May 20, 2014

Attendees: Dr. Jeanne Daffron, Dr. Ben Caldwell, Cale Fessler, Carol Hare, Dr. Mike Lane, Kurt McGuffin, Shana Meyer, Dr. Murray Nabors, Dr. Kathleen O’Connor, Les Parnell, Dr. Jon Rhoad, Sally Sanders, Dr. Bob Willenbrink

Others: Marilyn Baker, Susan Bracciano, Dr. Cindy Heider

GAC #13-17 – Overload Appointments

Source of Proposal: Faculty Senate

Purpose of Proposal: Policy Revision

Current Policy or Procedure: MWSU Policy Guide

Proposed Policy or Procedure: Add to current policy

Overload appointments should be voluntary without any punitive consequences for declining the appointments. Faculty at the tenure-track assistant professor rank should not accept overload appointments of more than 3 hours, nor should they accept overload appointments for more than two consecutive semesters.

GAC Summary: It was recommended that the wording be changed to read as follows:

“Overload appointments should be voluntary. Faculty have the right to decline overload requests with no impact on the annual evaluation. Faculty at the tenure-track assistant professor rank should not accept overload appointments of more than 3 hours, nor should they accept overload appointments for more than two consecutive semesters.

It was also recommended that an additional statement be added with wording to the effect that “Any faculty who have an annual evaluation rating of marginal or lower cannot be offered overload.” This proposal will be returned to Faculty Senate so the recommendations can be discussed further.

Presidential Action: No action at this time.
GAC #13-18 – Faculty Salary

Source of Proposal: Faculty Senate

Purpose of Proposal: Policy Revision

Current Policy or Procedure: MWSU Policy Guide, 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 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. 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 3% 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.

GAC Summary: There was no financial impact to the University provided with the proposal so it will not be forwarded to the President at this time.

Presidential Action: No action at this time.

GAC #13-19 – Faculty Summer Salaries

Source of Proposal: Faculty Senate

Purpose of Proposal: Policy Revision
**Current Policy or Procedure:** MWSU Policy Guide, Faculty Summer Salaries

For faculty members who instruct in the summer session and who are on a regular nine-month contract, letters of appointment will be issued separately from contracts issued during the regular academic year. Letters of appointment are issued to faculty members with salary based upon the following formula: equated hour load x 1/7 x20 percent of the full-time contract salary for the past academic year (educational advancements will be recognized for the portion of the year in which they were in effect). The salary for faculty members who commence their full-time employment in a summer session will be determined using the starting salary procedure for the previous academic year. Part-time faculty members will be reimbursed at the current institutional rate.

**Proposed Policy or Procedure:** Add as second paragraph

During the summer term, courses which are converted to workload hours at the rate of two (2) workload hours for each three (3) contact hours will be treated as follows. The workload hours for the instructor for a given course would be considered full loads if the number of student enrollments reaches the seat capacity of the course or meets the general minimum enrollment requirement. Otherwise, it is prorated according to the following formula.

\[
\frac{2}{3} \times \text{number of enrollments} / \text{the smaller between seat cap and minimum enrollment}
\]

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

**Presidential Action:** This proposal was signed by the President on June 6, 2014.

**GAC #13-20 – Employee Definitions**

**Source of Proposal:** Faculty Senate

**Purpose of Proposal:** Policy Revision

**Current Policy or Procedure:** MWSU Policy Guide, Employee Definitions

**Adjunct faculty** are those persons not under contract to receive compensation from the University but who assist in the education of our students in a teaching capacity. Their services are usually performed outside of the University. Upon recommendation of the Department Chairperson, and with the approval of the Dean of the College and the Vice President of Academic Affairs, adjunct faculty will receive a letter of appointment for the period in which they serve. Adjunct faculty will have MWSU Library Privileges.

**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:** Add to current adjunct policy

Adjunct faculty qualify for a pay increase if both criteria for an increase are met.
<table>
<thead>
<tr>
<th>Pay Level</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base adjunct pay rate</td>
<td>• first six semesters of teaching for MWSU</td>
</tr>
<tr>
<td></td>
<td>• 0.0 – 30.0 credit hours of cumulative service</td>
</tr>
<tr>
<td>Base adjunct pay rate + $100/credit hr.</td>
<td>• 7 to 12 semesters of teaching for MWSU</td>
</tr>
<tr>
<td></td>
<td>• 30.1 – 60.0 credit hours of cumulative service</td>
</tr>
<tr>
<td>Base adjunct pay rate + $200/credit hr.</td>
<td>• more than 12 semesters of teaching for MWSU</td>
</tr>
<tr>
<td></td>
<td>• 60.1 or more credit hours of cumulative service</td>
</tr>
</tbody>
</table>

**GAC Summary:** There was no financial impact to the University provided in the proposal so it is recommended it be taken back to Faculty Senate for that information and evaluation. It will not be forwarded at this time.

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

**GAC #13-21 – Employee Definitions**

**Source of Proposal:** Faculty Senate

**Purpose of Proposal:** Policy Revision

**Current Policy or Procedure:** MWSU Policy Guide, 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:**

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, $600–800; MA, $700–900; DR, $800–1000 per equated hour.

**GAC Summary:** There was no financial impact to the University provided in the proposal, but discussion determined the impact may be at least $165,000 per semester, making it possibly $350,000-$375,000 per year. Faculty Senate representatives reiterated, however, that an across the board raise is still number one on their priority list. Thus, this proposal will not be forwarded to the President at this time.

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

**GAC #13-22 – Spring 2014 Graduate Curriculum**

**Source of Proposal:** Graduate Council

**Purpose of Proposal:** For Information
The Following Table includes a summary of **graduate program revisions and new program proposals** approved by the Graduate Council during the Spring 2014 curriculum review.

<table>
<thead>
<tr>
<th>Graduate Program Changes</th>
<th>Summary and Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Master of Science in Nursing</strong> <em>(PROGRAM REVISION)</em></td>
<td>MSN Health Care Leadership degree will be <strong>split into two options</strong>, (1) <strong>Health Care Leadership</strong> and (2) <strong>Nurse Educator</strong>.</td>
</tr>
<tr>
<td></td>
<td>In order for the MSN program continue and growth, we have determined that addition of a Nurse Educator option to our existing Leadership in Health Care option to be essential. A major barrier to sustaining adequate and appropriately prepared professional nurses for the near future is the lack of qualified faculty. The increasing complexity of care delivery environments, increasing patient acuities and rapid technologic advancements also heighten the need for qualified educators in the practice/service setting. Creation of the Educator option would obviously be a positive response to these identified needs, and move our program into a stronger market competition position.</td>
</tr>
<tr>
<td></td>
<td>A 20 credit core of course will support both the CHL and NE options, with each option requiring 12 credits of separate Nursing courses.</td>
</tr>
<tr>
<td><strong>Master of Science in Information Technology Assurance Administration</strong> <em>(NEW PROGRAM)</em></td>
<td>The <strong>Nurse Educator Certificate</strong> is proposed as a ‘value added’ option to the MSN Nurse Educator Track. This option provides a mechanism whereby individuals who do not want to complete a full course of study for the MSN may acquire course work to support educator practice in a clinical setting (e.g., staff development) or academic setting (e.g., APRNs who have migrated to education without preparation for the education role). This option has the potential for building enrollments for the courses noted. It is anticipated that some individuals may opt to complete the entire MSN program once they have entered the University environment.</td>
</tr>
<tr>
<td></td>
<td>The Master of Science in Information Technology Assurance Administration program provides a broad technical understanding of current and evolving technologies in the IT field with an emphasis on applying concepts to business fundamental needs. The information assurance specification provides a thorough knowledge base for managers and technology professionals concerned with the design, development, implementation, operation, and management of secure information systems and with the protection of an organization’s information assets. The specialization provides students with a practical understanding of the principles of data protection, network security, and computer forensics. The specialization also introduces students to the ethical, legal, and policy issues associated with information security.</td>
</tr>
</tbody>
</table>
With the growing concern for information and network security, this new program will provide an in-depth program focusing on the roles of a network administrator who manages information assets in a small, midsized and even larger corporation. The need for such managers has grown nationwide and is the focus of new laws and regulations. As business and commerce moves to the internet this will become more and more important. Thus program is designed to help students bridge the gap between theory and application in information technology management.

From the above data employment analysis there were nearly 4000 IT jobs advertised in 2013, of these 120 jobs were advertised in our local area. Herzog, Boehringer Ingelheim Vetmedica, Lifeline Foods, DST, Cerner and Miter select employees from our graduate pool. These companies have selected Missouri Western graduates to manage their IT departments and coding teams. This program would serve to provide a needed pool of candidates for management to select from; both in the Saint Joseph metro area and the Kansas City Metropolitan area.

Program requests 1 new faculty member; program would begin August 2015 if approved. The current program is filed under a Management CIP code and does not give us the needed STEM designation.

The following table summarizes **graduate course changes and proposed new graduate courses** approved by Graduate Council during the Spring 2014 curriculum review.

<table>
<thead>
<tr>
<th>Summary Graduate Curriculum Changes Approved by Graduate Council Fall 2013</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Revisions</strong></td>
<td></td>
</tr>
<tr>
<td>TSL 561 Second Language Acquisition</td>
<td>Course Revision</td>
</tr>
<tr>
<td>TSL 663 Research in ELL</td>
<td>Course Revision</td>
</tr>
<tr>
<td>NUR614 Nursing Seminar II</td>
<td>Course Revision</td>
</tr>
<tr>
<td>NUR 624 Nursing Seminar II</td>
<td>Course Title Revision</td>
</tr>
<tr>
<td>NUR 502 Advanced Health Assessment and Health Promotion</td>
<td>New Course</td>
</tr>
<tr>
<td>NUR 503 Advanced Pathopharmacology</td>
<td>New Course</td>
</tr>
<tr>
<td>NUR 608 Curriculum and Program Development</td>
<td>New Course</td>
</tr>
<tr>
<td>NUR 610 Instructional and Evaluation Strategies</td>
<td>New Course</td>
</tr>
<tr>
<td>MIM 603 SDLC Analysis and Design</td>
<td>New Course</td>
</tr>
<tr>
<td>MIM 613 ERP Fundamentals</td>
<td>New Course</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>MIM 623 ERP</td>
<td>Configuration</td>
</tr>
<tr>
<td>MIM 633 Business</td>
<td>Intelligence and Analytics</td>
</tr>
<tr>
<td>MIM 653 Supply</td>
<td>Chain and Customer Relations Management</td>
</tr>
<tr>
<td>MIM 663 e-Commerce</td>
<td>and Mobile Platforms</td>
</tr>
<tr>
<td>MIM 673 EA</td>
<td>Technology</td>
</tr>
<tr>
<td>MIM 683 Strategic</td>
<td>Information Systems</td>
</tr>
<tr>
<td>MIM 693 SAP TERP</td>
<td>10 Certification</td>
</tr>
<tr>
<td>CSC 550 Cryptography</td>
<td></td>
</tr>
<tr>
<td>CSC 600 Research</td>
<td>Methods</td>
</tr>
<tr>
<td>CSC 630 Database</td>
<td>Management</td>
</tr>
<tr>
<td>CSC 640 E-Commerce</td>
<td></td>
</tr>
<tr>
<td>CSC 660 Graduate</td>
<td>Internship</td>
</tr>
<tr>
<td>MAS501 Teaching</td>
<td>Assistant Training Course</td>
</tr>
</tbody>
</table>

**New Courses in support of MS ITAA**

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

**Presidential Action:** This proposal was signed by the President on June 6, 2014.

**GAC #13-23 – Incomplete Graduate Thesis Deadlines**

**Source of Proposal:** Graduate Council

**Purpose of Proposal:** Policy Revision

**Current Policy or Procedure:** The current thesis completion policy (below) is from the Graduate School Policy Portal (AKA Graduate Wiki).

**Thesis**

A thesis is an in-depth scholarly examination of a particular topic which makes a significant original contribution to the student's academic field. In general, a thesis is based on the examination of hypothesis(es) or research objective(s) and includes the following components: an abstract, a review of literature, methods and procedures, data summary or findings from primary sources, and a discussion of the findings. The thesis requires approval of the supervising graduate research faculty member, the student’s graduate committee and the graduate dean. An oral defense of the thesis before their graduate committee is required. Acceptance by the committee of the completed thesis must be filed in the Graduate Studies Office prior to graduation. The thesis must be submitted to the graduate school for placement in the library according to the Thesis Guidelines Manual.
Important Deadlines
Note: Some programs may have deadlines that are MORE STRINGENT than these.

At least one full semester prior to graduation
- File Thesis Committee Approval Form

Before you start collecting data
- Ensure you have IRB and/or Animal Care Committee approval
- Ensure you have any necessary copyright or other permission

At least 8 weeks before graduation
- Provide copies of your thesis to your thesis committee and begin your thesis defense process

At least 20 days before the end of the semester in which you graduate
- Request a Thesis Format Waiver if needed

At least 10 days before the end of the semester in which you graduate.

A completed and approved thesis must be sent to the graduate school along with the Thesis Approval Form. This should include three copies of your thesis, and an electronic version emailed to graduate@missouriwestern.edu

Proposed Policy or Procedure: Proposed changes would begin with the Summer 2014 semester. Changes are indicated in BOLD

Thesis

A thesis is an in-depth scholarly examination of a particular topic which makes a significant original contribution to the student’s academic field. In general, a thesis is based on the examination of hypothesis(es) or research objective(s) and includes the following components: an abstract, a review of literature, methods and procedures, data summary or findings from primary sources, and a discussion of the findings. The thesis requires approval of the supervising graduate research faculty member, the student’s graduate committee and the graduate dean. An oral defense of the thesis before their graduate committee is required. Acceptance by the committee of the completed thesis must be filed in the Graduate Studies Office prior to graduation. The thesis must be submitted to the graduate school for placement in the library according to the Thesis Guidelines Manual.

Important Deadlines

Note: Some programs may have deadlines that are MORE STRINGENT than these.

At least one full semester prior to graduation
- File Thesis Committee Approval Form

Before you start collecting data
- Ensure you have IRB and/or Animal Care Committee approval
- Ensure you have any necessary copyright or other permission

At least 8 weeks before graduation
- Provide copies of your thesis to your thesis committee and begin your thesis defense process

At least 20 days before the end of the semester in which you graduate.
Request a Thesis Format Waiver if needed

At least 10 days before the end of the semester in which you graduate. The end of the semester is defined as the last day of final exams.

A completed and approved thesis must be sent to the graduate school along with the Thesis Approval Form. This should include three copies of your thesis, and an electronic version emailed to graduate@missouriwestern.edu

If a student is unable to complete his/her thesis at the end of the semester he/she has applied to graduate the student will initially receive an incomplete grade, and the student may not walk at commencement. The Student will have 8 weeks from the end of the semester to complete the thesis or capstone project and submit a signed Thesis Completion Form to the Graduate School Office indicating successful completion of the thesis or capstone project. The student’s application for graduation will be completed and the graduate degree will be granted indicating completion for the previous semester.

If the thesis or capstone project is not completed by the end of the 8 week period following the end of the previous semester a Thesis Completion Form must be filed indicating the thesis or capstone project was not completed. The student can still receive academic credit for the work done during the previous semester, and the student’s transcript will be adjusted from incomplete to indicate the appropriate credit or grade earned.

If a student does not meet the requirements for successful completion of his/her thesis or capstone project during the scheduled semester(s), the student will be required to enroll in at least 1 credit for each semester during which they are finishing the work to complete the thesis/capstone requirements. A student must be regularly enrolled in the semester in which the thesis/capstone project is completed and the student is scheduled to graduate and receive his/her degree.

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

Presidential Action: This proposal was signed by the President on June 6, 2014.

GAC #13-24 – Change of Graduate Program of Study

Source of Proposal: Graduate Council

Purpose of Proposal: Policy Revision

Current Policy or Procedure: The current thesis completion policy (below) is from the Graduate School Policy Portal (AKA Graduate Wiki).

Program of Study Forms

Students are required to complete a Program of Study Form during their first semester as a degree seeking graduate student. Without a Program of Study form on file, graduate courses may not count towards their degree.

Forms are available on the Registrar's Web Site
Students should work together with their advisors to complete the Program of Study Form. Distance education students will be able to complete one using fax or scanned signatures.

**Proposed Policy or Procedure:**

**Program of Study Forms**

Students are required to complete a Program of Study Form during their first semester as a degree seeking graduate student. Without a Program of Study form on file, graduate courses may not count towards their degree.

Forms are available on the [Registrar's Web Site](#)

Students should work together with their advisors to complete the Program of Study Form. Distance education students will be able to complete one using fax or scanned signatures.

**Program of Study Guidelines**

In order to declare a certificate or master’s level degree program the student must meet all admissions requirements and receive approval from the graduate program coordinator and dean of the graduate school.

A student with a declared certificate program which has an associated master’s level degree program may request acceptance into that degree. Upon acceptance, the certificate program of study will be inactivated.

A student with an awarded MWSU graduate certificate which has an associated master’s level degree program may request acceptance into and earn that degree.

A student with a declared or awarded MWSU master’s level degree program which has an associated certificate program may not declare or earn that certificate.

A student with a declared or awarded MWSU MAS degree program may not declare or earn the Professional Skills certificate.

A student with a declared or awarded MWSU master’s level degree program may request acceptance into a certificate program which is not associated with the master’s program.

**Multiple Certificates or Master’s Level Degrees**

A student seeking an additional certificate or master’s level degree or requesting to change to a new certificate or degree must meet the admission criteria for the new program and receive approval from the graduate program director and dean of the graduate school.

A student seeking an additional certificate or master’s level degree will be required to complete a minimum of 12 credit hours in approved, unique coursework. The student must meet all of the admissions requirements and receive approval from the graduate program coordinator and dean of the graduate school.
GAC Summary: This proposal will be forwarded to the President for his approval.

Presidential Action: This proposal was signed by the President on June 6, 2014.

GAC #13-25 – Changes to Graduate Faculty Definitions

Source of Proposal: Graduate Council

Purpose of Proposal: Policy Revision


Article IV: Faculty
Section 1. Minimum Qualifications and Applications
Minimum Qualifications for appointment consideration are as follows: Terminal degree highly preferred with current record of significant scholarly/creative activity in the discipline. In the absence of terminal degree, a master’s degree and either highly significant publication/presentation record in the discipline or considerable professional experience in the discipline. Application for Graduate Faculty is made by submitting a completed application form to the applicant’s Academic Department Chair or School Dean. A vita should be emailed to the Graduate Dean. Adjunct Graduate Faculty applications should be submitted through the chair of the department where the courses will be offered. MWSU Faculty may apply for Graduate Faculty designation at any time, even if they are not immediately instructing a graduate course or involved in a graduate program. All applications will be reviewed in turn by Department Chair or School Dean, Academic College Dean, and Graduate Council, with final action taken by the Provost.

Section 2. Categories of Graduate Faculty, Reappointment and Review
Membership in the MWSU Graduate Faculty shall be classified in one of three faculty designations: Full Graduate Faculty, Associate Graduate Faculty and Adjunct Graduate Faculty. The criteria for each level of membership is set out as follows:

Graduate Faculty:
Full-time MWSU Faculty who hold a terminal degree in an appropriate field of study and demonstrate evidence of scholarly/creative activity, including a minimum of one of the following:

1. One peer reviewed publication or creative activity in one’s content discipline within the past three years; two such publications within the past five years; or, one such publication and four conference presentations within the past five years and/or

2. Relevant professional service and leadership in one’s discipline at the regional or national level. There must be evidence of keeping current in one’s content discipline and/or

3. Possessing special or unique content related qualities contributing to a particular graduate curriculum. Normally this will be non-academically recognized experience/expertise related to
the teaching area.

Responsibilities and privileges include teaching graduate courses, advising graduate students, chairing and serving on graduate student committees, and being eligible to serve on Graduate Council. Graduate Faculty may also be requested to serve on committees and special committees. Graduate Faculty are appointed for a five year term, after which they may apply for reappointment.

Associate Graduate Faculty
Full-time MWSU Faculty judged capable of contributing to quality graduate education in the area of their expertise. Responsibilities and privileges include teaching graduate level courses, advising graduate students, and serving on student committees. These appointments are for one year with the possibility of annual reappointment.

Adjunct Graduate Faculty
Professionals, staff, and administrators judged capable of contributing to quality graduate education in the area of their expertise. Adjunct Faculty do not hold full-time MWSU faculty contracts.

Responsibilities and privileges include teaching graduate level courses and serving on student committees. These appointments are for one year with the possibility of annual reapplication. Graduate Faculty, Associate Graduate Faculty, and Adjunct Graduate Faculty must remain current in their discipline with a record of current professional development to receive reappointment.

Proposed Policy or Procedure: Changes should take place beginning in August 2014.

Article IV: Faculty

Section 1. Minimum Qualifications and Applications
Minimum Qualifications for appointment consideration are as follows: Terminal degree highly preferred with current record of significant scholarly/creative activity in the discipline. In the absence of terminal degree, a master’s degree and either highly significant publication/presentation record in the discipline or considerable professional experience in the discipline. Application for Graduate Faculty is made by submitting a completed application form to the applicant’s Academic Department Chair or School Dean. A vita should be emailed to the Graduate Dean. Adjunct Graduate Faculty applications should be submitted through the chair of the department or unit head where the courses will be offered. MWSU Faculty may apply for Graduate Faculty designation at any time, even if they are not immediately instructing a graduate course or involved in a graduate program. All applications will be reviewed in turn by Department Chair or School Dean, Academic College Dean, and Graduate Council, with final action taken by the Provost.

Section 2. Categories of Graduate Faculty, Reappointment and Review
Membership in the MWSU Graduate Faculty shall be classified in one of three faculty designations: Full Graduate Faculty, Associate Graduate Faculty, and Adjunct Graduate Faculty. The criteria for each level of membership is set out as follows:
Graduate Faculty:

Full-time tenured-or tenure-track MWSU Faculty who hold a Terminal Degree in an appropriate field of study or who have professional credentials and expertise appropriate for supervising graduate research. Graduate Faculty should demonstrate evidence of scholarly/creative activity, including a minimum of one of the following:

1. One peer reviewed publication or creative activity in one’s content discipline within the past three years; two such publications within the past five years; or, one such publication and four conference presentations within the past five years and/or

2. Relevant professional service and leadership in one’s discipline at the regional or national level. There must be evidence of keeping current in one’s content discipline and/or

3. Possessing special or unique content related qualities contributing to a particular graduate curriculum. Normally this will be non-academically recognized experience/expertise related to the teaching area.

Responsibilities and privileges include teaching graduate courses, advising graduate students, chairing and serving on graduate student committees, and being eligible to serve on Graduate Council.

Faculty who are hired to tenure-track or tenured appointments will be appointed full Graduate Faculty status in their first year of employment upon the request to the Graduate Dean by the department chair or the academic school’s dean.

In special circumstances, the Graduate Dean may recommend appointment to Graduate Faculty status.

Graduate Faculty may also be requested to serve on committees and special committees. Graduate Faculty are appointed for a five year term, after which they may apply for reappointment.

Graduate Faculty reappointments will be reviewed every 5 years. Faculty must initiate this reappointment review by submitting a request and any supporting material. Graduate faculty must remain current in their discipline with a record of current professional development to receive reappointment.

Associate Graduate Faculty

Full-time MWSU Faculty judged capable of contributing to quality graduate education in the area of their expertise. Responsibilities and privileges include teaching graduate level courses, advising graduate students, and serving on student committees. These appointments are for one year with the possibility of annual reappointment.

Adjunct Graduate Faculty

Professionals, staff, and administrators judged capable of contributing to quality graduate education in the area of their expertise. Adjunct Faculty do not hold full-time MWSU faculty
Contracts.

Responsibilities and privileges include teaching graduate level courses and serving on student committees. **Adjunct faculty may serve on student committees (limited to one per semester) with approval of the department chair and Graduate Dean.** These appointments are for one year with the possibility of annual reapplication.

Graduate Faculty, Associate Graduate Faculty, and Adjunct Graduate Faculty must remain current in their discipline with a record of current professional development to receive reappointment.

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

**Presidential Action:** This proposal was signed by the President on June 6, 2014.

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**GAC #13-26 – Non-Degree Seeking Graduate Student Status**

**Source of Proposal:** Graduate Council

**Purpose of Proposal:** Policy Revision

**Current Policy or Procedure:** The current thesis completion policy (below) is from the Graduate School Policy Portal (AKA Graduate Wiki).

**Non-Degree Seeking Applicants**

The following policies apply to students who are not seeking a graduate degree and wish to enroll in graduate courses:

1. Students with a bachelor’s degree who wish to take courses for graduate credit but who do not intend to seek a master’s degree must submit transcripts from an accredited college or university showing a degree date and a minimum undergraduate grade point average of 2.75.

2. Senior undergraduate students desiring to take courses for graduate credit may take up to six total credit hours of graduate-level courses (500 level only) for graduate credit during only the last two semesters before receiving the bachelor’s degree, provided they meet the following criteria:
   a. Are within 24 hours or less of meeting the requirements for the baccalaureate degree.
   b. Have a cumulative undergraduate grade point average of not less than 3.0;
   c. File an application for graduate admission and receive approval before registering for the graduate course.
   d. Have the consent of the instructor(s) of the graduate course(s).
   e. A course taken for undergraduate graduation credit will NOT be allowed to count as graduate credit.
   f. The Approval Form must be completed.

3. Students with a bachelor’s degree who do not have appropriate program-required courses for admission to graduate work but are otherwise admissible to a graduate
program may, with permission of the appropriate graduate program, take as many undergraduate courses as required for a degree-seeking graduate application.

4. Students interested in taking in-service/Professional Development courses or Workshops for graduate credit may do so by seeking admission through the Graduate Office. They must show proof of a bachelor’s degree by submitting appropriate academic transcripts. These students are limited to taking certain pre-approved courses.

Please Note: Non-Degree Seeking students are not eligible for financial aid.

**Proposed Policy or Procedure:** Changes would take place beginning in **June 2014.**

**Non-Degree Seeking Applicants**

The following policies apply to students who are not seeking a graduate degree and wish to enroll in graduate courses:

1. Students with a bachelor’s degree who wish to take courses for graduate credit but who do not intend to seek a master’s degree must submit transcripts from an accredited college or university showing a degree date and a minimum undergraduate grade point average of 2.75.

2. Senior undergraduate students desiring to take courses for graduate credit may take up to six total credit hours of graduate-level courses (500 level only) for graduate credit during only the last two semesters before receiving the bachelor’s degree, provided they meet the following criteria:
   a. Are within 24 hours or less of meeting the requirements for the baccalaureate degree.
   b. Have a cumulative undergraduate grade point average of not less than 3.0;
   c. File an application for graduate admission and receive approval before registering for the graduate course.
   d. Have the consent of the instructor(s) of the graduate course(s).
   e. A course taken for undergraduate graduation credit will NOT be allowed to count as graduate credit
   f. The Approval Form must be completed

3. Students with a bachelor’s degree who do not have appropriate program-required courses for admission to graduate work but are otherwise admissible to a graduate program may, with permission of the appropriate graduate program, take as many undergraduate courses as required for a degree-seeking graduate application.

4. Students interested in taking in-service/Professional Development courses or Workshops for graduate credit may do so by seeking admission through the Graduate Office. They must show proof of a bachelor’s degree by submitting appropriate academic transcripts. These students are limited to taking certain pre-approved courses.

Please Note: Non-Degree Seeking students are not eligible for financial aid.
Non-degree seeking students may request a change in status to degree seeking by completing a Change in Non-degree Seeking Graduate Student Status Request Form. The student must meet all of the regular Graduate School admissions criterion as well as requirements for acceptance to the specified graduate program. Program specific requirements are given in the graduate program section of the Graduate School web site or on the individual graduate program’s web site.

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

**Presidential Action:** This proposal was signed by the President on June 6, 2014.

Respectfully submitted,

Jennie McDonald  
Secretary