

# MISSOURI WESTERN STATE UNIVERSITY

## Governance Advisory Council Report 2015-2016

April 6, 2016

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### GOVERNANCE ADVISORY COUNCIL

March 29, 2016

Attendees: Jackie Burns, Dr. Ben Caldwell, Dr. Jeanne Daffron, Ida Haefner, Carol Hare, Dr. Britt Johnson, Dr. Mike Lane, Shana Meyer, Murray Nabors, Natasha Oakes, Dr. Kathleen O'Connor, Sally Sanders

Others: Marilyn Baker, Susan Bracciano, Jamie Sweiger

#### **GAC #15-09 – Updated Undergraduate Transfer Credit Policy**

**Source of Proposal:** Registrar / Admissions

**Purpose of Proposal:** Policy Revision / For Information

**Current Policy or Procedure:** MWSU Undergraduate Catalog, page 14-15

Missouri Western adheres to the guidelines of the Missouri Articulation Agreement. Transfer course work is evaluated and awarded on the same basis as credit awarded at Missouri Western. Consequently, criteria used to evaluate currently enrolled Missouri Western students is equally applicable to transfer students. Applicants who are considering transferring to Missouri Western may refer to the Table of Academic Standards contained in this catalog to determine their academic status for transfer admission purposes.

#### **Appeal Procedure for Transfer Credits**

A student has the right to appeal a denial of transfer credit at Missouri Western. After consulting the Office of Admissions, a student wishing to appeal should take the following steps:

The student wishing to appeal must:

1. File a written appeal with the Admissions and Graduation Committee (see Registrar's Office, Eder 102).
2. Explain in writing the reason for the appeal.
3. If appealing coursework from an institution not regionally accredited, must also submit course descriptions, a course syllabus and the credentials of the instructor for each class that is being appealed. If after all appeal steps internal to Missouri Western have been exhausted, transfer students can appeal to the state level committee on transfer and articulation.

Students wishing to appeal at the state level must:

1. Explain in writing the reason for the appeal to the committee on transfer and articulation.

**Send appeal requests to:**

Commissioner of Higher Education  
Coordinating Board for Higher Education  
3515 Amazonas Drive  
Jefferson City, MO 65109

**Proposed Policy or Procedure:**

**Determination of Transferability**

Missouri Western adheres to the guidelines of the Missouri Articulation Agreement. Transfer coursework is evaluated, credit is awarded and policies applied in the same manner applicable to currently enrolled Missouri Western students. Applicants who are considering transferring to Missouri Western should refer to the Table of Academic Standards to determine their incoming academic standing for transfer admission purposes.

Missouri Western awards transfer credit for undergraduate coursework completed at regionally accredited associations recognized by the United States Department of Education (USDE). A full list of those agencies can be found at [www.chea.org](http://www.chea.org).

Transfer credit is:

- Awarded if it was completed at the prior institution after they received accreditation or during the period that they were granted candidacy status from a regional accrediting body as stated above.
- Not awarded for coursework completed at institutions not accredited as stated above. Exceptions may be approved through the transfer appeals process. See "Appeal Procedure for Transfer Credits."
- Awarded to graduate level students for graduate coursework approved by the head of the appropriate graduate program or the Dean of Graduate Studies.
- Not awarded for vocational-technical programs or practical training. Exceptions may be approved for specific programs or degrees through articulated agreements or by approval of the appropriate academic department chair and the Admissions and Graduation Committee.
- Awarded for a limited number of religion courses that are substantially similar to courses offered at Missouri Western. Courses in mission, theology, doctrine, and religious education are not accepted.
- Awarded to students only if they enroll at Missouri Western subsequent to completing coursework at other institutions (exceptions may be approved by the Registrar's Office).

**Appeal Procedure for Transfer Credits**

A student has the right to appeal a denial of transfer credit at Missouri Western. After consulting the Office of Admissions, a student wishing to appeal should take the following steps:

The student wishing to appeal must:

1. File an appeal with the Admissions and Graduation Committee, c/o Registrar's Office, Eder 102.
2. Indicate specific transfer course and proposed MWSU equivalent/requirement for each transfer course.
3. For each transfer course submit a course description, a course syllabus and if appealing coursework from an institution not regionally accredited, the credentials of the instructor.

After all appeal steps internal to Missouri Western have been exhausted, a transfer student may appeal to the state level Committee on Transfer and Articulation, [dhe.mo.gov/policies/credit-transfer.php](http://dhe.mo.gov/policies/credit-transfer.php).

**GAC Summary:** In the section "Determination of Transferability," it was recommended that the fifth bullet point be changed from "Bible courses" to "religion courses." Also, under "Appeal Procedure for Transfer Credits," number 1 should be changed to read "File an appeal with the Admissions and Graduation Committee, c/o Registrar's Office, Eder 102." With these changes, this proposal will be forwarded to the President for his approval.

**Presidential Action:** This proposal was signed by the President on April 5, 2016.

### **GAC #15-10 – Spring 2016 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 course revisions, new course proposals graduate program revisions and a new graduate program proposal approved by the Graduate Council during the February and March 2016 curriculum review process.

The Craig School of Business has proposed a new graduate degree program for a Master of Business Administration. The new MBA program includes three concentration areas in a) Forensic Accounting, b) Enterprise Resource Planning and c) Life and Animal Science. These specialized concentration areas will make the new MBA degree unique to the region, and many local businesses that have provided letters of support for the new MBA program. If approved the MBA program would begin offering courses in the Fall of 2017.

#### **Spring 2016 Graduate Curriculum Proposal Summary**

EML 66	New Course	ENG 612 Seminar in English Studies - special topics course
EML 67	Delete Course	EMG 601 - Graduate teaching assistant training course no longer needed
EML 68	New Course	ENG 685 Principle of Writing for Multilingual Students

CSMP 69	New Course	CSC 670 Ethical Hacking
CSMP 70	New Course	CSC 680 Cloud Computing Security
BUS 71	New Program Proposal	Master of Business Administration with 3 concentrations: a) Forensic Accounting b) Enterprise Resource Planning c) Life and Animal Science. With the offered concentration areas, the proposed MBA programs addresses unique needs to region. Numerous letters provide support from local/regional companies for the MBA demonstrating market demand. Adjustments to undergraduate courses will allow current faculty to staff MBA courses with no new faculty. Proposed start date Fall 2017
BUS 72	New Courses	ACC 633 Foundation of Finance and Accounting - new course for MBA program
BUS 73	New Courses	MKT 633 Applied Strategic Marketing - new course for MBA program
BUS 74	New Courses	MGT 633 Contemporary Issues in Management - new course for MBA program
BUS 75	New Courses	GBA 633 Managerial Communication - new course for MBA program
BUS 76	New Courses	MGT 695 Applied Strategic Management - new course for MBA program
BUS 77	New Courses	ACC 613 Forensic Accounting - new course for MBA program
BUS 78	New Courses	ACC 623 Auditing for Fraud - new course for MBA program
BUS 79	New Courses	ACC 643 Advanced Accounting - new course for MBA program
BUS 80	New Courses	ACC 653 Business Taxation - new course for MBA program
BUS 83	Course Revision	Revise MGT 603 course description
BUS 84	Course Revision	Revise MKT 605 course description
CSMP 93	Course Revision	Change Course number from CSC 610 Network Information Systems Security to CSC 625 for course sequencing
CSMP 95	Course Revision	Course Title Revision CSC 695 "Professional Project II" to "Professional Project"
CSMP 97	Program Revision	Program Revision - revised program of study encompassing spring 2016 course revisions and capstone requirements - will allow options for capstone experience of thesis, certification or comprehensive exam
CSMP 98	Course Revision	Revise CSC 660 Graduate Research and Internship Practicum grading system from Pass/Fail to A-F letter grades
EDU 81	Course Revision	Revise EDU 611 - delete EDU 609 as pre-requisite
EDU 82	Course Revision	Revise EDU 615 - delete EDU 609 as pre-requisite
EDU 85	Course Revision	Revise course title TSL 560 "Methods of Teaching Second Language Acquisition" to "Methods of Teaching ELLs"
EDU 86	Course Revision	Revise course title TSL 562 "Materials and Assessments for TESOL" to "Materials and Assessment for ELL"
EDU 87	Course Revision	Revise course title TSL 665 "Practicum in ELL" to "Practicum in ELL: Elementary"
EDU 88	New Course	TSL 667 Practicum in ELL: Secondary
EDU 89	New Course	TSL 632 Introduction to Linguistics
EDU 90	New Course	EDU 521 Teaching Students with Reading Deficits

EDU 91	Program Revision	MAS Assessment - Autism Spectrum Disorder Option- revision to program of study - option course will now be required; no new courses
EDU 92	Program Revision	MAS Assessment - TESOL Option- added new courses TSL 521, TSL 632, TSL 667
PSY 100	Course Revision	Course Title Revision PSY 590 "Cognition in Design" to "Human Factors Theory and Methods"
PSY 104	Course Revision	Course Title Revision PSY 610 "UCD Methods" to "User Experience Lab"
PSY 105	Course Revision	Course Title Revision PSY 600 "Applied Cognitive Design" to "User Experience Principles"
PSY 106	Course Revision	Course Title Revision PSY 692 "Current Topics in Human Centered Design" to "Designing User Experiences Lab"
BUS 107	New Course	MIM 680 Internship Experience
CSMP 110	Course Revision	Revise pre-requisites for CSC 620 - remove CSC 610 from pre-requisites

There are no costs for the proposed changes. The MBA proposal will not require any additional new faculty.

Changes would be effective for the 2016-2017 catalog 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 5, 2016.

### **GAC #15-11 – Changes to Graduate Degree Seeking Admission Policy**

**Source of Proposal:** Graduate Council

**Purpose of Proposal:** Policy Revision

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

#### Provisional Admission

If a graduate applicant fails to meet one of the admissions requirements the student may request a provisional admission for their first graduate semester. Requests for provisional admission must originate from the student in writing stating a justification for the exception. The student must attain departmental/program support, approval by the Academic Dean, and forward all written materials to the Graduate Dean for final approval. Full admission will be granted if the student attains a 3.0 GPA or better during the first semester of graduate studies at MWSU. Failure to achieve a 3.0 GPA will cause dismissal from the program. If dismissed, the student may re-apply for admission one year after the dismissal, subject to departmental review.

## Degree Seeking Applicants

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To be admitted to graduate studies at MWSU, an applicant should submit an Application for Graduate Admission before the Admissions Deadline.

Admission to graduate programs at MWSU is based upon the following minimum criteria:

1. A Bachelor's degree or Master's degree from an accredited college or university. Transcript(s) must be submitted with application.
2. Entrance to Graduate School requires a minimum 2.75 undergraduate grade point average (GPA) or previously earned masters degree.
3. A minimum graduate-level entrance exam score, as designated by the department or graduate program.
4. Individual programs may have further requirements for admissions such as resume, letters of recommendation, and interview. Requirements specific to the program are given in the graduate program section of the University's Graduate Catalog.
5. Degree-seeking students admitted to a graduate program must enroll and begin classes at MWSU within the next academic year after receiving official notice of acceptance from the Graduate Office. An extension may be granted under extreme circumstances.
6. Applicants who are non-native speakers of English must receive a minimum score of 79 on the internet-based Test of English as a Foreign Language (TOEFL) or a 6.0 academic IELTS score 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:**

#### **Eliminate the Provisional Admission policy.**

##### Provisional Admission

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~~If a graduate applicant fails to meet one of the admissions requirements the student may request a provisional admission for their first graduate semester. Requests for provisional admission must originate from the student in writing stating a justification for the exception. The student must attain departmental/program support, approval by the Academic Dean, and forward all written materials to the Graduate Dean for final approval. Full admission will be granted if the student attains a 3.0 GPA or better during the first semester of graduate studies at MWSU. Failure to achieve a 3.0 GPA will cause dismissal from the program. If dismissed, the student may re-apply for admission one year after the dismissal, subject to departmental review.~~

#### **Add section 7 (in bold below) to the Degree Seeking Applicant Policy**

##### Degree Seeking Applicants

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To be admitted to graduate studies at MWSU, an applicant should submit an Application for Graduate Admission before the Admissions Deadline.

Admission to graduate programs at MWSU is based upon the following minimum criteria:

1. A Bachelor's degree or Master's degree from an accredited college or university. Transcript(s) must be submitted with application.
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3. A minimum graduate-level entrance exam score, as designated by the department or graduate program.
4. Individual programs may have further requirements for admissions such as resume, letters of recommendation, and interview. Requirements specific to the program are given in the graduate program section of the University's Graduate Catalog.
5. Degree-seeking students admitted to a graduate program must enroll and begin classes at MWSU within the next academic year after receiving official notice of acceptance from the Graduate Office. An extension may be granted under extreme circumstances.
6. Applicants who are non-native speakers of English must receive a minimum score of 79 on the internet-based Test of English as a Foreign Language (TOEFL) or a 6.0 academic IELTS score 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.
7. **Applicants who fail to meet one or more of the graduate school requirements or degree program requirements (i.e. low GPA, missing pre-requisite coursework, English language requirement, entrance exam score, etc) may still be admitted conditionally. Conditionally admitted students will receive notification of the conditions in their acceptance letter and must fulfill those conditions to continue in the graduate program. Failure to fulfill the conditions will result in program dismissal. Dismissed students may reapply after a one year lay-out, subject to program review.**

Changes would take place immediately. Students who have already been admitted provisionally (for summer and fall 2016) will be notified of the policy change and will be issued new admission letters indicating their new conditions for admission.

**GAC Summary:** Under the section "Degree Seeking Applicants," it was recommended that number 7 be changed to an asterisk instead of being part of the listed criteria.

The changes in this proposal also affect the Graduate information in the Policy Guide.

With the indicated change, this proposal will be forwarded to the President for his approval.

**Presidential Action:** This proposal was signed by the President on April 5, 2016.

## **GAC #15-12 – Graduate School Graduation Requirement Revision**

**Source of Proposal:** Graduate Council

**Purpose of Proposal:** Policy Revision

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

### Application for Graduation

To be considered as a candidate for graduation, the student must submit an Application for Graduation to the Registrar's Office (Eder Hall 102 or fax with credit card information to 816-271-4229). To assure that a candidate's records are reviewed prior to the final semester by the

Graduate Coordinator in the Registrar's Office, the following deadlines for filing should be observed:

Fall graduates: July 1 Spring graduates: November 1 Summer graduates: March 1

Note: Official transcripts with graduation information and the MWSU diploma will not be released if any financial obligation exists with the University.

Application forms are available on the registrar's web site  
<https://www.missouriwestern.edu/registrar/wp-content/uploads/sites/282/2014/02/graduationapp-GRAD.pdf>

Information about commencement is available at  
<https://www.missouriwestern.edu/acadaff/commencement/>

If your program has a thesis or internship you will also need to complete a [Thesis Completion Form](#)

NOTE: Summer graduates will participate in the WINTER commencement.

### **Proposed Policy or Procedure:**

#### Application for Graduation

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To be considered as a candidate for graduation, the student must submit an Application for Graduation to the Registrar's Office (Eder Hall 102 or fax with credit card information to 816-271-4229). To assure that a candidate's records are reviewed prior to the final semester by the Graduate Coordinator in the Registrar's Office, the following deadlines for filing should be observed:

Fall graduates: July 1; Spring graduates: November 1; Summer graduates: March 1

Note: Official transcripts with graduation information and the MWSU diploma will not be released if any financial obligation exists with the University.

Application forms are available on the registrar's web site:  
<https://www.missouriwestern.edu/registrar/wp-content/uploads/sites/282/2014/02/graduationapp-GRAD.pdf>

Information about commencement is available at:  
<https://www.missouriwestern.edu/acadaff/commencement/>

If your program has a thesis or internship you will also need to complete a [Thesis Completion Form](#).

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

**Presidential Action:** This proposal was signed by the President on April 5, 2016.

Respectfully submitted,

Jennie McDonald  
Secretary