

Administrative Council

October 22, 2015

Meeting No. 16-01

The Administrative Council met Thursday, October 22, 2015, at 2:00 p.m. in the J. S. Bridwell Foundation Board Room in the Hardin Administration Building. Present were Dr. Suzanne Shipley, Chair; Dr. Marilyn Fowlé, Dr. Keith Lamb, Dr. Howard Farrell, Dr. Robert Clark, Mr. Kyle Owen, Mr. Matthew Park, Mr. Charlie Carr, Dr. Laura Fidelie, Ms. Reagan Foster, Ms. Debbie Barrow, Ms. Dawn Fisher, Mr. Jesse Brown, and Ms. Cindy Ashlock.

MSU Policy and Procedures Manual

NEW Policy 4.160, General Policies, Consensual Relationships

Mr. Macha stated that the policy had passed both the Faculty and Staff Senates. The Council approved placing the policy on the November Board of Regents agenda. **Attachment A**

Budget Oversight Committee

Dr. Fowlé proposed changing the structure of the Budget Oversight Committee to make the budgeting process more inclusive and transparent (**attachment B**). The Council approved the changes to the Committee. Ms. Ashlock will advise the Provost's Office to make the changes to the 2015-2016 University's Councils and Committees list effective immediately.

Student Catalog Update

Dr. Lamb presented updates to the Admission Policy found in the student catalog and on the MSU website. He requested that the student be admitted if they graduate in the top twenty-five percent of their class instead of the top ten percent based upon current practices and peer comparisons. He further stated that the requirements for *Home Study Program* students as well as *No current policy addressing student from non-ranking high schools* students sections be updated as shown in **attachment C**. The Council unanimously approved the changes.

Information Technology/Chief Information Officer Update

Dr. Clark advised the Council that Randy Kirkpatrick would retire in January 2016, and that Dr. Clark had asked Jim Hall to step in to act as Interim Chief Information Officer until the position could be filled.

Distance Education Update

Dr. Clark noted that distant education was offering \$3,000 for the development and teaching of online courses. He stated that a person would receive \$1,500 at the beginning of the course development, and once the course had been developed and taught the remaining \$1,500. He further noted that a university policy was being drafted that would outline the requirements to teach online at MSU.

Upcoming Survey Results

Dr. Shipley informed the Council that she had received the survey results from *ModernThink*. She stated that Rich Boyer of *ModernThink* would be on campus Thursday, November 12 to present to the Board of Regents at 1:30-2:30 p.m. and at 10:00 a.m. and 3:00 p.m. he will share the results to faculty, staff, and students in open forums.

Proposed 2016-2018 Academic Calendar

Ms. English stated that the Academic Council had approved the academic calendar at their past meeting. After discussion the Council decided to move Spring Break to March 13-17, 2017, in order to align with the Wichita Falls Independent School District's Spring Break. The Council approved placing the 2016-2017 academic calendar with the change in spring break on the November Board of Regents agenda. The 2017-2018 academic calendar will be held for further review with possible placement on the February Board of Regents agenda if charges are determined to be needed. **Attachment D.**

Dr. Shipley asked Ms. Fisher to conduct a survey among employees concerning the 4-day work week in summer and to submit the results to her.

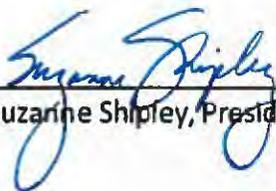
Other

Mr. Carr stated that October 30 was the last day to renew season basketball tickets.

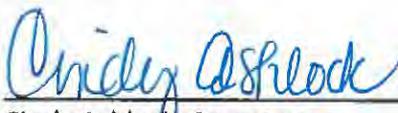
Mr. Brown informed the Council that students are discussing what is perceived to be a change in the color of MSU maroon. He said that he is aware of a petition going around trying to gain support for a color other than PMS202. Mr. Carr noted that PMS202 can differ depending on which vendor you choose. Dr. Shipley asked if the students gain any profit from the sale of MSU gear now that our brand has been licensed. Mr. Brown stated that he personally liked the original color and he believed many others did too. Ms. Barrow noted that she first heard of it after the Mustangs played at the Dallas Cowboys stadium.

Mr. Park reminded the Council that Homecoming would be the following week.

There being no further business, the meeting was adjourned at 3:00 p.m.



Suzanne Shipley, President



Cindy Ashlock, Secretary

4.160 General Policies

CONSENSUAL RELATIONSHIPS

Date Adopted/Most Recent Revision: 00/00/20__

A. Policy Statement

It is the policy of Midwestern State University ("University") that employees with direct teaching, supervisory, advisory, or evaluative responsibility over other employees, students and/or student employees recognize and respect the ethical and professional boundaries that must exist in such situations.

Consensual relationships, as defined in this policy, create conflicts of interest and/or appearances of impropriety that impair the integrity of academic and employment decisions. Such relationships also contain the potential for exploitation of the subordinate employee, student or student employee and the possible professional or academic disadvantage of third parties, and can subject both the University and individuals to the risk of liability. Therefore the University strongly discourages consensual relationships between supervisors and subordinates, teachers and students and advisors and students. Should such a relationship develop, the teacher, supervisor or advisor has the obligation to disclose its existence to an immediate supervisor and cooperate in making alternative arrangements for the supervision, evaluation, teaching, grading, or advising of the employee, student and/or student employee.

B. Scope

This policy applies to all faculty, staff and students of Midwestern State University.

C. Definitions

A **consensual relationship** is a mutually acceptable, romantic and/or sexual relationship between a University employee with supervisory, teaching, evaluation or advisory authority and an employee, student and/or student employee who is directly supervised, taught, evaluated or advised by that employee.

A **conflict of interest** and/or an appearance of impropriety arises when individuals with the authority and the responsibility to evaluate the work or performance of an employee, student or student employee initiate, acquiesce or engage in an intimate romantic and/or sexual relationship with that employee, student or student employee.

D. Reporting Responsibility

In the event that a consensual relationship exists or begins to develop, the individual in the supervisory, teaching or advisory position shall immediately notify his or her immediate supervisor of the relationship and cooperate with that supervisor in making the arrangements necessary to resolve the conflict of

interest.

E. Immediate Supervisor Responsibility

A supervisor who is notified, or becomes aware, of a consensual relationship, shall take immediate steps to alter the conditions that create the conflict of interest and/or the appearance of impropriety caused by the relationship. In most instances, that will be accomplished by providing an alternative means for the supervision, teaching, advising, and/or evaluation of the subordinate employee, student or student employee.

F. Failure to Report or Cooperate

Employees in positions of authority who enter into or persist in consensual romantic or sexual relationships without reporting them, or who fail to cooperate in efforts to eliminate the conflict of interest or appearance of impropriety they present, will be subject to disciplinary action, up to and including termination. In the event that a complaint of sexual harassment or sexual misconduct is brought by the subordinate party regarding an unreported relationship, there will be no presumption that the relationship was consensual in nature.

G. Grievance of Disciplinary Actions

Disciplinary actions imposed for violations of this policy may be grieved or appealed by the individual who is disciplined pursuant to existing University policies and procedures.

Budget Oversight Committee

Facilitator: Vice President for Business Affairs and Finance

Members Selected by Governance Groups and Deans' Council:

- Two Classified Employee Representatives
- Two Non-classified Employee Representatives
- Two Faculty Senate Representatives
- Two Student Representatives
- Two Deans

Ex-Officio:

Two Cabinet Members – selected by the President

Support Staff:

- Director of Budgeting
- Senior Budget Analyst

Current Policy

1. Admissions Policy

Students will be admitted if they graduate in the top ten twenty-five percent of their class from an accredited Texas public high school if they meet the following conditions:

1. graduated from high school within the two years prior to the academic year for which admission is sought; and
2. submitted a complete application before the deadline.

Students in this category may be required to enroll in certain courses in the summer after graduation or during the first semester of enrollment. ACT/SAT scores must be submitted.

2. Home Study Program

~~Students who graduate from an unaccredited high school or home study program will be considered for admission on an individual basis. Official entrance exam scores must be submitted for evaluation to determine admission status.~~

Students who graduate from a home study program must have a minimum 3.0 unweighted grade point average and a minimum combined SAT score (math and critical reading scores only) of 990 or an ACT composite score of 21. If the 3.0 gpa benchmark is not met then the student must meet state college readiness benchmarks.

3. ~~No current policy addressing s~~Students from non-ranking high schools

Students who graduate from an accredited high school that does not rank students must have a minimum 3.0 unweighted grade point average and a minimum combined SAT score (math and critical reading scores only) of 990 or an ACT composite score of 21. If the 3.0 gpa benchmark is not met then the student must meet state college readiness benchmarks.

**PROPOSED ACADEMIC CALENDAR
MIDWESTERN STATE UNIVERSITY**

2016 - 2017

(2nd Summer 2016 ends Aug. 11)

Fall Semester 2016

Tuesday	March 1	Priority Application Date for Admission
Monday	August 1	Application Deadline for Admission
Monday	August 22	Faculty Meetings
Mon.-Tues.	August 22-23	Re-enrolling Student Registration
Wed.-Thur.	Aug. 24-25	Orientation for new students Registration continues
Friday	August 26	Registration
Saturday	August 27	Classes begin 8:00 a.m.
Mon.-Wed.	Aug. 29-31	Change of Schedule and Late Registration
Monday	September 5	Labor Day - No classes
Monday	October 3	Deadline for December graduates to file for graduation
Monday	October 10	Deadline for May graduates to file for graduation
Tuesday	November 22	Thanksgiving Holiday begins at 10:00 p.m. (Saturday classes do not meet on November 26)
Monday	November 28	Classes resume 8:00 a.m.
Friday	December 9	Last day of classes
Saturday	December 10	Final examinations begin
Saturday	December 17	Commencement

End December 9 = 15 weeks

Class Meetings: MWF 42, TR 29, S 14 (includes Saturday after registration, but does not include Saturday after Thanksgiving.)

Spring Semester 2017

Tuesday	November 1	Priority Application Date for Admission
Thursday	December 1	Application Deadline for Admission
Mon.-Wed.	January 9-11	Re-enrolling Student Registration
Thursday	January 12	Orientation for new students Registration continues
Friday	January 13	Registration
Saturday	January 14	Classes begin 8:00 a.m.
Monday	January 16	Martin Luther King Day - No classes
Tue.-Thur.	January 17-19	Change of Schedule and Late Registration
Monday	February 20	Deadline for May graduates not enrolled for fall semester to file for graduation
Saturday	March 11	Spring Break begins at 5:00 p.m. March 13-18 - No classes
Monday	March 20	Classes resume
Wednesday	April 12	Holiday Break begins at 10:00 p.m. April 13-15 - No classes
Monday	April 17	Classes resume
Friday	May 5	Last day of classes
Saturday	May 6	Final examinations begin
Saturday	May 13	Commencement

End May 5 = 15 weeks

Class Meetings: MWF 43, TR 29, S 14 (includes Saturday after registration, but does not include Saturday during Spring Break or during Holiday Break.)

Summer Semesters 2017

First Term:

Monday	May 1	Application Deadline for Admission
Monday	May 29	Memorial Day Holiday – University Closed
Thursday	June 1	Orientation for new students Registration
Monday	June 5	Classes begin
Friday	July 7	Final examinations

Second Term:

Monday	June 1	Application Deadline for Admission
Monday	July 3	Last day to file for August graduation
Tuesday	July 4	Independence Day – University Closed
Thursday	July 6	Orientation for new students Registration
Monday	July 10	Classes begin
Thursday	August 10	Final examinations

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