

**MINUTES
MIDWESTERN STATE UNIVERSITY
BOARD OF REGENTS**

**Personnel and Curriculum Committee
August 3, 2006**

The Board of Regents, Midwestern State University, met in regular session in the Board Room, Hardin Administration Building, Wichita Falls, Texas, at 3:47 p.m., Thursday, August 3, 2006. Personnel and Curriculum Committee members in attendance were Mr. John Bridgman, Chairperson; Ms. Pamela Gough; Mr. Munir Lalani; and Mr. Ben Wible. Other regents attending the meeting were Mr. Mac Cannedy, Jr., Ms. Pat Haywood, Mr. David Stephens, and Student Regent Will Morefield.

Administrative staff members present included Dr. Jesse W. Rogers, President; Dr. Friederike Wiedemann, Provost; Mr. Juan Sandoval, Vice President for Administration and Finance; Dr. Howard Farrell, Vice President for University Advancement and Student Affairs; Dr. Bob Clark, Associate Provost; and Mr. Keith Lamb, Associate Vice President for Student Affairs. Other university personnel attending the meeting included Mr. David Spencer, Internal Auditor; Dr. David Tucker, Chairperson of the MSU Faculty Senate; Mr. Allen Goldapp, Director of Physical Plant; Ms. Valarie Maxwell, Director of Budget and Management; Ms. Dianne Weakley, Director of Personnel; Ms. Julie Gaynor, Public Information and Marketing Assistant; Ms. Cindy Ashlock, Assistant to the President; and Ms. Debbie Barrow, Executive Assistant to the President. Mr. Jason York, Student Government Vice President and SGA Observer, and Ms. Binta Thomas, Student Government Secretary, also attended the meeting. Representing the news media was Ms. Ann Work, reporter for the Wichita Falls *Times Record News*.

Chairperson Bridgman called the meeting to order at 3:47 p.m.

Reading and Approval of Minutes

06-155. The minutes of the Personnel and Curriculum Committee meeting May 11, 2006, were approved as presented.

Faculty Report

06-156. Dr. David Tucker, Chairperson of the Faculty Senate, presented information to the Board on behalf of the faculty. He reported that the university has done a good job of adding faculty and lowering the student to faculty ratio. He indicated that this had also created the need for increased space in the College of Science and Mathematics. He noted that the business faculty is very excited about moving into the new Dillard Building. Additionally the university is pleased with its new membership in COPLAC.

Dr. Tucker noted that this would be his last opportunity to address the Board as Chair of the Faculty Senate. He expressed his concern that as the university pays higher salaries for certain faculty due to increased market demand, that the administration not pay the lowest price possible for faculty in other areas that are not in such demand. He expressed his hope that while the university may have to pay \$90-100,000 for an accounting faculty, an individual could be hired in foreign language or history at a price better than what an individual could be paid at another university.

The other issue he mentioned was the disparity in the Optional Retirement Program (ORP) contribution between the 6% that newly hired faculty receives and the 8.5% that faculty who participated in the ORP program prior to September 1, 1995 receive. He mentioned that Dr. Rogers informed him that the issue will be brought up to the legislature during the upcoming legislative session. He added that the Texas Association of College Teachers (TACT) also plans to push for a change. He stated that the legislature has not been inclined during previous session to address this issue. He asked the administration and Board to determine what MSU can do to address this continuing inequity. That is something I find a way to incrementally bring everyone up to the same level.

Dr. Rogers thanked Dr. Tucker for the years he served the university as Chairperson of the Faculty Senate. He indicated his appreciation for the leadership Dr. Tucker had shown. The Board added their thanks and appreciation as well.

Enrollment Reports – Summer 2006

06-157. The summer 2006 enrollment reports were presented as shown in Attachment 1 of these minutes. Mr. Bridgman noted the increase in freshmen in both summer terms. Dr. Rogers reminded the Board that the university raised its admissions standards beginning with the fall 2006. He added that the graduating class in Texas last year was the smallest since 1995. He stated that while the overall summer enrollment was only up by 19 students, it was the first time in two years that MSU enrollment had not declined in the summertime. He stated that it was difficult to change admissions standards during a period of flat to declining enrollment. However, MSU's freshman to sophomore retention rate and graduation rate must be increased.

Mr. Bridgman asked if the administration had plans to increase admissions standards further in the next year or two. Dr. Rogers stated that as the university's enrollment levels out and grows by 50-100 students a year, it will certainly be time to look at another increase in admissions standards. He added that the majority of schools that raise admissions standards see enrollment first go down and then increase.

Small Class Reports – Summer 2006

06-158. The small class reports for summer 2006 were presented as shown in Attachment 2 of these minutes. Dr. Rogers commented that while this was a longer than usual list, he had encouraged Dr. Wiedemann to be generous with the summer offerings. He added his feeling that the credit hours produced in this base period would ultimately offset any expense of teaching these small classes.

Beginning and Last Day Enrollment Reports, Spring 2006 Semester

06-159. Mr. Bridgman noted that these reports were previously distributed to the Board as required by Section 51.403(b) of the Texas Education Code. They were presented as a point of information only.

Review of Personnel Reports for FY 05-06 Budget

06-160. Personnel changes in April, May, and June 2006 were presented for information only as shown in the agenda document.

Recess

Mr. Cannedy asked that the Personnel and Curriculum Committee take a brief recess to allow the Student Services Committee to meet. He noted that student representative Binta Thomas needed to make her presentation to the Student Services Committee at this time so that she could go to class. The Personnel and Curriculum Committee reconvened at 4:25 p.m.

List of August 2006 Candidates for Graduation

06-161. The administration recommended approval of the list of candidates for August 2006 graduation as presented in the agenda document. Mr. Bridgman noted that 246 students were on the list for graduation as compared to 234 in August 2005.

Mr. Lalani moved approval of the list as presented. Ms. Gough seconded the motion and it was approved.

Organizational Name Change

06-162. The administration recommended changing the name of the Personnel Office to the Human Resources Department. Mr. Bridgman noted that human resources is the accepted terminology of the profession and more accurately reflects the areas of responsibility of this department. He added that this name change would be reflected throughout the *MSU Policies and Procedures Manual*, organizational charts, and all other university publications.

Mr. Wible moved approval of this recommendation as presented. Mr. Lalani seconded the motion and it was approved.

New Position – Secretary II

06-163. Mr. Bridgman reported that the Respiratory Care Department and the Radiologic Sciences Department currently share a Secretary II, with the individual working one-half day in each of the two departments. Due to the increased enrollment and workload in these departments, the administration recommended that an additional Secretary II position be added effective August 7, 2006. This position would allow both departments to have full-time office assistance. The anticipated salary for this position would not exceed \$18,732 with funding from Unallocated Local Tuition.

Mr. Lalani moved approval of this item as presented. Ms. Gough seconded the motion and it was approved.

New Position – Groundskeeper

06-164. The administration recommended that one Groundskeeper position be added to the 2006-2007 budget effective September 1, 2006. Mr. Bridgman noted that the recent purchases of Hampstead Lane properties had created a significant increase in the workload for the groundskeeping personnel. An additional Groundskeeper position at an annual salary of \$16,764 would help alleviate this burden. Funding for this position would be Unallocated Local Tuition. Dr. Rogers pointed out that with the heat, the watering difficulties, the new COBA building, the houses on Hampstead Lane, and the increased workload of the lake, this area of the university is understaffed.

Mr. Lalani moved approval of this recommendation. Mr. Wible seconded the motion and it was approved.

New Position - Programmer/Analyst II

06-165. Mr. Bridgman noted that to replace a position lost in FY 2005 the administration recommended that a Programmer/Analyst II position be added for the 2006-2007 budget. He noted that this position was needed to address the tremendous workload of continuing operations and the upcoming Banner conversion. The anticipated salary would be \$53,796 with funding from Unallocated Local Tuition. The position would be added September 1, 2006.

Mr. Lalani moved approval of this recommendation. Ms. Gough seconded the motion and it was approved.

New Position – Half-Time College Coordinator, Career Management Center

06-166. The administration recommended the establishment of a half-time, benefit-eligible, College Coordinator position for the Career Management Center effective September 1, 2006. Mr. Bridgman pointed out that this position would be responsible for serving the Lamar D. Fain College of Fine Arts and the College of Science and Mathematics. The administration recommended that the salary for the position be \$13,000, with funding coming from current budgeted monies from the Career Management Center. Mr. Cannedy asked if there were personnel responsible for the other colleges. Mr. Lamb stated that with this addition, professional staff will be working with all of the colleges.

Mr. Wible moved approval of this recommendation. Mr. Lalani seconded the motion and it was approved.

MSU Policies and Procedures Manual Changes

06-167. The following changes to the *MSU Policies and Procedures Manual* were recommended for approval. Dr. Bridgman noted that this was a continuation of the upgrading of the *Manual*. Dr. Rogers noted that he asked Dianne Weakley, Director of Personnel (Human Resources), to review all of the university policies and to particularly review policies that dealt with grievance procedures. He indicated that he wanted to be certain that the policies followed due process, were understandable, and met the needs of the university. He indicated that in each of these policies the final review allowed is by the president on the record only. In this way, the president can be certain that the process was followed appropriately. He added that most attorneys recommend that the Board of Regents should not become a hearing body for grievances to the university. Mr. Bridgman asked if this was the final review of the *Policy Manual*. Ms. Barrow responded that it is an ongoing, continuous process. Mr. Lalani asked if the administration had ensured that the policies were consistent with other state institutions of higher education. Ms. Weakley responded that in her evaluation process she reviews government codes and policies at other universities to ensure MSU policies meet legal requirements and are in line with other Texas universities. She added that major policy changes are reviewed by MSU's Outside Counsel. The following is a summary of the recommended policy changes.

- A. Policy 3.218 – Grievance Procedures for Non-Teaching Employees – changes were recommended for clarification purposes and to bring the policy in line with other grievance procedures.
- B. Policy 3.340 – Americans with Disabilities - changes were recommended to bring the policy up to date.
- C. Policy 4.125 – Discrimination on Basis of Sex or Handicap – Grievance Procedures - it was recommended that this policy be deleted. It was noted that policies 4.161 and 4.189 included the information that was a part of this policy statement.
- D. Policy 4.131 – Equal Opportunity and Affirmative Action Policy Statement – changes were recommended to bring the policy up to date.
- E. Policy 4.161 – Sex Discrimination and Sexual Harassment – changes were recommended to bring the policy up to date and to encompass areas previously included in Policy 4.125.
- F. Policy 4.189 – Disability Grievance Procedures – changes were recommended to bring the policy up to date and to encompass areas previously included in Policy 4.125.

Mr. Lalani moved approval of these policy changes as presented. Mr. Wible seconded the motion and it was approved.

Adjournment

There being no further business, the Personnel and Curriculum Committee discussion concluded at 4:57 p.m.

Reviewed for submission:

John Bridgman, Chairperson
Midwestern State University
Board of Regents Personnel & Curriculum Committee

ATTACHMENTS:

- 1. Summer 2006 Enrollment Reports
- 2. Summer 2006 Small Class Reports

Enrollment Report

Summer I 2006

	2005	2006
Beginning Freshmen	34	46
Re-enrolling Freshmen	164	172
Sophomore	383	388
Junior	603	586
Senior	1,078	1,063
Graduate/Post-Baccalaureate	<u>420</u>	<u>383</u>
TOTAL	2,682	2,638

Summer II 2006

	2005	2006
Beginning Freshmen	5	43
Re-Enrolling Freshmen	111	108
Sophomore	276	293
Junior	383	391
Senior	816	787
Graduate/Post-Baccalaureate	<u>218</u>	<u>250</u>
TOTAL	1,809	1,872
 SUMMER TOTAL	 <u>4,491</u>	 <u>4,510</u>

MIDWESTERN STATE UNIVERSITY

SMALL CLASS REPORT for SUMMER I and II, 2006

The following organized classes had enrollments below the established minimums of ten (10) students for undergraduate classes and five (5) students for graduate classes on the twelfth class day. Where applicable, the courses are listed under the justification categories previously used by the Coordinating Board.

The following courses are required for majors in their fields of study and should be completed this semester to keep the proper sequences in courses.

Summer I

Course	Section	Instructor	Course Description	Enrollment
ATRN	1073	1 Pack C	Care-and Prevention of Athletic Injuries	5
ATRN	1203	X1 Pack C	Health And Wellness	8
ATRN	2903	1 Lancaster J	Therapeutic Modalities	5
CMPS	1023	1 Halverson R	Intro To Computing	9
CRJU	2213	1 Davids M	Legal Aspects Of Law	9
EDBE	4323	80 Perez A	Reading & Language Arts in Bilingual Education	5
EDUC	1023	1 Land M	Computer Applications In Education	9
ENGL	3513	1 Rogers K	Advanced Grammar	7
JOUR	1243	1 Serno J	News Writing I	8
KNES	2213	X2 Greenhaw B	First Aid & Safety	7
MATH	4223	1 Schmitter J	Discrete Mathematics	5
MUSC	4813	1 Glasgow R	Foundations Of Music	6
NURS	4605	1 Lockhart R	Clinical Decision Making	3
NURS	5103	X1 Smith A	Theoretical Foundations	4
PHIL	2033	1 Stewart A	Ethics	9
PUAD	5833	X1 Roberts R	Community Development	4
RADS	4053	X1 Wright D	Ra Procedures III	8
RESP	4102	X1 Helton P	Clinical Patient Management	9
SOCL	1133	X1 Van Blommestein	Introductory Sociology	9
SPAN	1134	3 Garcia/Montoya	Elementary Spanish I	8
SPED	3313	1 Lancaster M	Teaching Strategies Cognitive Disorders	9

The following course is a remedial offering and is required by state law.

Course	Section	Instructor	Course Description	Enrollment
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Summer II

Course	Section	Instructor	Course Description	Enrollment
ATRN	1203	X7 Marty M	Health And Wellness	9
ATRN	2703	21 Greenhaw B	General Medical Assessment	5
BCIS	3153	21 Johnston C	Advanced Microcomputer Application	8
BUAD	4883	BS Martinez, J	Problems Econ & Business	9
BUAD	4993	BS Martinez, J	International Issues In Business	9
ECED	3173	21 Hernandez R	ESL Methods & Materials	9
EDBE	4313	72 Garza M	Bilingualism & Biculturalism	4
ENGL	3293	21 Johnson R	Short Story	8
ENGL	4716	BS Robitaille, M	Shakespeare In London	8
KNES	2213	X8 Lancaster J	First Aid & Safety	9
KNES	4513	21 Waugh L	Phys Activity for Exceptional Individuals	8
MKTG	3823	21 Wilson P	Consumer Behavior	8
READ	4223	21 Lemley J	Diagnosis and Correction of Reading Difficulties	5
SOCL	4883	BS Dodder, R	British Culture And Society	9
SOCL	4893	BS Dodder, R	British Culture And Society	9
THEA	4393	BS Cantrell, R	British Theatre: Performance	8
THEA	4493	BS Cantrell, R	British Theatre: Production	8

The following course is a remedial offering and is required by state law.

Course	Section	Instructor	Course Description	Enrollment
ENGL	1003	21 Reynolds A	Intro To College Com	9