

MISSOURI WESTERN STATE UNIVERSITY

Governance Advisory Council Report
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GOVERNANCE ADVISORY COUNCIL

July 11, 2013

Attendees: Dr. Jeanne Daffron, Dr. Bob Bergland, Dr. Ben Caldwell, Carol Criss, Cale Fessler, Dr. Gordon Mapley, Shana Meyer, Les Parnell, Jerry Pickman, Sally Sanders

Others: Marilyn Baker, Susan Bracciano, Dr. Judy Grimes, Dr. Cindy Heider, Amy McClaran, Sandy Samuels, Brian Shewell

GAC #12-10-A – Student Code of Conduct

Source of Proposal: Student Affairs

Purpose of Proposal: For Information, Policy Revision

Current Policy or Procedure: MWSU Student Handbook

Proposed Policy or Procedure: MWSU Student Handbook (see attached)

GAC Summary: There were minor adjustments made to the original proposal after it was submitted. The revised proposal has been received and is attached. This proposal will be forwarded to the President for his approval.

Presidential Action: This proposal was signed by the President on August 3, 2013.

GAC #12-11 – Graduate Tuition Reduction

Source of Proposal: Graduate Council

Purpose of Proposal: For Information, Policy Revision (addition of Graduate Tuition)

Current Policy or Procedure: MWSU Policy Guide, Employment Policies, Tuition Reduction Program

Missouri Western State University offers a tuition reduction program for qualified employees, their spouses and qualified dependents. Missouri Western believes that education is a powerful tool in today's society and is proud to offer this benefit to its employees.

MWSU's Tuition Reduction Program is offered in compliance with the Internal Revenue Service (IRS) Publication 970 entitled "Tax Benefits for Education." This benefit is non-taxable in accordance with IRS Publication 15-B entitled "Employer's Tax Guide to Fringe Benefits."

Tuition Reduction is offered to qualified employees in the amount equal to a 100% reduction of undergraduate tuition at the main campus cost per credit hour and university fees. For spouses and qualified dependents of those same employees, the tuition reduction is offered in the amount equal to an 80% reduction of undergraduate tuition only at the main campus cost per credit hour, including dual-credit courses. For clarification on courses not covered under this program, please see the "Courses Not Eligible for the Tuition Reduction Program" section below.

University fees are those fees that are assessed to all students, such as facilities access, instructional support, MAX Experience, SGA and yearbook. The most current list of university fees is available in the Business Office. Fees associated with courses, programs or instruction, as well as books, are the responsibility of the student.

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.

Anyone claimed as a dependent on the employee's most recent tax return, as appropriate for the given semester/session, and who is 24 years of age or younger is eligible for this Tuition Reduction Program. If in question, the appropriate tax year should be confirmed with Human Resources.

The dependent child must be 24 years of age or younger on the first day of classes for that semester/session in order to qualify for this benefit.

The spouse must be a legally qualified spouse of the employee on the first day of classes for that

semester/session in order to qualify for this benefit.

For information purposes, the rules for claiming an individual as a dependent can be found in IRS Publication 501 at www.irs.gov.

For purposes of the Tuition Reduction Program, in accordance with IRS Publication 970, a dependent child of divorced parents, if one or both is an employee of the institution, is treated as the dependent of both parents and is eligible if he or she meets the guidelines above.

Statute of Limitations

In the event of a retirement, disability or death, the spouse and/or dependent child of the former employee has ten (10) years from the last date of employment to utilize the Tuition Reduction Program.

Part-Time Employees

The Tuition Reduction Program is also available to part-time, benefit eligible employees. Part-time, benefit eligible employees are eligible to take up to three (3) credit hours per semester/session under the Tuition Reduction Program, which will be covered at 100% of the cost of undergraduate tuition at the main campus cost per credit hour and university fees. All other semester/session credit hours will be charged at the normal tuition rates.

Children and spouses of part-time, benefit eligible employees are not eligible for participation in the Tuition Reduction Program.

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 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 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 1 and/or April 1 for the given semester.

Employee Course Work Limit

Employees desiring to take courses during scheduled work hours are required to have their immediate supervisor's approval. Supervisors are to use discretion in approving course work above three (3) credit hours.

Hours of work missed in a week are to be made up during the same workweek or covered through accrued time, excluding sick leave.

Academic Compliance

Final grades will be reviewed for all participants in the Tuition Reduction Program. Those who receive a grade of D, F, FA or U for any course will have the tuition reduction amount and university fees (if applicable), applied back to their account. Payment arrangements must be made with the Business Office.

Auditing a Course

The Tuition Reduction Program covers participants electing to audit a course providing this designation is made in the Registrar's Office by the last day of the add/drop period for the particular course. Courses that are changed from credit to audit after this date will not be covered and the student will have the tuition reduction amount and university fees (if applicable), applied back to their account. Payment arrangements must be made with the Business Office.

Withdrawal from a Course

If the student withdraws from a course(s) after the last day of the add/drop period, the student will have the tuition reduction amount and university fees (if applicable), applied back to their account. Payment arrangements must be made with the Business Office.

Tuition Reduction Amount Limit

The Tuition Reduction Program when combined with Western and Foundation scholarships cannot exceed the recipient's actual charges for tuition and fees, excluding room and board. Scholarships specifically allocated for the payment of book costs or with an on-campus living requirement will be exempt from this policy. The eligibility and receipt of the Tuition Reduction Program benefit does not affect the student's eligibility for external financial assistance or scholarships.

Employee Separation

If the employee separates from the University by the last day of the add/drop period of the semester/session, the University will cancel the student's participation in the Tuition Reduction Program.

If the employee separates during the term, the student will be responsible for the pro-rated tuition reduction.

Courses Not Eligible for the Tuition Reduction Program

The Tuition Reduction Program covers undergraduate tuition at the main campus cost per credit hour only. Employees will also receive the benefit of the reduction of the University fees.

Some courses offered by MWSU may not be eligible for the Tuition Reduction Program. For example, Study Away courses, Southern Institute of Forensic Science courses and Applied Music courses as

defined in the Undergraduate Catalog as well as non-credit courses through the Western Institute are not eligible for tuition reduction. Human Resources Department will verify the eligibility of all courses submitted for the Tuition Reduction Program.

Proposed Policy or Procedure: MWSU Policy Guide, Employment Policies, Tuition Reduction Program (Changes in Bold – addition of Graduation Tuition Reduction)

Missouri Western State University offers a tuition reduction program for qualified employees, their spouses and qualified dependents. Missouri Western believes that education is a powerful tool in today's society and is proud to offer this benefit to its employees.

MWSU's Tuition Reduction Program is offered in compliance with the Internal Revenue Service (IRS) Publication 970 entitled "Tax Benefits for Education." This benefit is non-taxable in accordance with IRS Publication 15-B entitled "Employer's Tax Guide to Fringe Benefits."

Tuition Reduction is offered to qualified employees in the amount equal to a 100% reduction of undergraduate tuition at the main campus cost per credit hour and university fees. For spouses and qualified dependents of those same employees, the tuition reduction is offered in the amount equal to an 80% reduction of undergraduate tuition only at the main campus cost per credit hour, including dual-credit courses. For clarification on courses not covered under this program, please see the "Courses Not Eligible for the Tuition Reduction Program" section below.

University fees are those fees that are assessed to all students, such as facilities access, instructional support, MAX Experience, SGA and yearbook. The most current list of university fees is available in the Business Office. Fees associated with courses, programs or instruction, as well as books, are the responsibility of the student.

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.

Anyone claimed as a dependent on the employee's most recent tax return, as appropriate for the given

semester/session, and who is 24 years of age or younger is eligible for this Tuition Reduction Program. If in question, the appropriate tax year should be confirmed with Human Resources.

The dependent child must be 24 years of age or younger on the first day of classes for that semester/session in order to qualify for this benefit.

The spouse must be a legally qualified spouse of the employee on the first day of classes for that semester/session in order to qualify for this benefit.

For information purposes, the rules for claiming an individual as a dependent can be found in IRS Publication 501 at www.irs.gov.

For purposes of the Tuition Reduction Program, in accordance with IRS Publication 970, a dependent child of divorced parents, if one or both is an employee of the institution, is treated as the dependent of both parents and is eligible if he or she meets the guidelines above.

Statute of Limitations

In the event of a retirement, disability or death, the spouse and/or dependent child of the former employee has ten (10) years from the last date of employment to utilize the Tuition Reduction Program.

Part-Time Employees

The Tuition Reduction Program is also available to part-time, benefit eligible employees. Part-time, benefit eligible employees are eligible to take up to three (3) credit hours per semester/session under the Tuition Reduction Program, which will be covered at 100% of the cost of undergraduate tuition at the main campus cost per credit hour and university fees. All other semester/session credit hours will be charged at the normal tuition rates.

Children and spouses of part-time, benefit eligible employees are not eligible for participation in the Tuition Reduction Program.

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 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 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 1 and/or April 1 for the given semester.

Employee Course Work Limit

Employees desiring to take courses during scheduled work hours are required to have their immediate supervisor's approval. Supervisors are to use discretion in approving course work above three (3) credit hours.

Hours of work missed in a week are to be made up during the same workweek or covered through accrued time, excluding sick leave.

Academic Compliance

Final grades will be reviewed for all participants in the Tuition Reduction Program. Those who receive a grade of D, F, FA or U for any course will have the tuition reduction amount and university fees (if applicable), applied back to their account. Payment arrangements must be made with the Business Office.

Auditing a Course

The Tuition Reduction Program covers participants electing to audit a course providing this designation is made in the Registrar's Office by the last day of the add/drop period for the particular course. Courses that are changed from credit to audit after this date will not be covered and the student will have the tuition reduction amount and university fees (if applicable), applied back to their account. Payment arrangements must be made with the Business Office.

Withdrawal from a Course

If the student withdraws from a course(s) after the last day of the add/drop period, the student will have the tuition reduction amount and university fees (if applicable), applied back to their account. Payment arrangements must be made with the Business Office.

Tuition Reduction Amount Limit

The Tuition Reduction Program when combined with Western and Foundation scholarships cannot exceed the recipient's actual charges for tuition and fees, excluding room and board. Scholarships specifically allocated for the payment of book costs or with an on-campus living requirement will be exempt from this policy. The eligibility and receipt of the Tuition Reduction Program benefit does not affect the student's eligibility for external financial assistance or scholarships.

Employee Separation

If the employee separates from the University by the last day of the add/drop period of the semester/session, the University will cancel the student's participation in the Tuition Reduction Program.

If the employee separates during the term, the student will be responsible for the pro-rated tuition reduction.

Courses Not Eligible for the Tuition Reduction Program

The Tuition Reduction Program covers undergraduate tuition at the main campus cost per credit hour only. Employees will also receive the benefit of the reduction of the University fees. Some courses offered by MWSU may not be eligible for the Tuition Reduction Program. For example, Study Away courses, Southern Institute of Forensic Science courses and Applied Music courses as defined in the Undergraduate Catalog as well as non-credit courses through the Western Institute are not eligible for tuition reduction. Human Resources Department will verify the eligibility of all courses submitted for the Tuition Reduction Program.

Graduate Tuition Reduction Program

Tuition Reduction is offered to qualified benefit eligible employees who have been accepted into the MWSU Graduate School as a degree seeking student in a specific graduate degree or certificate program.

Tuition Reduction is offered in the amount equal to a 50% reduction of graduate tuition at the cost per credit hour and university fees. Employee participation may be capped based on available resources and program capacity. For eligibility and procedures see the Eligibility Requirements and Participation Guidelines sections of the undergraduate Tuition Reduction Program. Spouses and dependents are not eligible for graduate tuition reduction.

All graduate courses required for completion of a Masters level degree or graduate certificate program are covered by this program. Courses not required in the Program of Study for completion of the graduate degree or certificate are not eligible for tuition reduction.

Tuition reduction for graduate course work may be considered taxable income based on IRS regulations.

Academic Compliance

Final grades will be reviewed for all participants in the Tuition Reduction Program. Those who receive a grade of C, D, or F for any course will have the tuition reduction amount and university fees (if applicable), applied back to their account. Payment arrangements must be made with the Business Office.

Auditing is not allowed for graduate courses.

Any employee who is on academic probation (overall graduate GPA less than 3.0) is not eligible for tuition reduction. Continuous enrollment in a graduate degree or certificate program is required to participate in the Graduate Tuition Reduction Program.

GAC Summary: A few clarifications and revisions were recommended by Council members, including the fact that there may be a cap based on availability of resources. With these revisions, this proposal will be forwarded to the President for his approval.

Presidential Action: This proposal was signed by the President on August 3, 2013.

GAC #12-12 – Faculty Performance Review Program

Source of Proposal: Faculty Senate

Purpose of Proposal: For Information, Policy Revision

Current Policy or Procedure: MWSU Policy Guide, Faculty Evaluation Procedures

The previous policy, the Distinguished Professor Program, was originally in the “Faculty Evaluation Procedures” section of the Policy Guide, in Sect. D, #3, but the program has been suspended by the Board of Governors and was removed from the Policy Guide.

Proposed Policy or Procedure: MWSU Policy Guide, Faculty Evaluation Procedures (replacing Distinguished Professor Program):

(to be inserted in the “Faculty Evaluation Procedures” section of the policy guide, Sect. D, #3)
Faculty Performance Review

The Faculty Performance Review (FPR) process allows the University to recognize faculty members at all ranks for achieving excellence in one or more of the evaluation areas of teaching, service, and scholarship. FPR is an optional evaluation of faculty performance through the same review procedure involving peers and supervisors as the institutional promotion and tenure process. It is intended to be part of the career-long timeline of faculty professional development.

The Faculty Performance Review is implemented in fiscal years when faculty receive across-the-board salary increases.

Application for FPR is available to Assistant Professors, Associate Professors, and Professors. For Assistant Professors and Associate Professors, application is concurrently and automatically part of their application for promotion. Professors may apply for FPR in the fall of the fifth year since their promotion or previous FPR salary increase, at the earliest.

Successful applicants must demonstrate promotion-worthy performance in each of the three evaluation areas of teaching, service, and scholarship and excellent performance in one or more of the evaluation areas. Performance in the area of “distinction” must be much above the level required for promotion. The evaluation period for FPR is the period since the application for the last successful promotion or Distinguished Professor/FPR salary increase, or the most recent five years.

All applicants for FPR recognition must submit a packet meeting all requirements for promotion/tenure, including the minimum standard of satisfactory performance in all three areas of evaluation. Each department should develop guidelines for what constitutes distinction in all three areas, and these guidelines are to be included in the packet as approved by the dean.

The successful Assistant or Associate Professor applicant will be described as having earned “Promotion with Distinction in Teaching/Service/Scholarship.” (one area)

All FPR applications go through the Promotion and Tenure review process and are evaluated by the Department Chair, the Department Promotion/Tenure committee, the Academic Dean, the Promotion/Tenure Committee, and the Provost. The administration may limit the number of recipients in any given year to 10% of faculty. When there are a large number of packets the chair of the Faculty Senate Promotion and Tenure Committee may change the order in the evaluation timeline so that Professor may be reviewed in the Fall Semester.

Unsuccessful Professor applicants must wait at least one year after being rejected before submitting an FPR application again, unless the rejection was for financial reasons. FPR decisions at all levels are not grievable, as the opportunity for response is built into the application process.

In addition to any promotion increases, successful FPR applicants will receive the following monetary amounts:

Assistant Professor: Promotion to Associate Professor with Distinction; \$3,000 one-time award with the next contract.

Associate Professor: Promotion to Professor with Distinction; \$3,000 one-time award with the next contract.

Professor: \$3,000 added to the base pay in the subsequent academic year.

A maximum of 10% of faculty at professor rank may receive this award each year.

All of the FPR recognitions will include a \$1,000 professional development award for the following academic year.

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

Presidential Action: This proposal was signed by the President on August 3, 2013.

GAC #12-13 – Tuition Reduction Policy Change

Source of Proposal: Faculty Senate

Purpose of Proposal: Policy Revision

Current Policy or Procedure: MWSU Policy Guide, Employee Policies, Tuition Reduction Policy

Academic Compliance

Final grades will be reviewed for all participants in the Tuition Reduction Program. Those who receive a grade of D, F, FA or U for any course will have the tuition reduction amount and university fees (if applicable), applied back to their account. Payment arrangements must be made with the Business Office.

Proposed Policy or Procedure: MWSU Policy Guide, Employee Policies, Tuition Reduction Policy

Academic Compliance

Final grades will be reviewed for all participants in the Tuition Reduction Program. Those who receive a grade of ~~D~~, F, ~~FA~~ or U for any course will have the tuition reduction amount and university fees (if applicable), applied back to their account. Payment arrangements must be made with the Business Office.

ADD: Those students who are completing satisfactory progress towards a degree program (excluding audited classes), as per the standard academic standards set by the university and/or department, may continue to apply for the Tuition Reduction Program.

GAC Summary: The financial impact of this proposal is unknown and the Governance Advisory Council is uncomfortable forwarding it at this time. It is recommended that it be taken back to Faculty Senate.

Presidential Action: The President concurred with GAC on August 3, 2013.

Respectfully submitted,

Jennie McDonald
Secretary