GOVERNANCE ADVISORY COUNCIL

October 16, 2013

Attendees: Dr. Jeanne Daffron, Dr. Kevin Anderson, Carol Criss, Dr. Gordon Mapley, Shana Meyer, Dr. Jon Rhoad, Dr. Bob Willenbrink

Others: Marilyn Baker, Susan Bracciano, Dr. Cindy Heider, Allie Mays, Tyson Schank, Brian Shewell, Eric Tolliver

GAC #13-04 – Faculty Bridge-to-Retirement Program

Source of Proposal: Academic Affairs

Purpose of Proposal: For Information

Current Policy or Procedure: Not yet published in Policy Guide

Proposed Policy or Procedure: MWSU Policy Guide, FACULTY BRIDGE-TO-RETIREMENT PROGRAM

The following are the basic components of the Bridge-to-Retirement Program:

- The faculty member must be eligible for regular retirement.
- The faculty member must apply for consideration and the Western administration must agree to grant that request.
- The faculty member must be in good standing.
- The faculty member will teach 21-22 credits (on an AY basis) and be on campus a minimum of 10 hours per week for office hours while classes are in session. This equates to a 630-hour commitment per academic year.
- The faculty member will only be evaluated in terms of instruction and not in the areas of professional development or service while participating in the bridge program.
- In compensation for teaching, the faculty member will receive $30,000 (roughly twice the adjunct rate) and in addition a $6,000 annual health insurance stipend. The compensation can be prorated for less than 21-22 credits per year, but the health insurance stipend would not be prorated unless the time period was one semester, then the health insurance stipend would be $3,000.
Participation in this program is granted one year at a time and is renewable for a second year after an evaluation is completed.

Participation in this program would not change eligibility of dependents for tuition remission (see last sentence in section VI. C. of the Policy Guide).

Procedure for Application:

- The application form may be obtained from the Office of the Provost and Vice President for Academic Affairs (VPAA).
- The department chairperson, dean, and VPAA must approve the application.
- The faculty member must notify the chairperson of their intention to apply for the Bridge Program by February 1 and the application must be submitted to the VPAA by March 1 of the academic year preceding the Bridge year.
- Applicants will be notified by the VPAA of acceptance into the Bridge Program by April 1.

Decision Considerations:

- Annual evaluations of faculty
- Will the acceptance of an application create a severe hardship on the department?
- No more than one member or 20% of a large department may participate in this program during any academic year.
- If there are more applications from a department than allowed by the limitations above, the following criteria will be used, in combination, to determine who is approved:
  - Annual evaluations
  - Number of years of service at Western
  - Difficulty in finding a faculty replacement
  - Date of application

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

Presidential Action: This proposal was signed by the President on October 16, 2013.

GAC #13-05 – Reorganization of Faculty Committees

Source of Proposal: Faculty Senate

Purpose of Proposal: For Information, Policy Revision

Current Policy or Procedure: MWSU Policy Guide, Faculty Senate Bylaws, Section III.F. 1-11

Proposed Policy or Procedure:

F. Purpose, Membership, and Duties of Standing Committees

1. Academic Honesty Committee

   Purpose: This committee serves as the final review board for violations of the Academic
Honesty Policy.

Membership:
This committee is composed of five faculty members, three from the College of Liberal Arts and Sciences, one from the College of Professional Studies, and one from the Craig School of Business. If a member of the Craig School of Business faculty cannot be found to serve on the committee, then the seat will be assigned to a member of the faculty at large with preference given to the College of Professional Studies. The committee shall elect a chairperson whose responsibility it is to receive documents, convene the committee and sign documents on behalf of the committee. Academic Honesty Committee members serve a one-year term. A term of service on the Academic Honesty Committee begins on August 1 and ends on July 31.

Duties:
The committee will act as the final review board for students who have been accused of violating the Academic Honesty Policy. The Academic Honesty Policy, as well as the policies and procedures governing the committee’s activities, are outlined in the current Student Handbook unless otherwise instructed by the Faculty Senate, this committee will adhere to the Academic Honesty Policy and the operational policies and procedures outlined in the current Student Handbook.

21. Academic Regulations and Standards and Honesty Committee

Purpose: This committee provides for faculty participation in the establishment, ongoing review, and revision of academic regulations and standards and serves as the final review board for violations of the Academic Honesty Policy.

Membership: This committee is composed of five faculty members, three from the College of Liberal Arts and Sciences, one from the College of Professional Studies, and one from the Craig School of Business. If a member of the Craig School of Business faculty cannot be found to serve on the committee, then the seat will be assigned to a member of the faculty at large with preference given to the College of Professional Studies. Academic Regulations and Standards Committee members serve a one-year term.

The University Registrar, Director of the Center for Academic Support, and one counselor are ex-officio (non-voting) members.

Committee members must be available to meet at least one week before each semester (including Summer) begins.

A term of service on the Academic and Regulations Committee begins on August 1 and ends on July 31.

Duties:
a. Act as an appeal board for students placed on scholastic probation or suspension.
b. Act as final review board in case of student grade appeals.
c. Review and recommend academic regulations concerning grading, grades on transcripts, admission standards, testout programs, etc.
d. Review criteria for scholastic status: probation, suspension, honors, etc.
e. Forward reports regarding student and faculty personnel matters to the appropriate administrator with a copy to the Senate President for inclusion in the Senate locked file (see Duties of President, paragraph 8).

f. Forward recommendations to the Senate Execute Committee for appropriate action.

g. Act as the final review board for students who have been accused of violating the Academic Honesty Policy. The Academic Honesty Policy, as well as the policies and procedures governing the committee’s activities, are outlined in the current Student Handbook unless otherwise instructed by the Faculty Senate, this committee will adhere to the Academic Honesty Policy and the operational policies and procedures outlined in the current Student Handbook.

32. Evaluation of Faculty Committee

Purpose: This committee studies current procedures for the evaluation of faculty and makes recommendations regarding the interpretation and administration of those evaluations.

Membership:
This committee is composed of five faculty members, three from the College of Liberal Arts and Sciences, one from the College of Professional Studies, and one from the Craig School of Business. If a member of the Craig School of Business faculty cannot be found to serve on the committee, then the seat will be assigned to a member of the faculty at large with preference given to the College of Professional Studies. Evaluation of Faculty Committee members serve staggered two-year terms. A term of service on the Evaluation of Faculty Committee begins on August 1 and ends on July 31.

Duties:
a. Annually provide information and recommendations regarding interpretation and comparison of current and past student evaluation data to the Faculty Senate and the Promotion and Tenure Committee.
b. Periodically review and recommend procedures for the evaluation of faculty members by peers, department chairs and the University administration.
c. Conduct a continuing study of faculty evaluation at Missouri Western State University.
d. Provide information regarding interpretation of evaluation data.

43. Fringe Benefits Committee

Purpose: This committee shall represent the faculty in making recommendations regarding changes in the Benefits Package.

Membership:
This committee is composed of five faculty members, three from the College of Liberal Arts and Sciences, one from the College of Professional Studies, and one from the Craig School of Business. If a member of the Craig School of Business faculty cannot be found to serve on the committee, then the seat will be assigned to a member of the faculty at large with preference given to the College of Professional Studies. Fringe Benefits Committee members serve staggered two-year terms. A term of service on the Fringe Benefits Committee begins on August 1 and ends on July 31.
Duties:
a. As part of its annual report to the Faculty Senate, make recommendations for the upcoming fiscal budget regarding improvements in benefits for the Instructional Faculty of Missouri Western State University, and justify these recommendations with appropriate data.
b. Upon its appointment in the Spring Semester, study available institutional budgets in order to make recommendations for the next two institutional budgets, the first of which will go into effect during the next calendar year after the committee’s appointment.
c. Meet with the Staff Fringe Benefits Committee once a year to discuss and act on common interests and concerns.

General Studies Committee

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

Membership:
a. This committee is composed of nine faculty members, four from the College of Liberal Arts and Sciences, three from the College of Professional Studies, one from the Craig School of Business, and one from the faculty at large. If a member of the Craig School of Business faculty cannot be found to serve on the committee, then the seat will be assigned to a member of the faculty at large with preference given to the College of Professional Studies. No more than one representative from any department or school may serve on this committee.
b. The Vice President for Academic and Student Affairs and the Deans of each College and School shall be exofficio (nonvoting) members.
c. Term of Office: The committee shall be appointed every three years with each member serving a three year term. The most recent committee was appointed in May 2010. The committee will conduct its business on the following cycle:

May 2013 The Faculty Senate appoints the committee.
August 1, 2013 – The newly appointed General Studies Committee begins its work.
January 1, 2014 All new proposals for this review cycle must be submitted.
May 1, 2014 The review committee reports to the Faculty Senate. December 1, 2011 - All bodies complete appropriate action.
August 1, 2015 The new general studies program takes effect.
May 2016 The Faculty Senate appoints a new committee.

Duties:
a. Review all courses in the TwoYear and FourYear General Studies curricula, considering course syllabi and other pertinent information.
b. Review recommendations for changes, additions, or deletions to the TwoYear and FourYear General Studies curricula, basing recommendations on the following criteria:
   (1) The course must be designed for a general audience, not for students in a major or specialized program.
   (2) Generally speaking, a course should not have any prerequisites.
   (3) The course should support the philosophical objectives of General Studies as strongly as the course(s) which it replaces or for which it provides an alternative. Such
support should be evident in two ways: in relationship to the philosophical objective to which the course applies directly and in relationship to other philosophical objectives which it also promotes.

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

65. Grievance Committee

Purpose: This committee provides faculty members with a formal means of dispute resolution of those matters that directly and importantly impact a faculty member’s professional or employment rights and interests, including employment status and rank. This formal means of dispute resolution is conducted by faculty peers, and it can lead to a hearing board decision that is an advisory opinion to the University president.

Membership:

a. This committee is composed of twelve nine faculty members, six five from the College of Liberal Arts and Sciences, five three from the College of Professional Studies, and one from the Craig School of Business. If a member of the Craig School of Business faculty cannot be found to serve on the committee, then the seat will be assigned to a member of the faculty at large with preference given to the College of Professional Studies. No more than seven (7) members of this committee may be from the same College or School. If possible, all members should be full professors or senior faculty no longer seeking promotion. A chair, a vicechair and a secretary shall be selected by the committee and act on the committee’s behalf in all administrative and procedural matters involving the handling of grievances. Chairpersons of academic departments shall be excluded from serving on the Grievance Committee.

b. Grievance Committee members serve staggered four-year terms. Replacements for appointees unable to complete their term of service shall be appointed as necessary in the way prescribed for all Faculty Senate committee replacements (see Bylaw III, B, 6). Replacements should normally complete the terms of those they replace.

c. A term of service on the Grievance Committee begins on August 1 and ends on July 31.

Duties:

a. To accept written grievances in a form consistent with the form attached to Appendix H, Faculty Grievance Procedure, as Attachment 1 and to serve a copy of that grievance upon the respondent in the grievance.

b. To determine whether the grievance is timely and whether the grievance raises a claim governed by the faculty grievance procedures. Such determination shall be made according to a majority vote of the committee officers.

c. To appoint, through action of its officers, both a chair for the hearing and a Panel of four of its members from whom the two additional hearing board members shall be selected. The officers shall resolve objections concerning Committee members sitting on the hearing board.

d. When acting as a hearing board, to conduct a hearing according to the procedure specified in Appendix H and produce as advisory opinion that is delivered to the University President.

76. Professional Leave Committee

Purpose: This committee shall represent the faculty in making recommendations regarding
sabbatical leave (see “Sabbatical Leave” in the Policy Guide) for faculty.

Membership:
This committee is composed of five faculty members, three from the College of Liberal Arts and Sciences, one from the College of Professional Studies, and one from the Craig School of Business. If a member of the Craig School of Business faculty cannot be found to serve on the committee, then the seat will be assigned to a member of the faculty at large with preference given to the College of Professional Studies. Professional Leave committee members serve a one-year term. A term of service on the Professional Leave Committee begins on August 1 and ends on July 31.

Duties:
a. Make recommendations regarding granting of sabbatical leaves to faculty applicants.
b. Explore ways of improving opportunities for professional and/or sabbatical leave (short-term or long-term) and make recommendations for implementation.
c. Monitor the fulfillment of the obligations incurred by persons receiving leave monies.

87. Promotion/Tenure Committee
Purpose: This committee shall represent the faculty in making recommendations to the Faculty Senate regarding promotion and tenure policy and to the Vice President for Academic and Student Affairs regarding the awarding of promotion and tenure.

Membership:
a. This committee is composed of eight members, four from the College of Liberal Arts and Sciences, three from the College of Professional Studies, and one from the Craig School of Business. If a member of the Craig School of Business faculty cannot be found to serve on the committee, then the seat will be assigned to a member of the faculty at large with preference given to the College of Professional Studies.
b. The Promotion/Tenure Committee will elect a chairperson and a secretary. The elected offices will be for a one year period.
c. All members of the committee must be tenured and have the rank of associate or professor.
d. Promotion/Tenure Committee members serve staggered three-year terms. The tenure of the chairperson of the Faculty Senate Promotion and Tenure Committee shall be limited to one year of a three year appointment. Vacancies will be filled in accordance with Bylaw III, B. 6.
e. No person applying for tenure or promotion in a given academic year is eligible to serve on this committee during that academic year.
f. No Chairperson shall be appointed to the Promotion/Tenure Committee.
g. A term of service on the Promotion/Tenure Committee begins on August 1 and ends on July 31.

Procedures:
a. At the first meeting of the Promotion/Tenure Committee, the Vice President for Academic and Student Affairs and the committee will discuss the philosophy of promotion and tenure as well as the criteria to be used in identifying deserving faculty.
b. Each member of the Promotion/Tenure Committee will review all applications for tenure or promotion.

c. A committee member cannot serve on the subcommittee for any applicant from his/her school or department. Subcommittee members for any candidate reapplying for tenure or for the same rank of promotion cannot be members who served on the Promotion/Tenure Committee during the candidate’s prior application(s).

d. The report will be presented to and discussed by the entire Promotion/Tenure Committee before committee recommendation is made. At least six committee members must be present for a vote on a candidate to take place.

e. Each person applying for promotion or tenure will have the option of appearing before the subcommittee reviewing his/her packet to briefly (ten minutes) to discuss materials documented in the application packet. Applicants will not have the option of appearing before the entire Promotion/Tenure Committee.

f. Final recommendation of the Promotion/Tenure Committee will be written by the chairperson and forwarded to the Provost and Vice President for Academic and Student Affairs and the candidate. The vote tally will be sent to the Vice President for Academic and Student Affairs along with the Committee recommendations.

g. When there is disparity between the committee recommendation and the recommendation of the Provost and Vice President for Academic and Student Affairs, a meeting between the two should take place for clarification before it goes forward to the University President.

Duties:

a. Review quality of instruction, professional activity, and quality of service of all promotion and tenure candidates and make recommendations to the Vice President for Academic and Student Affairs to award or deny promotion or tenure.

b. Make a continuing study of promotion and tenure policy and make recommendations to the Faculty Senate for improvements to the Missouri Western State University promotion and tenure policy.

c. Promote consistency in the application of the promotion and tenure guidelines.

d. Strive for fair and equitable treatment of all promotion and tenure candidates.

e. Keep confidential all reviews of candidates.

Salary Committee

Purpose: This committee shall represent the faculty making recommendations regarding salary changes.

Membership:

This committee is composed of five faculty members, three from the College of Liberal Arts and Sciences, one from the College of Professional Studies, and one from the Craig School of Business. If a member of the Craig School of Business faculty cannot be found to serve on the committee, then the seat will be assigned to a member of the faculty at large with preference given to the College of Professional Studies. Salary Committee members serve staggered two-year terms. A term of service on the Salary Committee begins on August 1 and ends on July 31.

Duties:

a. As part of its annual report to the Faculty Senate, make recommendations for the
upcoming fiscal budget regarding improvements in salary for the Instructional Faculty of Missouri Western State University, and justify these recommendations with appropriate data.

b. Upon its appointment in the Spring Semester, study available institutional budgets and previous Salary Committee reports in order to make recommendations for the next two institutional budgets, the first of which will go into effect during the next calendar year after the committee’s appointment.

c. Meet together with the Fringe Benefits Committee twice a semester to develop a five-year plan for improving salaries and fringe benefits.

409. Scholarship Committee
Purpose: This committee represents the faculty in matters pertaining to academic scholarships.

Membership:
This committee is composed of five faculty members, three from the College of Liberal Arts and Sciences, one from the College of Professional Studies, and one from the Craig School of Business. If a member of the Craig School of Business faculty cannot be found to serve on the committee, then the seat will be assigned to a member of the faculty at large with preference given to the College of Professional Studies. Scholarship Committee members serve staggered three-year terms. The Director of Financial Aid is also a member. A term of service on the Scholarship Committee begins on August 1 and ends on July 31.

Duties:
a. Work with the academic departments in determining need and criteria for scholarships.
b. Act with the Director of Financial Aid in determining the distribution of scholarships to individual applicants.
c. Support and augment the efforts of Missouri Western State University Foundation and the President of the University in their attempts to secure donations for scholarships.

4110. Undergraduate Curriculum Committee
Purpose: This committee provides for faculty participation in the continuous development and review of the total undergraduate curriculum of the University. It shall review all proposals and recommendations affecting curricula excluding the structure of the General Studies Program, regardless of the nature and origin of such proposals.

Membership:
a. This committee is composed of fourteen faculty members, five from the College of Liberal Arts and Sciences, five from the College of Professional Studies, two from the Craig School of Business, and two from the faculty at large. One from each department, and an additional member from the Craig School of Business. If members of the Craig School of Business faculty cannot be found to serve on the committee, then one or both of the Craig School of Business seats will be assigned to a member of the faculty at large. Undergraduate Curriculum Committee members serve staggered three-year terms.
b. The Provost and Vice President for Academic and Student Affairs shall be an ex-officio (non-voting) member.
c. No Departmental Chairperson shall be appointed to the Undergraduate Curriculum Committee.

d. When possible, at least half (50%) of the faculty members serving on the committee shall have been granted tenure at the time of their appointment, including at least two each from both the College of Liberal Arts and Sciences and the College of Professional Studies. Committee members must be available to meet every Monday from 4-6 pm during the Fall semester. Furthermore, committee members may be required to attend committee meetings in the Spring semester as well.

e. A term of service on the Undergraduate Curriculum Committee begins immediately upon approval of the committee’s composition by the Faculty Senate in the Spring semester.

Duties:

a. Consider proposals for major changes in the undergraduate curriculum (excluding changes in General Studies curriculum structure and/or philosophy) and for continuous development of the quality of the undergraduate curricula in the various colleges, schools, and departments.

b. Review proposals regarding undergraduate curriculum, other than those treating General Studies curriculum structure or philosophy, and make recommendations to GAC. Included within the report will be the rationale and justification for the committee’s recommendation.

c. Request and hold a conference with the originators of a proposal before making any recommendations. Such conference is required for all proposals (excluding General Studies proposals) involving addition or deletion of courses and/or programs.

d. Forward informational reports to the Senate regarding all proposals affecting curriculum prior to submitting their recommendation to GAC.

e. Maintain a central file documenting all transactions involving undergraduate programs.

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

Presidential Action: This proposal was signed by the President on October 16, 2013.

GAC #13-06 – Tuition Reduction Program

Source of Proposal: Human Resources

Purpose of Proposal: Policy Revision


Missouri Western State University offers a tuition reduction program for qualified employees, their spouses and qualified dependents. Missouri Western believes that education is a powerful tool in today’s society and is proud to offer this benefit to its employees.

MWSU’s Tuition Reduction Program is offered in compliance with the Internal Revenue Service (IRS) Publication 970 entitled “Tax Benefits for Education.” This benefit is non-taxable in
Tuition Reduction is offered to qualified employees in the amount equal to a 100% reduction of undergraduate tuition at the main campus cost per credit hour and university fees. For spouses and qualified dependents of those same employees, the tuition reduction is offered in the amount equal to an 80% reduction of undergraduate tuition only at the main campus cost per credit hour, including dual-credit courses. For clarification on courses not covered under this program, please see the “Courses Not Eligible for the Tuition Reduction Program” section below.

University fees are those fees that are assessed to all students, such as facilities access, instructional support, MAX Experience, SGA and yearbook. The most current list of university fees is available in the Business Office.

Fees associated with courses, programs or instruction, as well as books, are the responsibility of the student.

[Note: Policy continues with Eligibility Requirements, etc.]

**Proposed Policy or Procedure:** MWSU Policy Guide, Employment Policies, Tuition Reduction Program

Missouri Western State University offers a tuition reduction program for qualified employees, their spouses and qualified dependents. Missouri Western believes that education is a powerful tool in today’s society and is proud to offer this benefit to its employees.

MWSU’s Tuition Reduction Program is offered in compliance with the Internal Revenue Service (IRS) Publication 970 entitled “Tax Benefits for Education.” This benefit is non-taxable in accordance with IRS Publication 15-B entitled “Employer’s Tax Guide to Fringe Benefits.”

Tuition Reduction is offered to qualified employees in the amount equal to a 100% reduction of undergraduate tuition at the main campus cost per credit hour and university fees. For spouses and qualified dependents of those same employees, the tuition reduction is offered in the amount equal to an 80% reduction of undergraduate tuition only at the main campus cost per credit hour, including dual-credit courses. For clarification on courses not covered under this program, please see the “Courses Not Eligible for the Tuition Reduction Program” section below.

University fees are those fees that are assessed to all students, such as facilities access, instructional support, MAX Experience, SGA and yearbook. The most current list of university fees is available in the Business Office.

Fees associated with courses, programs or instruction, as well as books, are the responsibility of the student.

**Employees are encouraged to further their education in the area of their choice. Employees may schedule up to three credits of course work during regular working hours, with the**
approval of the immediate supervisor, provided the hours of work missed in a week are made up during the same work week. Other class attendance must be at hours other than the employee’s regular working hours. Employees may attend classes during their normal lunch hour period, provided it does not interfere with normal work schedules, and their immediate supervisor approves such attendance.

[Policy then continues with Eligibility Requirements, etc.]

**GAC Summary:** It was recommended that this also be added to the Graduate Tuition Reduction portion of the policy as well. With this addition, this proposal will be forwarded to the President for his approval.

**Presidential Action:** This proposal was signed by the President on October 16, 2013.

Respectfully submitted,

Jennie McDonald
Secretary