

MISSOURI WESTERN STATE UNIVERSITY

Governance Advisory Council Report 2011-2012

October 25, 2011

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GOVERNANCE ADVISORY COUNCIL

October 18, 2011

Member Attendees: Dr. Jeanne Daffron, Dr. Brian Cronk, Dan Eckhoff, Dr. Susie Hennessy, Tim Kissock, Dr. Greg Lindsteadt, Dr. Murray Nabors, Dr. Philip Nitse, Alison Norris, Amy Parnell, Sally Sanders, Jacob Scott

Other Attendees: Susan Bracciano, Peter Gregory, Dr. Judy Grimes, Dr. Cindy Heider

GAC #11-01 – Incomplete Grade Policy/Procedure Update

Source of Proposal: Registrar's Office

Purpose of Proposal: Policy Revision/Procedure Revision

Current Policy or Procedure: MWSU Undergraduate Catalog, page 30

Incomplete Grades

Under certain circumstances, incomplete grades may be given at the discretion of the instructor. An incomplete grade may be given when accident, illness, death in the immediate family, or other documented circumstances beyond the student's control, prevent the student from completing some course requirements. An incomplete grade should only be considered when the majority of course requirements have been satisfied. Students should be aware that an incomplete grade may affect the initial calculation of academic standing, eligibility for semester honors and eligibility for federal, state or institutional financial aid programs.

An incomplete grade must be removed within eight weeks after the last final exam day for the current term (fall, spring, summer); otherwise, the grade will be recorded as an "F." Any extension of time beyond the allotted eight weeks is not permitted. After the eight week deadline, the instructor of record may, under documented and justified conditions, submit a grade change to replace the "F" (see Grade Change policy).

Any instructor recording an incomplete grade should notify his or her department chairperson along with sufficient information, so that should for any reason the instructor not be available during the eight week period, the department chairperson could assign the correct earned grade.

Proposed Policy or Procedure: MWSU Undergraduate Catalog (changes in bold)

Incomplete Grades

Under certain circumstances **during the final grading process, an Incomplete Grade Contract may be completed, approved and signed by the instructor, student and Department Chair.** ~~incomplete grades may be given at the discretion of the instructor.~~ An incomplete grade may be given when accident, illness, death in the immediate family, or other documented circumstances beyond the student's control, prevent the student from completing some course requirements. An incomplete grade should only be considered when the majority of course requirements have been satisfied **and the student is receiving a passing grade in said coursework.** Students should be aware that an incomplete grade may affect the initial calculation of academic standing, eligibility for semester honors and eligibility for federal, state or institutional financial aid programs.

An incomplete grade must be removed within eight weeks after the last final exam day for the current term (fall, spring, summer); otherwise, the grade will be recorded as an "F". Any extension of time beyond the allotted eight weeks is not permitted. After the eight week deadline, the instructor of record may, under documented and justified conditions, submit a grade change to replace the "F" (see Grade Change policy).

The Incomplete Grade Contract with all signatures must be submitted to the Registrar's Office by the last day to submit final grades for the term which the Incomplete grade is being requested. No Incomplete Grade Contracts will be accepted after this date. Copies of the contract should be made and given to the instructor, student and Department Chair. Any instructor recording an incomplete grade should notify his or her department chairperson along with sufficient information, so that should for any reason the instructor not be available during the eight week period, the department chairperson could assign the correct earned grade.

GAC Summary: One correction was noted for the last paragraph under "Incomplete Grades." The first sentence of that paragraph should read "The Incomplete Grade Contract with all signatures must be submitted to the Registrar's Office by the last day to submit final grades for the term which the incomplete grade is being requested." This proposal is effective with the Fall 2011 semester.

Presidential Action: This proposal was then signed by the President on October 24, 2011.

GAC #11-02 – Residency Classification Guidelines Update

Source of Proposal: Academic Affairs/Registrar's Office

Purpose of Proposal: Procedure Revision

Current Policy or Procedure: Current Guidelines Attached

Proposed Policy or Procedure: Proposed Guidelines Attached

GAC Summary: There were changes/additions indicated that came about after the agenda and proposals were submitted. With these revisions, this proposal will be forwarded to the President for his approval.

Presidential Action: This proposal was signed by the President on October 24, 2011.

GAC #11-03 – Faculty Senate Constitution – Electronic Voting

Source of Proposal: Faculty Senate

Purpose of Proposal: Procedure Revision

Current Policy or Procedure: MWSU Policy Guide, Appendices, Faculty Senate Constitution

ARTICLE VI: ELECTIONS

Section 1. Members of the Missouri Western State University Instructional Faculty (Article III) shall be eligible to vote for and to hold office in the Faculty Senate.

Section 2. At the annual Primary Election for membership in the Faculty Senate each college or school shall nominate at least two times as many members for Senate as are to be elected from their respective colleges or schools (Article V, Section 2). If more than two times as many members are nominated, an election shall be held immediately at the respective divisional meeting to narrow the list of candidates to a number equal to two times the number of seats as are to be elected from the respective college or school. This election shall be completed and results announced at least seven (7) weeks (excluding vacation periods) prior to the beginning of final examinations for the spring semester. (April 2001)

Section 3. At the annual General Election for membership in the Faculty Senate each member of the Association of the Missouri Western State University Instructional Faculty shall be given a prepared ballot for representatives from

All colleges and schools as determined in the Primary Election. This election shall be completed and results announced at least six (6) weeks (excluding vacations) prior to the beginning of final examinations for the spring semester.

Section 4. Both the annual Primary and General Elections shall be under the direction of the incumbent Vice President of the Faculty Senate.

Section 5. The newly elected Faculty Senate shall elect its own officers as defined in Article V, Section 6, at least three (3) weeks (excluding vacations) prior to the beginning of final examinations for the spring semester.

ARTICLE X: AMENDMENTS

Section 1. Amendments to this Constitution may be proposed by the Faculty Senate or by petition to the Senate of twenty-five (25) percent of the members of the Association.

Section 2. Such proposed amendments shall be submitted in writing to the members of the Association at a meeting at least thirty (30) days prior to a vote on the amendment.

Section 3. Passage of amendments shall be by an affirmative vote of an absolute majority of the Association.

Proposed Policy or Procedure: MWSU Policy Guide, Appendices, Faculty Senate Constitution

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Section 3. During the annual General Election for membership in the Faculty Senate each member of the Association of the Missouri Western State University Instructional Faculty shall be provided a prepared ballot for representatives from all colleges and schools as determined in the Primary Election. This election shall be completed and results announced at least six (6) weeks (excluding vacations) prior to the beginning of final examinations for the spring semester.

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Section 3. Passage of amendments shall be by an affirmative vote of an absolute majority of the Association.

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

Presidential Action: This proposal was signed by the President on October 24, 2011.

Respectfully submitted,

Jennie McDonald
Secretary

