February 18, 2014

Attendees: Dr. Jeanne Daffron, Carol Hare, Dr. Mike Lane, Shana Meyer, Dr. Murray Nabors, Dr. Kathleen O’Connor, Dr. Jon Rhoad, Sally Sanders, Dr. Bob Willenbrink

Others: Dr. Cindy Heider, Michael Ritter

GAC #13-09 – Undergraduate Curriculum Submission Timeline Change

Source of Proposal: Undergraduate Curriculum Committee

Purpose of Proposal: For Information, Policy Revision


End of the fourth week of classes of summer school, 4:00 p.m. Department chairs post their completed curriculum to the UGCC folder on the O-Drive, including all necessary attachments/hyperlinks. The department chair(s) will send a summary of each proposal’s title and pertinent details by e-mail to all department chairs, all departmental administrative assistants, any other affected groups, the Registrar’s Office, the UGCC chair, all undergraduate academic Deans, and the Office of Academic Affairs. A second email to the listed affected department and the curriculum chair, with hyperlink to the proposal(s), is sent by the originating department, and marked urgent. Affected Departments and individuals shall have at least 30 days to review the proposal and respond to it online.

(Table below original language)

<table>
<thead>
<tr>
<th>DATE</th>
<th>RESPONSIBLE FOR ACTION</th>
<th>ACTION</th>
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<tbody>
<tr>
<td>End of the fourth week of classes in summer school, 4:00 p.m.</td>
<td>Proposal Packet Originators (Department Chairs)</td>
<td>Post completed Curriculum Form and all necessary attachments to the UGCC folder on the O-Drive. Send an email to all department chairs and administrative assistants, any other affected groups, the UGCC Chair, all academic deans, and the Office of Academic Affairs. Send a second email to the listed affected department and the curriculum chair marked urgent. The emails must include a list of each proposal’s title, hyperlinks to the proposal(s) and the affected departments listed in Section IV.B. of the proposal.</td>
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End of the eighth week of classes in summer school, 4:00 p.m

Affected Departments

Affected departments must complete their portion (Section IV.B.) of the Curriculum Form. A representative from the Registrar’s Office will respond to the proposal (Section IV.C.)

Proposed Policy or Procedure:

June 23, 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. The UGCC Chair will post the complete list on the UGCC web site for public viewing by July 1 and notify faculty via the faculty listserv. The list should consist of the specific changes to courses or programs, but does not require justification nor other documentation. The purpose of the list is to centralize notification of upcoming proposals for interested parties. Affected Departments and individuals shall have until August 1 to review the proposal and respond to it online.

(In the table below the following changes should be made to coordinate with the language above)

<table>
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<tr>
<th>DATE</th>
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<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 23</td>
<td>Proposal Packet Originators (Department Chairs)</td>
<td>Submit to the Chair of UGCC a list of the primary and secondary proposal items that they plan to submit during the review cycle. The UGCC Chair will post the complete list on the UGCC web site for public viewing by July 1 and notify faculty via the faculty listserv.</td>
</tr>
<tr>
<td>August 1</td>
<td>Affected Departments</td>
<td>Review the proposal and respond to it online</td>
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GAC Summary: This proposal will be forwarded to the President for his approval.

Presidential Action: This proposal was signed by the President on March 10, 2014.

GAC #13-10 – Updated Syllabus Statement

Source of Proposal: Student Affairs

Purpose of Proposal: Policy Revision

Current Policy or Procedure:

The current syllabus statement reads as follows: **Students with Disabilities:** Please make an appointment with me as soon as possible to discuss your needs. And if you have not already done so, you are encouraged to make an appointment with the Office of Disability Services on Eder Hall, room 203N. Missouri Western is an equal opportunity/affirmative action institution.
Proposed Policy or Procedure:

Special Learning Conditions/Accommodations:
Missouri Western State University, in accordance with The Americans with Disabilities Act, provides assistance and resources for students with disabilities. The Accessibility Resource Center is located in Eder Hall, Suite 203. This is the appropriate office for students, faculty or staff to contact to notify the University of a student’s documented disability. After the ARC Coordinator verifies a documented disability, the ARC Coordinator will work with the student to discuss reasonable accommodations for this course and initiate a request for services. Students should contact the instructor within the first two weeks of class if they require special accommodations for the test taking, carrying out assignments, or any other need for assistance. Our goal is to make sure that all students have access to equal opportunities at MWSU. Missouri Western is an equal opportunity/affirmative action institution.

GAC Summary:  After discussion, it was recommended that wording be revised and the paragraph shortened. The following revision was distributed electronically to the Council and the wording was accepted:

Disability Accommodations - Students seeking accommodations must first provide documentation of needed accommodations to the Accessibility Resource Center (ARC) located in Eder Hall, Suite 203. Once accommodations have been approved by the ARC, students are responsible for notifying their instructors of those accommodations. This should be done within the first two weeks of classes. Accommodations are not retroactive.

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

Presidential Action:  This proposal was signed by the President on March 10, 2014.

Respectfully submitted,

Jennie McDonald
Secretary