

# MISSOURI WESTERN STATE UNIVERSITY

## Governance Advisory Council Report 2012-2013

January 9, 2013

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### GOVERNANCE ADVISORY COUNCIL

December 11, 2012

Member Attendees: Dr. Jeanne Daffron, Dr. Ben Caldwell, Carol Criss, Rick Gilmore, Dr. Judy Grimes, Dr. Gordon Mapley, Les Parnell, Carol Roever, Dr. Jonathan Yordy

Other Attendees: Marilyn Baker, Susan Bracciano, Isaiah Collier, Mark Stier

#### **GAC #12-04 – Late Night Event Dance Policy**

**Source of Proposal:** Student Affairs

**Purpose of Proposal:** Policy Revision

**Current Policy or Procedure:** Student Handbook of Rights and Responsibilities

**Proposed Policy or Procedure:** LATE NIGHT EVENT/DANCE POLICY (Final – 12/17/2012)

#### Guidelines and Responsibilities

The purpose of the Late Night Event (LNE)/Dance Policy is to provide a structure for student organizations hosting social events at Missouri Western State University (MWSU). A Late Night Event (LNE)/Dance may be defined as any Friday or Saturday student event scheduled past 11:00 p.m. on campus. Late Night Events must end by 1:00 a.m. and Dances by 1:45 a.m. in order to clear the room by 2:00 a.m.

The following policy is a minimum set of guidelines to be met by the hosting organization. Student Organizations requesting a LNE/Dance are required to be a recognized student organization by the Student Government Association. All LNE/Dances must be registered in OrgSync 30 days prior to the event and all Registered Student Organizations (RSO's) pre-scheduled dances, including events, must have a signed contract with the Center for Student Engagement (CSE) two (2) weeks prior to the event. A copy of all the advertisement for the dance party must be turned in two weeks prior to the scheduled dance to the CSE. It must be stated that all participants must be 18 or older w/valid identification or have valid MWSU ID.

The RSO is responsible for the conduct of their members and guests during the event and will be responsible for any damages incurred. All students and RSO's shall adhere to Western's Code of

Conduct. See the Security Section below for details.

### Attendance at LNE/Dances

LNE/Dance parties are open to current Missouri Western State University students with valid MWSU ID unless the event is categorized as a special event, i.e., homecoming. Missouri Western students may be permitted to sign in two guests. Dances may be open for non-students to attend with the approval of the Dean of Students or his/her designee at least 2 weeks before the event. Guests must be at least 18 years of age and have valid photo identification (military, driver's license).

Once room capacity has been met, individuals will not be allowed in unless someone leaves. This will be the responsibility of the Assistant Dean of Student Development or his/her designee. Appropriate measures will be made to ensure Missouri Western State University is in compliance with any city ordinance. In addition, the Events Committee may assist in deciding capacity relative to the event.

### Registration for LNE/Dances

To register a LNE/Dance, signatures must be obtained from the RSO campus advisor, president of the organization, and two additional members indicating that there will be adequate coverage to manage the building for the event. Adequate coverage is vital and the University Police will be in attendance at dances. It is the responsibility of the RSO to perform the following tasks:

1. Student organization must check ID's prior to allowing MWSU students/Alums/Guests to enter the LNE/Dance. Students must show their MWSU ID. Others must show a driver's license/military ID.
2. Student organization must instruct students to PRINT their name and G# on the sign-in sheet. Student organization must instruct MWSU Alums/Guests to PRINT their name, driver's license number and any former name used while attending MWSU on the sign-in sheet. The RSO must submit the sign-in sheet to the Assistant Dean of Student Development, no later than the following Monday.
3. The student organization is responsible for the monitoring of the party on MWSU's Campus. There must be two (2) members working the front entrance at all times. There must be (1) additional student member monitoring the party at all times.
4. Student organizations must make sure that students are not allowed to take any potential weapons, including Greek staffs, into the dance party. Violators will be escorted out of the dance party by the student organization hosting the dance party along with the officer on duty.
5. The student organizations must prohibit students appearing intoxicated or otherwise under the influence of alcohol or drugs from entering the dance party. Student organizations must prohibit students from taking any beverage containers opened or closed inside the dance party. If there is a problem, talk with the officer on duty. (See details under the Security Section.)
6. Student organizations must stop allowing students to enter the dance party if the building appears to be at full capacity.

### Security

All late night dances are required to have the presence of campus police and the use of metal

detectors.

1. Hosting organization should take an active responsibility for their events. Be visible, proactive, & accessible.
2. Hosting organizations shall have an advisor (Greek Chapter/Faculty or Staff) or designee present throughout the entire event. Advisor/designee must be visible and accessible throughout the entire event. If the "designee" is in attendance in lieu of the "advisor," that person must be approved prior to the event by the Assistant Dean of Student Development.
3. The RSO will need to appoint a minimum of one MWSU student to help work each check-in table. In addition, the RSO will provide one additional MWSU student to collect money and another student to apply wristbands on the hands of patrons. Also, the organization will help assist with the overall "hosting" of the event including clearing the room when the dance is over at 1:45 a.m.
4. Wristbands will be provided to the RSO and must be used. All patrons must wear one.
5. The decision to cancel an event on-site will be made by the Assistant Dean of Student Development or his/her designee, University Police or RSO advisor.
6. 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.
7. Primary responsibility for confronting patrons who are creating disturbances will be the RSO. If the disturbance continues the Assistant Dean of Student Development or his/her designee will notify the University Police.
8. Admittance to the event is limited to the capacity of the room/building. Guests will not be permitted to enter the dance after 1:30 a.m.

#### Ticket sales by Host Group

Late Night Events/Dances primary focus should be to provide a social outlet and environment for Western students and not the public. LNEs/Dances are not intended to be used as a major fundraiser. If funding was received from Western Activities Council, events must be free to Western students and their two guests (not including the security deposit).

Third-party promoters are not permissible for Late Night Events/Dances.

#### Philanthropic Events

Any club/organization having a philanthropic event will be subject to approval from the Assistant Dean of Student Development and the Vice President for Student Affairs or his/her designee, if it is defined as a Late Night Event/Dance.

#### Cancellation

The sponsoring organization must cancel all room reservations no less than one week prior to the proposed engagement. If a dance is cancelled the night of the event due to the absence of an advisor or DJ not showing, this will result in a charge of no less than \$100.00. This money will be used toward paying any needed campus resources that might have been needed (security).

*(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:** There were several recommended changes and corrections during the meeting. Dr. Grimes will have the changes made and resubmit for GAC review. The revised proposal was distributed on Dec. 20, 2012 and no further comments or changes were noted from the committee. This proposal, as revised, will be forwarded to the President for his approval.

**Presidential Action:** This proposal was signed by the President on January 10, 2013.

### **GAC #12-05 – Graduate Curriculum Proposals**

**Source of Proposal:** Graduate Studies

**Purpose of Proposal:** For Information

**Current Policy or Procedure:**

**Proposed Policy or Procedure:** Summary of Proposals – all Proposals are posted on O: drive  
O: Graduate Curriculum \2012-2013

MAS Forensic Investigation – Course Number Change

MAS Chemistry Option – Program Revision

- Course Number Changes
- Course title Changes
- Addition of Internship Course

MAA Digital Media – Program Revision

- Course number and Title Changes
- Drop Convergent and Integrated Media Options

MAS Health Care Leadership – Program Revision

- New course substitution for ECO 607

Graduate Certificate Teaching of Writing

- Revision of program requirements for clarity
- Addition of new course to elective category

MAA Written Communication – Program Revision

- Addition of new courses ENG/ETC 690 (capstone course), ENG 616
- Changes in course pre-requisites
- Changes in semester offerings
- Change in course titles

MAS Core – Program Revision of core requirement for all MAS Option degrees (GCHE, GHUM, GSFM, GITM, GETM)

- Addition of two courses to MAS core ENG 540 and ETC600

- Change requirement for COM 601 to allow choice of one course (3 cr) from list of three related courses (COM 601, ENG 540, ETC 600)

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

**Presidential Action:** This proposal was signed by the President on January 10, 2013.

Respectfully submitted,

Jennie McDonald  
Secretary

