

MISSOURI WESTERN STATE UNIVERSITY

Governance Advisory Council Report 2010-2011

December 21, 2010

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GOVERNANCE ADVISORY COUNCIL

December 14, 2010

Member Attendees: Dr. Jeanne Daffron, Dr. Jim Bargar, Dr. Brian Cronk, Mel Klinkner, Dr. Greg Lindsteadt, Dr. Murray Nabors, Dr. Phil Nitse, Amy Parnell, Dr. Esther Perález, Sally Sanders

Other Attendees: Peter Gregory, Dr. Cindy Heider, Dr. Maureen Raffensperger

GAC #10-02 – Late Night Event Policy

Source of Proposal: SGA / Student Affairs

Purpose of Proposal: New Policy / For Information

Current Policy or Procedure: None

Proposed Policy or Procedure: To be included in the MWSU Student Handbook

Late Night Event Policy

Guidelines and Responsibilities

The purpose of the Late Night Event (LNE) Policy is to provide a structure for student organizations hosting social events at Missouri Western State University (MWSU). A Late Night Event (LNE) may be defined as any Friday or Saturday student event scheduled past 11:00 p.m. on campus. All events must end by 1:00 a.m. Student Organizations requesting a LNE are required to be a recognized student organization by the Student Government Association. All LNE must be registered in the Center for Student Engagement 21 classroom days prior to the event. A \$300.00 security deposit (refer to Security) should be paid five (5) days prior to the event (may apply for Western Activities Council funding to pay for the \$300.00 [maximum] security deposit if charging admission).

The following policy is a minimum set of guidelines to be met by the hosting organization.

Attendance

Entry is limited to current MWSU students with student ID and one guest (per student) who has a valid state driver's license, military ID, and/or state ID. All guests must be registered one-week prior to the event. If guest is not on the list on the day of event and accompanied by the Western student host, the guest will not be allowed to enter. All guests will be logged into the event. The advisor or his/her designee (designee must be approved by the Director of Student Life and relayed to University Police Department [UPD]) must be in attendance and supervise check-in table for ID's.

Once room capacity has been met, individuals will not be allowed in unless someone leaves. This will be the responsibility of the Director of Student Life. Appropriate measures will be made to ensure Western is in compliance with any city ordinance. In addition, the events committee may assist in deciding capacity relative to the event.

Security

The UPD will be called on a need be basis if an emergency arises. However, there would be an expectation (as time allows) that the UPD would ensure that the event would be part of their normal rounds so students see their presence at some time during the event.

If the Events Committee recommends additional security, the cost of the additional security will be at the expense of the club/organization (see security deposit below).

The \$300.00 security deposit covers the charge for the university police, what's left is used toward any damages caused. If there are no damages, the difference will be refunded (unless WAC has paid the security deposit). Any incidents/damage and/or additional security that cost more than the deposit covers should be paid within three (3) working days of the incident.

1. The hosting organization should take active responsibility for the event. This includes working the registration table, being visible during the entire event, accessible, and being proactive for potential situations.
2. The hosting organization's advisor or his/her designee (designee must be approved by the Director of Student Life and relayed to University Police) must be in attendance for the entire time of the event to supervise and serve as a point-of-contact for the University Police. The advisor or his/her designee is to be visible and accessible throughout the event.
3. The hosting organization must provide as many students to assist with the logistics and safety as the Events Committee requests. These students from the host organization will wear identical and easily recognizable vests. (The Center of Student Engagement will provide vests for LNE.)
4. Wristbands will be required of all attendees. The Center for Student Engagement will supply the hosting organization the wristbands (at no cost to the hosting group).

5. The event can be canceled at anytime should UPD and/or the organization advisor or his/her designee deem it necessary.
6. The Director of Student Life has the responsibility of ensuring that the event is monitored. Monitoring includes the actual event and assisting with the metal detector, when needed, and being in area of the registration table/main entrance. If an issue arises involving violations of the law and/or student code of conduct, the UPD will be contacted and UPD has the right to remove anyone causing problems.
7. Primary responsibility for confronting patrons creating disturbances will be the responsibility of the designated event staff members (Director of Student Life, Advisor or his/her designee, student event staff, or UPD). If the situation turns into a disturbance, then the UPD will be contacted. If the UPD is closer when a verbal conflict occurs, and the event staff is unavailable (near the situation), then the UPD could work to rectify any issues.
8. The events committee will review events on a weekly basis. The Director of Student Life will need to provide names of workers at the necessary stations. UPD will provide names of officers and if available the names of expected St. Joseph Police Officers (if working the event). This meeting will also describe the process and organization's responsibility for the event. The Director of Student Life will be required to set up meetings.
9. The events committee will have established a capacity number and it will not be exceeded. Entrance doors will be locked and registration will be closed at least 30 minutes prior to the end time of the event. (Should capacity be reached or should the host organization request closure for other reasons entrance doors will be locked at that time.) Guests are to vacate the facility immediately at the conclusion of the event. The host organization should take an active role to discourage guests from lingering in the facility, outside the facility or in the parking lot.
10. Because of security reasons, purses or other forms of carrying bags will not be permitted. Food, drinks, or other types of bags and containers are prohibited.

Ticket sales by Host Group

Late Night Events primary focus should be to provide a social outlet and environment for Western students and not the public. LNEs are not intended to be used as a major fundraiser. It is with this in mind that student ticket costs be no more than \$5.00 per person. If funding was received from Western Activities Council (does not include security deposit) events must be free to Western students and their one guest.

Third party promoters are not permissible for Late Night Events.

Philanthropic Events

Any club/organization having a philanthropy event will be subject to approval from the Director of Student Life and the Vice President of Student Affairs or his/her designee. Philanthropy events extending past 11:00 p.m. will be limited to the club/organization members only.

(Policy on Non-Admittance to University-Sponsored Activities [MWSU Student Handbook] – Students who attempt to attend university-sponsored activities while under the influence of alcohol will not be granted admission. “Under the influence” can be described as those who are visibly intoxicated. Examples include, but not limited to, stumbling, using loud or vulgar language, slurred speech or other disruptive behavior. The determination of “under the influence” will be in the judgment of the advisor in attendance.)

GAC Summary: The following changes were recommended wording changes for clarification:

Under the section “Attendance,” the last sentence of the first paragraph the word “Department” should be added following “University Police.”

Under the section “Security,” item number 7, the first sentence should read “Primary responsibility for confronting patrons creating disturbances will be the responsibility of the designated event staff members.”

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

Presidential Action: This proposal was signed by the President on December 21, 2010.

GAC #10-05 – Secondary Undergraduate Curriculum Committee Report

Source of Proposal: Undergraduate Curriculum Committee

Purpose of Proposal: For Information

Current Policy or Procedure: Current curriculum, Banner system and Western catalog

Proposed Policy or Procedure: See attached summary of changes.

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

Presidential Action: This proposal was signed by the President on December 21, 2010.

GAC #10-06 – Tuition Reduction Program

Source of Proposal: Executive Division

Purpose of Proposal: Procedure Revision

Current Policy or Procedure: MWSU Policy Guide

Eligibility Requirements

For purposes of MWSU’s Tuition Reduction Program Policy and based on the guidelines from

the above referenced IRS publications, the University has determined that the following individuals are eligible for participation in the Tuition Reduction Program:

1. Current, full time benefit eligible employees.
2. Benefit eligible employees who have formally retired from the University with at least fifteen (15) years of service.
3. Benefit eligible employees that have become totally disabled (eligible for Long Term Disability) after fifteen (15) years of service.
4. A widow or widower of a former benefit eligible employee who formally retired from the University with at least fifteen (15) years of service. The widow or widower will become ineligible if they remarry.
5. A widow or widower of a former benefit eligible employee who become totally disabled (eligible for Long Term Disability) after fifteen (15) years of service. The widow or widower will become ineligible if they remarry.
6. A widow or widower of a former benefit eligible employee who died having accrued fifteen (15) years of service. The widow or widower will become ineligible if they remarry.
7. A dependent child 24 years of age or younger or a legally qualified spouse of any of the above categories.

Application Requirements/Verification

Spouses and/or dependents applying for the Tuition Reduction Program are **required** to complete the Free Application for Federal Student Aid (FAFSA) for the current school year which may provide them with the funds to cover additional education related costs. Any exception to this rule is subject to approval from the Department of Human Resources. Before Tuition Reduction funds will be paid to a student's account, the FAFSA must be submitted and verification completed by the Financial Aid office.

Eligibility for receipt of the Tuition Reduction Program is subject to approval from the Department of Human Resources.

A state issued identification (i.e. driver's license) will be required to verify participant's eligibility. All applications for the Tuition Reduction Program are subject to verification. If your application is selected for verification, you may be asked to provide further information (i.e. tax returns).

Falsification of the information provided on the application or verification documents, or failure to provide verification documentation, may subject the employee to disciplinary action up to and including termination.

Participation Guidelines

Deadline for Application

Participants wanting to utilize the Tuition Reduction Program must submit completed

applications to Human Resources by the last day of the add/drop period for the applicable semester/session. Any applications received after this date will not be accepted.

Proposed Policy or Procedure:

Eligibility Requirements

For purposes of MWSU's Tuition Reduction Program Policy and based on the guidelines from the above referenced IRS publications, the University has determined that the following individuals are eligible for participation in the Tuition Reduction Program:

Employees (100% Benefit):

- *Current, full time benefit eligible employees.*
- *Benefit eligible employees who have formally retired from the University with at least fifteen (15) years of service.*
- *Benefit eligible employees that have become totally disabled (eligible for Long Term Disability) after fifteen (15) years of service.*

Spouses/Qualified Dependents (80% Benefit):

- *A widow or widower of a former benefit eligible employee who formally retired from the University with at least fifteen (15) years of service. The widow or widower will become ineligible if they remarry.*
- *A widow or widower of a former benefit eligible employee who become totally disabled (eligible for Long Term Disability) after fifteen (15) years of service. The widow or widower will become ineligible if they remarry.*
- *A widow or widower of a former benefit eligible employee who died having accrued fifteen (15) years of service. The widow or widower will become ineligible if they remarry.*
- *A dependent child 24 years of age or younger or a legally qualified spouse of any of the above categories.*

Application Requirements/Verification

All degree-seeking spouses and/or dependents applying for the Tuition Reduction Program are **required** to complete the Free Application for Federal Student Aid (FAFSA) for the current school year which may provide them with the funds to cover additional education related costs.

Any exceptions to this rule are subject to approval from the Department of Human Resources. Before Tuition Reduction funds will be paid to a student's account, the FAFSA must be submitted and verification completed by the Financial Aid office. Eligibility for receipt of the Tuition Reduction Program is subject to approval from the Department of Human Resources.

A state or federally issued form of identification (i.e. driver's license, visa, residential alien, etc.) will be required with each application to verify participant's eligibility. All applications for the Tuition Reduction Program are subject to verification. If your application is selected for verification, you may be asked to provide further information (i.e. tax returns).

Falsification of the information provided on the application or verification documents, or failure to provide verification documentation, may subject the employee to disciplinary action up to and including termination.

Participation Guidelines

Deadline for Application

Participants wanting to utilize the Tuition Reduction Program must submit completed applications to Human Resources by the last day of the add/drop period for the applicable semester/session. Any applications received after this date will not be accepted. Completed applications for dual credit students must be received by Human Resources by November 1st and/or April 1st for the given semester.

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

Presidential Action: This proposal was signed by the President on December 21, 2010.

Respectfully submitted,

Jennie McDonald
Secretary

Item 1:

UNDERGRADUATE CURRICULUM COMMITTEE REPORT

2010/2011

Presented to the Faculty Senate of
Missouri Western State University
December 2, 2010

Presented to the Governance Advisory Council of
Missouri Western State University
December 14, 2010

By Dr. Maureen Raffensperger,
Undergraduate Curriculum Committee Chair

and

Dr. faye smith
Undergraduate Curriculum Committee Secretary

**Short Summary of Secondary Undergraduate Curriculum Changes
2010/2011
Missouri Western State University**

Department(s)	Short Proposal Title (Proposal item numbers are given.)	Status
COLLEGE OF LIBERAL ARTS AND SCIENCES		
ART	(#2) Change titles, update descriptions, change prerequisites for Graphic Design courses.	Completed
	(#3) Change semester offering for ART 350; Art Department catalog rewording; Add LAS Ethics to ART 315	Completed
BIO	(#3) Clerical correction on Conservation Internship on B.S. Biology Wildlife Conservation and Management major form.	Completed
	(#4) Clerical change to BIO 375 Pathophysiology	Completed
	(#5) Clerical change to BIO 250 Anatomy & Physiology	Completed
	(#6) Clerical change to BIO 390, should include "with grade of C or above" after BIO 106.	Completed
	(#7) Clerical change to BIO 251, should include "both with grade of C or above" at the end of the pre-req. line.	Completed
	(#8) Increase contact hours in PTA 130, Functional Anatomy. Change prereq for PTA 130.	Completed
CHE	(#2) Change Semester offerings for CHE340, 370, 380, 426,441, 442, 465, & 470.	Completed
CSMP	(#4) Change the course title, and description of MAT351. Change the prerequisite of MAT351 and 352.	In process
CST	(#5) Change name of the department to Communication Studies, Theatre and Cinema	Completed
EFLJ	(#3) Revise prerequisites for ENG 400 and ENG 403 to ENG 108 or 112 and ENG 210 or 220.	Completed
	(#5) Add the LAS designation, International/Intercultural to ENG 325 and ENG 361. Add to ENG 361: "May be repeated for credit."	Completed
	(#6) Designate SPA 422 and 432 as LAS International/Intercultural courses.	Completed
HPG	(#6) Change semesters for HIS courses; change course title and description for 2 HIS courses; reword the paragraph description for geography and history; and delete HIS 310 from BIS Degree.	Completed
	(#7) Change prerequisites for several PHL courses; change title and prerequisite of PHL 360; change semester offering, course number, and prerequisite of 393; and designate 2 PHL courses as LAS Focus; change PHL paragraph description.	Completed
PSY	(#3) Deleting Service-Learning from Senior Seminar (PSY 490) Course Description	Completed
	(#4) Change Course Offerings PSY 210, 250, 280, 345, 410 to DD	Completed
COLLEGE OF PROFESSIONAL STUDIES		

CJLS	(#6) Change course description for LAW 420 Senior Research.	Completed
	(#7) Add GBA 311 to the Restricted Electives on the Certificate in Legal Assistant.	Completed
	(#8) Change semester course offerings for LAW 470 Senior Seminar.	Completed
	(#9) Move/re-position POL course descriptions within CJ/LS section of catalog.	Completed
	(#10) Change the title of and reword the course description for LAT 340 Current Legal Issues.	In process
	(#11) Change course offering semesters for LAW 320.	Completed
	(#12) Change the prerequisite for LAW 280 Criminalistics.	Completed
EDU	(#1) Delete non-shared courses from EDU program.	In process
	(#4) Title change for EDU 422 – Seminar in Early Childhood: Issues and Trends in the Management of Programs for Young Children. Drop the wording “Seminar in Early Childhood” wording.	In process
ET	(#9) Change EGT 102 course title and description	Completed
	(#10) Change EGT 200 prefix to EET 200 and its course description.	Completed
	(#11) Delete EGT 100	Completed
	(#12) Clerical change of the catalog	Completed
	(#13) Change EET 402 course description	Completed
	(#14) Change EET 312 course title and description	Completed
HPER	(#7) Changes for course semester offerings, one course title and description, and prerequisites.	Completed
CRAIG SCHOOL OF BUSINESS		
BUS	(#2) Correct typos in catalog.	Completed

Status of Secondary Curriculum Proposals can be viewed by accessing the “Status of Secondary Proposals 2010_2011” spreadsheet on the network drive. (O:\UGCC\2010-2011\Status of Secondary Proposals 2010_2011).

Item 2:

Page 40 from the current catalog:

MINORS

A minor is a subject or course of study that provides the essence of a major discipline, but requires less intensive concentration than a major field of study. Minors are available in a variety of academic subject areas and those officially-recognized minors, as listed in the *MWSU Undergraduate Catalog*, will be placed on a transcript. Students must declare and successfully complete a four-year major program in order to receive credit for a minor. **To earn a minor, students must attain a minimum GPA of 2.0 in minor coursework.** Upon graduation, however, students may not complete or declare an additional minor unless that minor is accompanied by an additional degree and major. Students cannot be awarded a minor in a field in which they have earned an associate or bachelors degree.

Item 3:

Missouri Western State University

Undergraduate Curriculum Development

Academic Policies

Approved: 07/01/2010

It is the authority of the faculty to develop undergraduate curricula, approve all curricular offerings of the institution, and establish ways to evaluate the effectiveness and currency of the undergraduate curriculum.

A. Undergraduate Curriculum Development Procedure

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

Undergraduate curriculum proposals will utilize one of two processes: an Undergraduate Curriculum Committee (UGCC) review process for more expansive course and program changes (Primary) and an expedited process for minor course and program changes (Secondary).

Secondary course and program changes, like those involving the change of a course's semester offerings or title, may be submitted at any time after June 1; however, for inclusion in the next AY catalog, the proposal must have completed the process by November 15 of each AY. Secondary course and program changes are approved on the departmental level, shared with affected and interested departments and the UGCC Chair, the Registrar's Office and reviewed by the appropriate Dean. If the Dean, in discussion with the UGCC Chair or affected departments, finds the ramifications of the proposed curriculum changes are greater than originally supposed by the proposal originator, the proposal will be forwarded for evaluation by UGCC. Once the Dean's evaluation is complete, the catalog and Banner changes will be included with this cycle's approved Primary curriculum proposals without further review by the UGCC, the Faculty Senate, GAC or the President.

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

reviewed by the college deans, and evaluated by the UGCC before presentation to Faculty Senate and GAC.

Time Schedule for Primary Course and Program Development:

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 e-mail 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.

End of the eighth week of summer school, 4:00 p.m. (1) Affected departments have completed their portion (Section IV.B.) of the Curriculum Form. Failure to respond to the proposal, either in the affirmative or negative, will be regarded as a neutral vote on the proposal by UGCC in its deliberations; (2) A representative from the Registrar's Office will respond to the proposal (Section IV.C.).

Item 4:

Affected Departments Form

Missouri Western State University – 2011-2012

Faculty are advised to direct all comments and concerns on UGCC proposals to their respective department heads.

Example:

ART

[Proposal 1-HPG](#) Brief description of this proposal.

BIO

[Proposal 1-HPG](#) Brief description of this proposal.

Below is a list of proposals that affect:

All Departments

ART

BIO

BUS

CHE

CJLS

CSMP

CSTC

ECON

EDU

EFLJ

ET

HPER

HPG

MIL SCI

MUS

NUR/HIT

PSSWS

PSY