

**ADMINISTRATIVE COUNCIL
MIDWESTERN STATE UNIVERSITY**

Meeting No. 09-05

July 6, 2009

The Administrative Council met Monday, July 6, 2009, at 2:00 p.m. in the Hardin Administration Building Board Room. Present were Dr. Jesse Rogers, Chairman; Dr. Russell Long, Mr. Juan Sandoval, Dr. Howard Farrell, Dr. Robert Clark, Mr. Keith Lamb, Mr. Charlie Carr, Mr. Chris Gore, Ms. Ann Medford, Ms. Janus Buss, Ms. Dianne Weakley, Mr. David Spencer, Mr. Kevaghn Graham, and Ms. Cindy Ashlock.

MSU Policies and Procedures

The Council recommended that the following policies be placed on the August Board of Regents agenda.

Policy 2.338 Pre-Medical Advisory Committee

Dr. Long presented changes to the policy to include pre-veterinary medical programs. In addition changes to the committee structure were recommended. See **Attachment A**.

Policy 3.330, Student Employment

Ms. Weakley stated changes to the policy would provide uniform guidelines and standardized procedures for all student employment. See **Attachment B**.

New Policy x.xxx, Reporting SACS-COC Substantive Changes

Dr. Clark recommended the policy for addition to the *Policy Manual* as required by SACS. See **Attachment C**.

Proposed Summer 2010 Academic Calendar

Dr. Clark presented the academic calendar for summer 2010. The Council recommended placing the schedule on the August Board of Regents agenda. See **Attachment D**.

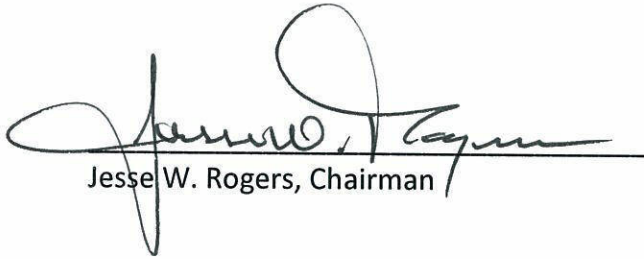
Thesis Fee

Dr. Long recommended increasing the thesis fee from \$15 to \$25 to help offset the increased costs of paper, printing, and binding. The Council recommended placing the fee increase on the August Board of Regents agenda.

New Student Organizations

Dr. Lamb recommended the acceptance of two new student organizations, the Bilingual Education Student Organization and the Trenches. Both associations were accepted by their national affiliation. The Council approved the student organizations as presented. See **Attachment E**.

The meeting was adjourned at 2:27 p.m.



Jesse W. Rogers, Chairman



Cindy Ashlock, Secretary

2.338 Provost**UNIVERSITY BOARDS, COUNCILS & COMMITTEES****Date Adopted/Most Recent Revision: 05/15/2009**

D. Standing Committees

34. ~~Pre-Medical Advisory Committee~~ Health Professions Advisory CommitteeA. **Purpose**

To advise the Dean of the College of Science and Mathematics on matters related to pre-medical, and pre-dental, **and pre-veterinary medical** programs and to prepare recommendations for students applying to medical, and dental, **and veterinary medical** schools.

B. **Personnel**

~~Six faculty members, one of whom will be the pPre-mMedical aAdvisor,~~
five faculty members from the following areas: chemistry, biology, psychology, and at least two other departments selected by the Dean of the College of Science and Mathematics in consultation with the committee chair and appropriate deans. ~~The faculty member appointed from Psychology must be able to administer and interpret psychological tests. The pPre-mMed aAdvisor will chair the committee and select an appropriate number of area physicians and dentists to serve on the committee.~~

C. **Reports To:** Dean of College of Science and Mathematics

3.330 Human Resources

STUDENT EMPLOYMENT

Date Adopted/Most Recent Revision: 08/04/2006

- A. **Purpose** This policy is established to provide uniform guidelines and standardized procedures for all student employment. ~~In order to establish uniform guidelines and to standardize employment procedures, these policies will apply to all student employees.~~
- B. **Academic Requirements for Student Employment.**
1. **Fall/Spring Semesters** During the fall and spring semesters, an UNDERGRADUATE student must be enrolled for at least six (6) hours and have at least a 2.0 ~~semester and~~ cumulative grade point average. A GRADUATE student must be enrolled for at least three (3) hours and maintain the academic standards required by the student's master's degree program.
 2. **Summer Terms** During the summer terms, if an UNDERGRADUATE or GRADUATE student is enrolled for at least one (1) hour, they must meet the academic requirements stated in B. 1, above. If the student is NOT registered during the summer term(s), the student must meet the following requirements:
 - a. Was enrolled at MSU the preceding spring semester and earned credit for the hours and grades stated in B. 1. above, or
 - b. Has been unconditionally accepted for enrollment for the following fall semester and meets the required academic standards.
- C. **Work Hours Per Week** Student employees will normally be authorized to work no more than twenty (20) hours per week.
- D. **Rates of Pay**
1. **Minimum/Maximum Wages** Student employees who are paid an hourly rate will be paid at a rate at least equal to the current hourly federal minimum wage but not greater than the current hourly federal minimum wage plus \$3.50. Budgetary heads will have the authority to establish student wages within this range on the basis of the qualifications, experience and past work performance of the student and the needs of their respective areas and individual budgets.
 2. **Salary Increases** Student salary increases are not automatic with continued employment, but may be given on the basis of performance. Deans or

department heads must certify that funds are available to cover the cost of salaries in excess of the minimum wage.

3. **Tutors** Rates of pay for tutors will be set by individual budgetary heads according to the needs and resources of their respective programs and may exceed the current hourly federal minimum wage plus \$3.50 with approval from the designated senior administrator.

E. **Exceptions.** Exceptions to the academic requirements, rates of pay, and ~~hours of work~~ hours provisions may be made if approved in writing by the designated senior administrator.

1. A one semester exception to the academic requirements may be made with approval of the designated senior administrator.
2. When a student worker possesses highly specialized skills or training, the designated senior administrator may, in extraordinary circumstances, authorize a rate of pay greater than the current hourly federal minimum wage plus \$3.50.
3. An exception to the twenty-hour workweek may be made by the designated senior administrator.

F. **Other Requirements**

1. Student employees will not be permitted to start work until after the hiring department has received its copy of the *Personnel Transaction Form* (PTF) indicating approval.
2. The hiring department is responsible for submitting completed employment forms and documents to the Human Resources Department:
 - a. the IRS Form W-4, Employee's Withholding Allowance Certificate,
 - b. the Form I-9, Employment Eligibility Verification, within 3 days of employment, and
 - c. a copy of the student's Social Security Card.
3. Males who are U.S. citizens between the ages of 18 and 25 must be registered with the Selective Service in order to be employed by Midwestern State University. This includes all full-time, part-time, and student employees. The Human Resources Department is responsible for verification of Selective Service Registration.
4. A background check is required if the position is considered security sensitive.

Policy x.xxx, Enrollment Management
Reporting SACS-COC Substantive Changes
Date Adopted/Most Recent Revision: xx/xx/xxxx

A. Purpose

The purpose of this policy is to ensure that substantive changes are reported to the Southern Association of Colleges and Schools-Commission on Colleges (SACS-COC) as required in the Principles of Accreditation: Foundations for Quality Enhancement, Section 3, Comprehensive Standards, Requirement 3.12, page 31, Responsibility for compliance with the Commission's substantive change procedures and policy, which requires, as a core accreditation standard, the notification of SACS-COC regarding substantive changes.

B. Definition of Substantive Change

A substantive change, as defined by SACS-COC, "is a significant modification or expansion of the nature and scope of an accredited institution." Further, at a minimum, substantive changes will include, "any change in the established mission or objectives of the institution, any change in legal status, form of control, or ownership of the institution, and the addition of programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated."

Substantive changes may include but are not limited to the following.

1. Initiating coursework or programs at a more advanced level than currently approved,
2. Initiating programs at a lower level than currently approved,
3. Expanding program offerings at the current credential level,
4. Initiating a branch campus,
5. Initiating off-campus sites,
6. Initiating distance learning,
7. Initiating a merger/consolidation,
8. Altering significantly the length of a program,
9. Initiating programs/courses offered through contractual agreement or consortium, and
10. Initiating degree completion programs.

A complete copy of the SACS-COC substantive change policy may be viewed at the following link: www.sacscoc.org/SubstantiveChange.asp.

C. Notification Procedure

SACS-COC Policy requires that notification of a substantive change, an application or prospectus be sent by letter from the institution's chief executive officer to the President of the Commission. This letter will describe the proposed change and implementation date, and the listing of a street address, if the change involves the initiation of an off-campus site.

D. Responsibility

The Vice President for Institutional Effectiveness (VPIE), who is the institutional SACS-COC Liaison, is responsible for leading efforts to identify the need to document and create

substantive change notification letters in an appropriate timeframe for review and approval by the president and in accordance with SACS-COC substantive change policy requirements.

E. Procedure for Assuring Compliance by Academic Programs

1. The VPIE is a member of the university's Academic Council and works with the provost to identify potential changes in academic programs that fit the definition of a substantive change that must be reported or require an application or prospectus. The academic program review cycle corresponds to the biennial publication of the university's catalog; however, changes may be made in an off year and once approved, reported on the university's website. All requests for a new degree program or changes in an existing degree program must follow procedures for approval as required by the Texas Higher Education Coordinating Board (THECB) and the university's internal approval process. Substantive changes, in particular, those requiring a change in the Classification of Instructional Programs (CIP) code, and new programs require approval of the president and the Board of Regents. Once approval is granted, the provost submits the changes to THECB.

Prior to submission to the president, the following internal approval process must be followed:

- a. Department Chair
 - b. College Council
 - c. College Dean
 - d. Teacher Education Committee (changes involving teacher certification programs)
 - e. Graduate Council (changes involving graduate curricula)
 - f. Academic Council
2. To further ensure the identification of substantive changes, in the fall of each year, the VPIE will inform all academic constituents concerning SACS-COC policies and procedures for reporting substantive changes. Further, academic deans will identify potential changes related to their academic programs and colleges as well as in the areas of distance education and off-site campuses. The deans' reports will coincide with the annual fall reporting date as established by the University Assessment Committee for assessment reports from all academic, administrative support, and educational support programs, and will allow for the appropriate submission time as required by THECB and SACS-COC.
 3. The university's SACS-COC Liaison (VPIE) will work with the provost to ensure that for each substantive change a written notification and, where appropriate, a prospectus are prepared and submitted to SACS-COC along with a letter from the university's president.

F. Procedure for Assuring Compliance in Administrative Support and Academic Support Areas
As a member of the president's senior staff, the VPIE will work with the university's vice presidents and the provost to identify other types of substantive changes which, by definition, would require SACS-COC notification. Appropriate correspondence for the president's approval and signature will be provided. Such changes would include but not be limited to the following.

1. Relocating a campus,
2. Altering significantly the educational mission of the institution,

- 3. Changing governance, ownership, control, or legal status, and**
- 4. Initiating a merger/consolidation.**

**PROPOSED ACADEMIC CALENDAR
MIDWESTERN STATE UNIVERSITY**

Summer Semester 2010

First Term:

Saturday	May 1	Priority Application Date for Admission
Saturday	May 15	Application Deadline for Admission
Tue.-Wed.	May 25-26	Reenrolling Students can register by classification
Thursday	May 27	Orientation- new students Registration continues by alpha
Monday	May 31	Memorial Day – University closed
Tuesday	June 1	Classes begin (20 days with 2 hr classes)
Thursday	July 1	Final Examinations

Second Term:

Tuesday	June 1	Priority Application Date for Admission
Tuesday	June 15	Application Deadline for Admission
Thursday	July 1	Orientation & Registration
Monday	July 5	Classes begin (20 days with 2 hr classes)
Monday	July 5	Last day to file for August graduation
Thursday	August 5	Final Examinations

Summer I & II Class Meetings: 20 (includes Finals)

Classes meet Monday through Thursday. *Exception:* Since Summer I begins the week of Memorial Day, classes will meet on Friday, June 4.



Midwestern State University

OFFICE OF STUDENT DEVELOPMENT AND ORIENTATION
(940) 397-4500

TO: Mr. Keith Lamb, Associate Vice President for Student Affairs
Mr. Dail Nocky, Dean of Students

FROM: Matthew Park *Matthew Park*
Director of Student Development and Orientation

DATE: April 13, 2009

RE: Student Organization Approval (State Affiliation)

The Bilingual Education Student Organization (BESO) group has completed the following necessary requirements for being a registered student organization under the category of "Special Interest" at Midwestern State University.

- *Student Organization Roster
 - Includes at Least 8 Currently Enrolled Student Members
 - Includes at Least One MSU Faculty/Staff Advisor (Dr. David Barbosa, Dr. Ann Estrada, and Dr. Mary Garza in the West College of Education)
- *Completed Activity Reservation Guidelines/Agreement
- *Signed Human Dignity Statement
- *Campus Mailing Address
- *Constitution/Statement of Purpose
- *Documentation of approval/certification from the Texas Association of Bilingual Education (TABE) organization.

Having satisfied the requirements as stated in the Student Handbook, based on the information provided I recommend submission to the MSU Administrative Council for approval as a registered student organization.

Thank you

Dean of Students

Date

Associate Vice President for Student Affairs

Date

Administrative Council

Date



Midwestern State University

OFFICE OF STUDENT DEVELOPMENT AND ORIENTATION

(940) 397-4500

TO: Mr. Keith Lamb, Associate Vice President for Student Affairs

FROM: Matthew Park *Matthew Park*
Director of Student Development and Orientation

DATE: May 1, 2009

RE: Student Organization Approval (State Affiliation)

The **Trenches**, a registered student organization at Midwestern State University that was approved during the past year as a local organization with no regional/national association has formally requested to change their name and classification to **Sigma Alpha Epsilon**, a Greek fraternity. In accordance with MSU policy, a student organization must provide documentation from the national/regional association which establishes recognition and support for the creation/colonization of a chapter at Midwestern State University. Attached is that documentation.

As the organization has already been registered at MSU, the only step needed to approve the name change and updated classification is approval from the MSU Administrative Council. This is because the group now will have a national affiliation.

Based on their national policy and membership in the North-American Interfraternity Conference (NIC), Sigma Alpha Epsilon (SAE) will be a member of the Interfraternity Council (IFC) at MSU. To that end, the IFC and SAE chapter are appropriately following IFC expansion policy.

Since the organization will be classified as a Greek fraternity, I have instructed the organization to find a new faculty/staff advisor at the end of the spring 2009 semester. Their current advisor, Shahala Hanks, Coordinator of Greek Life, was ideal to assist the organization during its inception. However, the time has come for Ms. Hanks to step down as advisor to the organization. Shahala is expected to provide support for all Greek chapters at Midwestern State University. It will be a conflict of interest for Shahala to serve as the faculty/staff advisor for a single Greek chapter.

Having satisfied the requirements as stated in the Student Handbook for being a registered student organization with national/regional association, I recommend approval of the organization's proposed change in name and classification. Thank you and please contact me if you have any questions.

Administrative Council Approval

Date