

# MISSOURI WESTERN STATE UNIVERSITY

## Governance Advisory Council Report 2012-2013

November 15, 2012

Volume 37, No. 2

### GOVERNANCE ADVISORY COUNCIL

November 13, 2012

Member Attendees: Dr. Cindy Heider, Rick Gilmore, Kurt McGuffin, Dr. Gordon Mapley, Les Parnell, Dr. Daniel Trifan

Other Attendees: Dr. Kevin Anderson, Dr. Karen Koy, Tracy Sharp

#### GAC #12-01 – UGCC Report

**Source of Proposal:** Undergraduate Curriculum Committee

**Purpose of Proposal:** For Information

**Current Policy or Procedure:**

**Proposed Policy or Procedure:** By Dr. Trish Donaher, UGCC Chair

#### Short Summary of Primary Undergraduate Curriculum Changes for DHE Review\* Fall 2012-2013

Missouri Western State University

Dept	Col	#	Short Title	Approved	Forms	Gen Eds	DHE
ART	LAS	15	Create an Art Therapy option in the Studio Art BFA	10/1/2012	Y	N	Y
ET	PS	2	Change the name of Technical Graphic Design option to Design & Technical Graphics	9/10/2012	Y	N	Y
HG	LAS	1	Add a B.A. International Studies Major Degree Program	10/1/2012	Y	N	Y
PR	LAS	3	Add a B.S. Philosophy Major Degree Program	10/1/2012	Y	N	Y

\*Full Primary Proposals on O-Drive, under UGCC>2012-2013>Proposals> Department

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

**Presidential Action:** This proposal was signed by the President on November 13, 2012.

## **GAC #12-02 – Nondiscrimination Updates**

**Source of Proposal:** Academic Affairs

**Purpose of Proposal:** Policy Revision

**Current Policy or Procedure: (Note: Only the portion of each of the following policies where the wording change is affected has been included)**

MWSU Policy Guide, University Policies, Board of Governors  
MWSU Policy Guide, Employment Policies, Grievance Procedure for Sexual Harassment  
MWSU Policy Guide, Appendices, Equal Opportunity/Affirmative Action Policy Statement  
MWSU Undergraduate Catalog, inside front cover  
MWSU Student Handbook, Sexual Harassment Policy

### **Board of Governors policy**

In keeping with the requirements of Title IX of the Education Amendments Act of 1972 in regard to sex discrimination and Section 504 of the Rehabilitation Act of 1973 in regard to handicap discrimination as well as other applicable federal and state laws and regulations as they pertain to discrimination in the areas of age, race, creed, color, religion, sex, national origin, and the handicapped, Missouri Western State University follows a policy of non-discrimination in the aforementioned areas in regard to all employment practices and to the awarding of student financial aid as well as recruitment, admission, housing, placement, and retention of students. The Title IX Compliance and Affirmative Action Officer is Sally Sanders, Director of Human Resources. Those needing to contact the Section 504-ADA Coordinator should first contact Human Resources.

### **Grievance Procedure for Sexual Harassment**

Missouri Western State University is committed to the principles of equal opportunity and does not discriminate on the basis of race, age, sex, national origin, or handicap. The U.S. Equal Opportunity Commission has issued guidelines which treat sexual harassment as illegal sex discrimination and a violation of Title VII of the Civil Rights Act of 1964. The University supports the intent of these guidelines: it is the policy of Missouri Western State University that no member of the campus community may sexually harass another individual.

### **Equal Opportunity/Affirmative Action Policy Statement**

Missouri Western State University is committed to abolishing discrimination and promoting equality; therefore, it has adopted this statement on policy and procedures. This statement is provided as a plan for identifying and attaining measurable improvements in problem area and for providing equal opportunity to employees and students.

Employee of Missouri Western State University shall comply with the spirit and intent of federal and state regulations and this policy by assuring the following:

1. Persons are recruited, hired, and promoted for all jobs without regard to race, sex, religion, color, national origin, age, or handicap. Employment decisions are based on an individual's qualifications as compared to bona fide occupational qualifications for the positions being filled.
2. Efforts are made to increase utilization of women and minorities at all levels of employment where deficiencies may exist.
3. Other personnel actions, such as compensation, benefits, transfers, layoff, and terminations are administered without regard to race, sex, religion, color, national origin, age, or handicap.
4. Students are admitted and shall have access to programs and activities without discrimination as to race, sex, religion, color, national origin, age, or handicap.

The Official Statement on equal Opportunity for Missouri Western State University is:

In keeping with the requirements of Title IX of the Education Amendments of 1972 in regard to sex discrimination, Section 504 of the Rehabilitation Act of 1973, in regard to discrimination to persons with disabilities as well as other applicable federal and state laws, Missouri Western State University follows a policy of nondiscrimination and equal opportunity in regard to all employment practices and to all educational programs and activities including student financial aid, recruitment, admission, housing, and placement. Inquiries regarding the application of these laws may be submitted to the Title IX Compliance and Affirmation Officer, Jan Aspelund, Director of Human Resources, administration Building 117, 217-4587. Missouri Western State University pledges continued compliance with all relevant state and federal laws and cooperation with governmental organizations in ensuring equal employment and educational opportunity.

### **MWSU Undergraduate Catalog, inside front cover**

In keeping with the requirements of Title IX of the Education Amendments Act of 1972 in regard to sex discrimination, Section 405 of the Rehabilitation Act of 1973 in regard to disability discrimination and the Age Discrimination Act of 1975 as to age discrimination, as well as other applicable federal and state laws and regulations as they pertain to discrimination in the areas of age, race, creed, color, religion, sex, national origin, and the disabled, Missouri Western State University follows a policy of nondiscrimination in the aforementioned areas in regard to all employment practices and to the awarding of student financial aid as well as recruitment, admission, housing, placement, and retention of students. The Title IX Compliance and Affirmative Action Office is Sally Sanders, Director of Human Resources. The Section 504-ADA Coordinator is Michael Ritter, Disability Services Coordinator.

### **MWSU Student Handbook, Sexual Harassment Policy**

Missouri Western State University is committed to the principles of equal opportunity and does not discriminate on the basis of race, age, sex, national origin, or handicap. The U.S. Equal Employment Opportunity Commission has issued guidelines which treat sexual harassment as illegal sex discrimination and a violation of Title VII of the Civil Rights Act of 1964. The university supports the intent of these guidelines: it is the policy of Missouri Western State University that no member of the campus community may sexually harass another individual. The following definition has been adapted from the EEOC Guidelines on Discrimination because of sex to encompass both employees and students:

## Proposed Policy or Procedure: (Changes in Bold)

### Board of Governors policy

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2. Efforts are made to increase utilization of women and minorities at all levels of employment where deficiencies may exist.
3. Other personnel actions, such as compensation, benefits, transfers, layoff, and terminations are administered without regard to race, sex, **sexual orientation**, religion, color, national origin, age, or **disability**.
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with disabilities as well as other applicable federal and state laws, Missouri Western State University follows a policy of nondiscrimination and equal opportunity in regard to all employment practices and to all educational programs and activities including student financial aid, recruitment, admission, housing, and placement. Inquiries regarding the application of these laws may be submitted to the Title IX Compliance and Affirmation Officer, **Sally Sanders**, Director of Human Resources, **Popplewell Hall, Room 117**, 271-4587. Missouri Western State University pledges continued compliance with all relevant state and federal laws and cooperation with governmental organizations in ensuring equal employment and educational opportunity.

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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 November 13, 2012.

### **GAC #12-03 – Pay Procedures (Adjunct)**

**Source of Proposal:** Academic Affairs

**Purpose of Proposal:** Policy Revision

**Current Policy or Procedure:** MWSU Policy Guide, Employment Policies, *Pay Procedures*

**Adjunct Faculty**

Adjunct Faculty who have signed and submitted their contracts in a timely manner will be paid in three monthly installments for the Fall and Spring terms in which they teach. The Fall term pay schedule will be in three equal monthly installments paid on the last day of the month in September, October and November. The Spring term pay schedule will be in three equal monthly installments in February, March and April. The Summer term will be paid in one or two monthly installments depending on the teaching schedule. All schedules of payments will be dependent upon the contract for the teaching assignment being signed and submitted in a timely manner so as the contract can be processed in accordance with payroll closing dates.

**Proposed Policy or Procedure:****Adjunct Faculty**

Adjunct Faculty who have signed and submitted their contracts in a timely manner will be paid in three monthly installments for the Fall and Spring terms in which they teach. The Fall term pay schedule will be in ~~three~~ **four** equal monthly installments paid on the last day of the month in September, October, ~~and~~ **and** November **and** **December**. The Spring term pay schedule will be in ~~three~~ **four** equal monthly installments in February, March, ~~and~~ April **and** **May**. The Summer term will be paid in one or two monthly installments depending on the teaching schedule. All schedules of payments will be dependent upon the contract for the teaching assignment being signed and submitted in a timely manner so as the contract can be processed in accordance with payroll closing dates.

**GAC Summary:** It was noted the first sentence reads "...will be paid in three monthly installments..." This will be correct to read four monthly installments. With this correction, this proposal will be forward to the President for his approval.

**Presidential Action:** This proposal was signed by the President on November 13, 2012.

Respectfully submitted,

Jennie McDonald  
Secretary

