of RNs to pursue a graduate degree.
2. Facilitate accelerated progress through graduate studies consistent with recommendations from the Institute of Medicine Future of Nursing Report.

Early Acceptance:
1. Eligible students must be in their last semester of an associate degree program or be a currently licensed registered nurse.
2. Students must have a cumulative GPA of 3.0 or higher.
3. A written statement of career goals must be submitted.
4. Three letters of reference must be submitted including at least one letter from a faculty member.
5. Graduate admission must be applied for following the completion of 90 credit hours.

Benefits to the Departments and the Institution: The RN to MSN Program will address specific action items related to MWSU’s Strategic Plan.

Goal #1: Enhancing the Educational Experience.
The RN to MSN Program will:
- Enhance existing processes to facilitate student transfer to Missouri Western through enhancing current relationships with Metropolitan Community College and North Central Community College.
- Increase the number of online course enrollments annually through increased enrollment in current courses being offered in the RN to BSN Program.
- Increase the graduate options within degrees aligned to the University mission of applied learning.
- The program may be used as a recruiting tool for graduate students into the MSN program.

Goal #2 Preparing Graduates for Careers, Graduate Studies and Life Opportunities
- Develop degrees that meet workforce needs: The Advisory Committee for the Nursing Program and various stakeholders in St. Joseph and the Greater Kansas City Area identified specific needs to facilitate degree attainment for current nurses in the workforce.
- Offering this program may assist in addressing the shortage of nurse educators.

Benefits to Students:
1. Early admission and guaranteed seat
2. Graduate program requirements will be integrated within the RN to BSN program resulting in accelerated graduation from the MSN Program.
3. Students will be allowed to count 12 hours toward both their undergraduate and graduate degrees.
4. Those who are required to take electives to meet the 30 hour residency may take courses relevant to their future studies.
5. There may be an overall savings for those completing both the BSN and MSN degree.

Policy Issues:
1. The proposed program does not change any requirements for obtaining the baccalaureate degree in nursing.
2. Current Graduate School policy allows undergraduate students to take no more than 6 credit hours of graduate coursework at 500 level and only during their senior year. The following exception will be required:
   - Students accepted to the RN to MSN program may enroll in up to 12 hours of graduate coursework during their senior year at either the 500 or 600 level.
3. Current Graduate School policy states that “a course taken for undergraduate graduation credit will not be allowed to count as graduate credit.” The following exception will be required:
- Students accepted to the RN to MSN Program may count up to 12 credit hours of graduate coursework, taken while they are undergraduates, toward both their undergraduate and graduate degree requirements.
- The Department of Nursing and Allied Health has worked with the Registrar’s Office to coordinate issues related to managing undergraduate and graduate transcripts.

Notes:
The application of hours toward the completion of both undergraduate and graduate degrees is common at many institutions. Those institutions with accredited accelerated graduate nursing programs include the following:

Missouri
- Graceland University
- Grantham University
- Missouri State University
- Research College of Nursing
- Saint Luke’s College of Health Sciences
- Webster University

Kansas
- Mid-America Nazarene
- University of Kansas
- Wichita State University

Notes Regarding RN to Master’s degrees:
"RN to MSN Program" refers to a master’s of science in nursing (MSN) program that enrolls registered nurses practicing with an associate degree in nursing (ADN) or hospital diploma. Designed for nurses with associate degrees or diploma, the baccalaureate-level requirements are built into the front-end of these degree completion programs and will be completed the first year.

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

Presidential Action: This proposal was signed by the President on April 13, 2015.

GAC #14-25 – Spring 2015 Graduate Curriculum Proposals

Source of Proposal: Graduate Council

Purpose of Proposal: For Information

Current Policy or Procedure:

Proposed Policy or Procedure:

The Following Table includes a summary of graduate program revisions proposals approved by the Graduate Council during the Spring 2015 curriculum review.
<table>
<thead>
<tr>
<th>Spring 2015 Graduate Curriculum Program Revisions</th>
<th>Summary and Justification</th>
</tr>
</thead>
</table>

**Master of Information Management**
Retitle courses to better reflect course content on transcripts

**MAS Assessment - Writing Option**
Add ENG 664 to list of required courses. Adds a required course that provides the foundation for students to understand and address issues related to the assessment of writing. Move ENG 503 from required courses to list of elective options

**MAS Assessment**
Revise list of courses to match curriculum changes from MO Department of Elementary and Secondary Education

**MAA Digital Media**
Renumber Courses to better reflect content and level of coursework; Add 16 credit hour graduate certificate option.

**Master of Science in Nursing**
Add accelerated RN to MSN option for associate degree or RN’s. Accepted students begin MSN courses while completing BSN requirements.

The Following Table includes a summary of **graduate course revisions and new course proposals** approved by the Graduate Council during the Spring 2015 curriculum review.

<table>
<thead>
<tr>
<th>Summary Graduate Curriculum Changes Approved by Graduate Council Spring 2015</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MIM 653</td>
<td>Change Course Title</td>
</tr>
<tr>
<td></td>
<td>Old Title: Systems Development Life Cycle (SDLC) Project Management</td>
</tr>
<tr>
<td></td>
<td>New Title: Systems Project Management</td>
</tr>
<tr>
<td>MIM 692</td>
<td>Change Course Title</td>
</tr>
<tr>
<td></td>
<td>Old Title: ERP Special Topics</td>
</tr>
<tr>
<td></td>
<td>New Title: Selected Topics in ERP</td>
</tr>
<tr>
<td>EDU 611</td>
<td>Pre-requisite changes</td>
</tr>
<tr>
<td>EDU 615</td>
<td>Pre-requisite changes</td>
</tr>
<tr>
<td>EDU 630</td>
<td>Pre-requisite changes</td>
</tr>
<tr>
<td>EDU 530</td>
<td>Course Number change</td>
</tr>
<tr>
<td></td>
<td>New Course Number: EDU 609</td>
</tr>
<tr>
<td>EDU 663</td>
<td>Delete course</td>
</tr>
<tr>
<td></td>
<td>Delete from program and graduate catalog</td>
</tr>
<tr>
<td>Course Code</td>
<td>Action</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>TSL 559</td>
<td>Add as new course</td>
</tr>
<tr>
<td>CSC 694</td>
<td>Course revision</td>
</tr>
<tr>
<td>SFM 650</td>
<td>Add new course</td>
</tr>
<tr>
<td>SFM 680</td>
<td>Add new course</td>
</tr>
<tr>
<td>ADM 515</td>
<td>Change Course Number</td>
</tr>
<tr>
<td>ADM 540</td>
<td>Change Course Number</td>
</tr>
<tr>
<td>ADM 545</td>
<td>Change Course Number</td>
</tr>
<tr>
<td>ADM 565</td>
<td>Change Course Number</td>
</tr>
<tr>
<td>ADM 625</td>
<td>Add New Course</td>
</tr>
</tbody>
</table>

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

**Presidential Action:** This proposal was signed by the President on April 13, 2015.

**GAC #14-26 – Undergraduate Curriculum Development Changes**

**Source of Proposal:** Faculty Senate

**Purpose of Proposal:** Policy Revision

**Current Policy or Procedure:** MWSU Policy Guide, Academic Policies, UGCC Policies and Procedures

**Proposed Policy or Procedure:**

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.

A. Undergraduate Curriculum Development Procedure

Undergraduate curriculum suggestions and recommendations for all additions or deletions of courses and/or programs may originate from any group or individual, but must be submitted by the Chairperson(s) of the department(s) primarily involved in the change. Lacking Chairperson(s) in the Craig School of Business (CSB), proposals from the CSB must be submitted by the chair of the CSB curriculum committee. Hereafter, departmental requirements and responsibilities will apply to the school in the Craig School of Business, and references to Department Chairs will refer to the chair of the CSB curriculum committee.

Undergraduate curriculum proposals will utilize one of three processes: an Undergraduate Curriculum Committee (UGCC) review process for more expansive course and program changes (Primary) an expedited process for minor course and program changes (Secondary)
and a non-UGCC reviewed expedited process for small, minor changes, catalog cleanup and changes that have no affected departments (Administrative).

All proposals shall be submitted through the Missouri Western Curriculum Proposal System. The link can be found on the Faculty Senate Web site. https://aps2.missouriwestern.edu/curps/login.asp

Administrative proposals and Secondary proposals for course and program changes, like those involving the change of a course’s semester offerings or title, may be submitted at any time after March 1. All proposals must be completed and entered into the Faculty Senate Curriculum Proposal System by the first business day in November of each AY. Secondary proposal course and program changes are approved on the departmental level, shared with affected and interested departments, the UGCC Chair, the Registrar’s Office and reviewed by the appropriate Dean. If the Dean, in discussion with the UGCC Chair or affected departments, finds the ramifications of the proposed curriculum changes are greater than originally supposed by the proposal originator, the proposal will be forwarded for evaluation by UGCC. Once the Dean’s evaluation is complete, the catalog and Banner changes will be included with this cycle’s approved Primary curriculum proposals without further review by the UGCC, the Faculty Senate, GAC or the President. Departments submitting Administrative Proposals must notify the dean of the affected department, the UGCC Chair and registrar’s Office.

Primary course and program changes, including those adding new courses or programs, will follow the UGCC timetable for submission in order that the curricular process can move smoothly from design to implementation. Primary course and program changes are approved on the departmental level, shared with the affected and interested departments, reviewed by the college deans, and evaluated by the UGCC before presentation to Faculty Senate and GAC.

Time Schedule for Primary Course and Program Development:

March 1st to the fourth Thursday in June. The Primary Proposal submission system will be available for submitting and editing of applications during this period. After the fourth Thursday in June, new Primary Proposals will not be accepted. Primary Proposal original authors can still edit the proposals that have been submitted prior to the June deadline.

Fourth Thursday in June by 4:00 p.m. Each department shall submit to the Chair of UGCC a list of the primary and secondary proposal items that they plan to submit during the review cycle. Departments that are submitting proposals (both secondary and primary) that affect other departments shall send an email to the Chair of the affected departments alerting them to review the proposed changes listed in the Curriculum Proposal System. All proposals that affect a General Studies course must include every department and the Craig School of Business as affected departments. Affected Departments and individuals shall have until the first business day in August to review the proposal and respond to it online.

The first business day in August (1) affected departments have completed the Affected Department Form of the Curriculum Proposal System. Failure to respond to the proposal,
either in the affirmative or negative, will be regarded as a neutral response on the proposal by UGCC in its deliberations; (2) a representative from the Registrar’s Office will respond to the proposal filling out the Registrar’s form in the Curriculum Proposal System.

Friday before Faculty Plan Days, 4:00 p.m. The undergraduate academic Deans will conclude their review of each curriculum proposal and complete the Dean Form in the Curriculum Proposal System, indicating their response to the proposal.

Second Friday of classes for the fall semester. The UGCC will organize the subcommittee and assign each to review particular departments’ proposals. A timetable for review is established and departments are notified of when their proposals will be reviewed.

One week before the first reading of a department’s proposals. Subcommittee will review each item in the department’s proposals and meet with the department to discuss the packet. The subcommittee will check curricular constraints by completing the Committee Form in the Curriculum Proposal System for proposals that add a program or change the number of credit hours in a program. The subcommittee will also ensure that the forms and all necessary attachments are complete for the full UGCC Review.

Two weeks after a department’s proposals have been reviewed and voted on by the UGCC. The Department Chairs will incorporate any required changes into the forms and attachments and prepare a final summary of the department’s proposals for inclusion in the Faculty Senate and GAC reports that the UGCC Chair prepares. The Subcommittee will complete the Committee Form on the Curriculum Proposal System. The UGCC Chair will prepare the final report of the changes for presentation during the December meetings of the Faculty Senate and GAC.

During the review process, the proposal submitters may change, add, or delete proposal items if recommended to do so by the reviewing subcommittee. Proposals reviewed by the full committee will generally require two readings/reviews before a committee vote is taken on the proposal. If the committee determines that the proposal is complete and there are no concerns, they may vote to approve the proposal after the first reading. All forms, including DHE required forms, must be completed and filed on the O – Drive before the UGCC subcommittee can present the curriculum proposal.

In addition, under extreme circumstances, the Provost and Vice President for Academic Affairs may call a special session of the Undergraduate Curriculum Committee to review proposal packets during the spring semester.

Unless an informational report, all proposal forms such as the Major Declaration form, Pre-Major form, Banner checklists and corrected catalog copy from the department or program are to be posted to the UGCC folder on the O-Drive in the department’s folder. If the proposal requires Coordinating Board approval, those forms must also be completed and posted with the proposal with notification to the Provost’s office.

All originators should make every effort to analyze the need, population to be served, immediate cost factors, how other departments, schools and programs would be affected, and
the long-range view of the proposed change or addition. This analysis should be done well in advance so the coordination among affected departments/ schools/ programs can be accomplished. These coordination efforts must be accomplished prior to evaluation of the proposal by the UGCC. Proposals which have not been shared with the affected department(s) will not be accepted by the UGCC. Affected departments include: 1) a department that houses any courses listed in the proposal, 2) a department that houses any courses that are being dropped by the proposal, 3) a department that houses courses that are similar in nature, 4) a department that houses courses that are cross listed to any of these offerings.

Before evaluation by the UGCC, the appropriate department chairperson and Dean of the College must review the proposal, making their remarks in support of or in opposition to the proposal. The Dean of the College or the department chairperson must then either allow the UGCC to evaluate the proposal or return it to its originator accompanied by remarks. If returned the originator may: a) alter the proposal under consideration, b) withdraw the proposal, or c) allow the UGCC to evaluate the proposal with all statements of support/or opposition by the Dean of the College and the department chairperson.

All Primary proposal support materials will be assembled the first Monday after Labor Day on the UGCC folder on the O-Drive, to be available for review by the UGCC members and the faculty at large. Any significant changes in the proposal made during the UGCC’s evaluation process must be submitted to the Dean of the College for approval by the appropriate Dean of the College prior to a final vote of acceptance/rejection by the UGCC. The UGCC will submit an informational report of all Primary curriculum proposals to the Faculty Senate prior to making a written recommendation to the GAC. Along with the recommendation will be the rationale and justification for the committee’s action. The GAC will submit their recommendation to the President for final action. After the review cycle, a digital copy of all of the AY proposals will be housed in the Office of Academic Affairs.

In the event that a proposal item which proposes a new major, minor or associate program or introduces changes to such a program has successfully proceeded through the UGCC, the Faculty Senate, and GAC, but cannot be implemented in the following catalog due to budget/staffing constraints or DHE action, the proposal will be allowed a one-year grace period for implementation without having to be re-submitted at the beginning of the approval process. The approval of all other proposals is valid for only the next catalog cycle, so that if the change is not implemented in the next catalog, it will have to be re-submitted as a new proposal in the next undergraduate curriculum development cycle. General studies course changes automatically have a one-year grace period to allow completion of the general studies approval process.

### B. UNDERGRADUATE CURRICULUM DEVELOPMENT TIMETABLE

<table>
<thead>
<tr>
<th>DATE</th>
<th>RESPONSIBLE FOR ACTION</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Proposal originating department or CSB</td>
<td>Begin submitting proposals.</td>
</tr>
<tr>
<td>Fourth Thursday of June</td>
<td>Proposal originating department or CSB</td>
<td>Deadline for submitting Primary Proposals. Submit to the Chair of UGCC a list of the primary and secondary proposal</td>
</tr>
</tbody>
</table>
C. Undergraduate Curricular Constraints (Section VI of the UGCC Proposal Form)

1. Associate degree programs
   - The General Studies component for all associate degrees will be 15 credit hours.
   - Associate degree programs will have no more than 72 credit hours.
   - Associate degree programs will have no fewer than 62 credit hours.

2. Baccalaureate degree programs
   - The General Studies component for all baccalaureate degrees will be comprised of no fewer than 42 and no more than 46 credit hours.
   - Major degree programs will require no fewer than 30 credit hours not including foreign language courses required by B.A. degree programs.
   - Major degree programs will require no more than 66 credit hours.

   a. Courses included in a major degree program may be selected from different departments and from different program areas within departments, but only in so far as such course selection contributes to the integrity and completeness of the degree program.
The number of credit hours required in courses from any single discipline will be no more than 54 credit hours.

Any single discipline refers to courses with the same three-letter prefix, including crosslisted courses.

b. Credit hours earned for the following courses will all count toward the maximum of 66 credit hours for major degree programs.

Courses that are pre-requisites to any course required by a major degree program.

Courses in minor degree programs when a minor is required by a major degree program, including credit earned for any course that is a prerequisite to any course required by a minor.

Foreign language courses required by B.A. degree programs.

c. Credit hours earned for any course used to satisfy a baccalaureate degree General Studies requirement will not count toward the 66 credit hour maximum.

d. Major degree programs may exceed the 66 required credit hour maximum or the 54 single discipline prefix maximum only if a convincing case has been made for exceeding this limit. Exemptions will be based upon standards established by professional bodies such as an academic agency, a state certification authority, or a recognized professional association or group. However, baccalaureate degree programs will require no more than 124 credit hours.

The B.A. degree will require 12 credit hours in a foreign language. Academic majors may require additional hours in a foreign language.

B.S.E. programs will require no more than 27 credit hours in the professional education sequence.

B.F.A. programs will require a minimum of 70 credits in courses related to the student’s intended area of specialization, including 12 to 18 credit hours in art history.

3. Minor degree programs
   a. Minor degree programs will require no fewer than 18 credit hours.

   b. Minor degree programs will require no more than 24 credit hours.

4. Curricular Constraint Compliance
   a. All submitted curriculum proposal packets which increase the number of required credit hours existing major or minor programs must show that the increase is essential to the major or minor by including clear justification and documentation.
b. Any department submitting curriculum proposal packets must demonstrate compliance with constraints.

c. All non-General Studies courses, excluding developmental courses that are prerequisites for required and elective courses in any type of degree program must be indicated on the major/minor form. These prerequisites will count toward the total credits in that degree program. This includes majors, minors and certificates.

Curriculum proposals not in compliance must request exemption from the stated curricular constraints.

Requests for exemptions must be accompanied by copies of accreditation requirements and/or other documents that provide clear justification for granting an exemption.

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

**Presidential Action:** This proposal was signed by the President on April 13, 2015.

Respectfully submitted,

Jennie McDonald
Secretary