

**MINUTES  
MIDWESTERN STATE UNIVERSITY  
BOARD OF REGENTS**

**Personnel and Curriculum Committee  
November 3, 2005**

The Board of Regents, Midwestern State University, met in regular session in the Board Room, Hardin Administration Building, Wichita Falls, Texas, at 3:57 p.m., Thursday, November 3, 2005. 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., Mr. Stephen Gustafson, Ms. Patricia Haywood, Mr. Don Ross Malone, and Mr. David Stephens.

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. Robert 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. Buck Shaw, Director of Physical Plant; Ms. Dianne Weakley, Director of Personnel; Ms. Kristal Amador, Director of the Annual Fund; Ms. Cindy Ashlock, Assistant to the President; and Ms. Debbie Barrow, Executive Assistant to the President. Mr. Will Morefield, Student Government Association President, and Mr. Jason York, Student Government Association Observer, also attended the meeting. Ms. Ann Work, reporter for the Wichita Falls *Times Record News*, attended the meeting through the discussion of item 06-23.

Chairperson Bridgman called the meeting to order at 3:57 p.m.

Reading and Approval of Minutes

06-17. The minutes of the Personnel and Curriculum Committee meeting August 4, 2005 were approved as presented.

Faculty Report

06-18. Dr. David Tucker, Chairperson of the Faculty Senate, presented information to the Board on behalf of the faculty. He reported on a recent meeting of the Texas Council of Faculty Senates. He noted that one of the presenters at the meeting was Rep. Fred Brown, Chairman of the Budget and Oversight Sub-Committee of the House Higher Education Committee. Rep. Brown discussed the new voucher system being utilized in the state of Colorado whereby students would be given vouchers equal to the state's contribution to tuition. The idea is that this process will bring more public attention to how the state supports higher education. Schools would receive funding based on the number of students who choose to attend each institution. Rep. Brown commented that legislators in Texas are reviewing this process to determine if it might be a possibility for Texas. Dr. Tucker expressed his concern that this would be a disaster in Texas because it would throw out the current formula funding system.

Dr. Tucker noted that in the last legislative session Rep. Brown sponsored House Bill 1172 which limits state funding for semester credit hours taken by students which exceed their degree plan by 30 hours beginning in 2008. His stated goal for this action was to try to save the Texas Grant program. He indicated his feeling that there are too many students taking excessive hours and getting money from the Texas Grant program, which therefore denies other deserving students from being able to participate in the program. Rep. Brown indicated that several other actions were attached to the original bill, including the three-peat requirement. Another item attached to this bill was the "120 hour rule" which is a statement by the state that universities should restrict degree plans to the minimum number of hours required by the Southern Association of Colleges and Schools, which is 120 hours for most programs. Dr. Tucker noted that while this legislative action does not go into effect until 2008, universities must in the meantime decide how to respond. Rep. Brown stated that he did not support this part of the legislation and that he would work to remove it during the next legislative session. Dr. Tucker reported that some schools have started reviewing all of their majors and are trying to decide how to reduce the degree programs to 120 hours. Justification must be made to the Texas Higher Education Coordinating Board (THECB) on degree programs that exceed 120 hours. While Rep. Brown believes this requirement will change in the next legislative session, THECB representatives have stated that guidelines are currently not in the law which requires them to make policy on this matter. As a consequence, and for the time being, they are going to simply accept arguments from universities for the number of hours required for each major. If the hours are not totally out of line with other universities they will probably be approved.

Dr. Tucker noted that the Closing the Gaps initiative which was put in place several years ago included a goal of increasing higher education enrollment in Texas by 500,000 students. He noted that due to the growing population in Texas the goal has increased to 630,000 students. He added that over the past six years enrollment in developmental education and student success programs has increased 20% to over 200,000 students in the state, while designated state funding has decreased 5%. He commented that while Rep. Brown and other legislators are worrying about students who are repeating courses several times, many MSU students who repeat courses are repeating because of either lack of preparation for college or other circumstances. He indicated that many students work, hold down families, and have other demands on their time.

Dr. Tucker expressed his support for the \$100 per hour additional tuition for courses repeated for a third time. He indicated this should be a good incentive for students to take responsibility and have high hopes for success the first time they attempt a course. He added that the administration would still need to monitor the situation to determine if students are repeating courses simply because they do not have the background to be able to pass certain courses the first or second time.

Dr. Tucker reported that in a presentation at the meeting by THECB representatives it was reported that initiatives would be recommended to try to make the senior year of high school more rigorous. This should result in students being better prepared for higher education in the future.

With regard to campus issues, Dr. Tucker reported that MSU's nominee for the Piper Professor competition this year is Dr. Fred Stangl, Professor of Biology. The College of Sciences and Mathematics is searching for a new dean and the mathematics department is also searching for a new faculty member with a Ph.D. in mathematics.

#### Enrollment Report – Fall 2005

06-19. The fall enrollment report was presented as a point of information only and was presented in the agenda document. Mr. Bridgman noted that beginning and reenrolling freshmen numbers were lower than last year. Dr. Rogers stated that he recently visited with seven presidents of Lone Star Conference schools and all have had the same experience. The enrollment increases most schools are experiencing are largely juniors and seniors and some post-baccalaureate students. He noted that statewide enrollment this fall at the 35 public senior institutions is approximately 500,000 students and it increased by only 4,000 students. At the same time the enrollment at all institutions beyond high school in Texas went up by 2% and many of those were in certificate and technical programs. Additionally the transfer rate out of public junior colleges into senior institutions is well below 20%. Dr. Rogers commented that overall Texas has one of the lowest college-going rates in the United States.

Ms. Haywood commented that many high schools are not challenging students like they should. She added that numerous students do not need many credits when they reach their senior year and they do not take full class loads. Dr. Rogers stated that MSU loses 40% of its students between the freshman and sophomore years. He added that one of the ways this can be changed is to admit better prepared students. He added that he was not blaming the high schools and indicated that students needed to be inspired to take advantage of their senior year. He noted that if students would take the more challenging courses that are available to them in high school it would make a tremendous difference in the number of students that have to take remedial work, as well as the preparation of students to take more challenging work.

Dr. Rogers reported that THECB examined a cohort of all 9<sup>th</sup> graders in Texas and followed them through their graduation year in high school. They then waited six years to see what degrees these students had completed. At the end of the six years 13% of that 9<sup>th</sup> grade cohort had a certificate, associate or bachelor's degree.

Ms. Haywood expressed her pleasure that the numbers in the junior, senior and post-baccalaureate areas had increased. Dr. Rogers stated that junior colleges have reported that they will try to keep tuition at one-half the average of the tuition charged at the public senior institutions. He noted that this was the first year MSU allocated specific funds for transfer student scholarships. This is something that must be increased.

Ms. Gough asked if junior college transfers were well prepared. Dr. Clark responded that it depended on the school the student transferred from. Mr. Lalani asked which group comes in better prepared, high school students or junior college transfers. Dr. Rogers stated that he did a study several years ago with THECB on the success of junior college transfers and their performance relative to the student who started at the university as a freshman. He noted that the results depended on the subject matter being studied by the student as well as the school they graduated from.

Dr. Clark reported that one of the proposals being made by Dr. Raymund Parades, commissioner of THECB, is that if a student applies and is accepted to a Texas public institution of higher education and then does not take a full class load during the last semester of high school, the student's admission would be rescinded.

Dr. Rogers commented that students take the required curriculum, but that they could still take another year of science, mathematics or a foreign language. Ms. Gough stated that in some schools advanced courses are not offered. Ms. Haywood noted that in some cases, however, additional coursework is offered and students do not choose to take the courses.

#### Recess

The Board recessed at 3:25 p.m. and resumed the meeting at 3:40 p.m.

#### Small Class Report – Fall 2005

06-20. Mr. Bridgman noted that Section 51.403(d) of the Texas Education Code requires MSU to present a small class report to the Board of Regents. He added that small classes, for the purpose of this report, are undergraduate level courses with less than 10 registrations and graduate level courses with less than five registrations. The report for the fall 2005 semester was distributed and is shown as Attachment No. 1. Dr. Rogers stated that Dr. Wiedemann works closely with the deans to keep the number of small classes as low as possible.

Mr. Lalani asked about the two classes with only one enrollment each. Dr. Wiedemann responded that these represent graduating seniors in the athletic training program. She noted that the program was recently accredited and the numbers should increase in the future. Mr. Stephens asked if the answer was the same with regard to the senior exhibition art class. Dr. Wiedemann stated that there are only two graduating seniors in the art program this fall and the course had to be offered. Dr. Rogers stated that these are not traditional lecture courses. Mr. Stephens asked if enrollments were small in these courses each semester. Dr. Wiedemann responded that this was the first time the enrollments had been this low. Dr. Rogers added that there would generally be a large number of graduating students each spring semester.

#### Review of Personnel Reports for FY 04-05 Budget

06-21. Personnel changes in July and August 2005 were presented for information of the Board as shown in the agenda document.

#### Review of Personnel Reports for FY 05-06 Budget

06-22. Personnel changes in September 2005 were presented for information of the Board as shown in the agenda document.

#### List of December 2005 Candidates for Graduation

06-23. The administration recommended approval of the list of candidates for December 2005 graduation with the provision that the students meet all requirements as prescribed by the faculty and administration. Mr. Bridgman asked about the date of the graduation ceremony. Ms. Barrow responded that the ceremony would be held Saturday, December 17 at 10 a.m.

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

Approval of 2006-2007/2007-2008 Academic Calendars

06-24. The proposed academic calendars for 2006-2007 and 2007-2008 were presented for approval as shown in the agenda document. Mr. Bridgman noted that these calendars include the continuation of the four-day work and class schedules during the summer. Dr. Rogers commented that he would work with the Wichita Falls Independent School District to coordinate the Spring Break dates in 2007 and 2008.

Deleted: only classes the Holiday ending the Tuesday prior to Thanksgiving

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

Permanent Academic Dismissal Policy (2006/2008 Catalog Change)

06-25. Mr. Bridgman reported that at present MSU does not have a policy leading to the permanent dismissal of a student based on academic performance. The administration recommended the approval of a policy presented in the agenda document to be included in the university's catalog.

Dr. Rogers commented that MSU has always had an academic dismissal policy; however, the university has never had a policy statement about appeals to the Readmission Committee or a statement regarding permanent dismissal. He stated that in the past there were times that the Readmission Committee would not hear an appeal and that a standard policy was needed.

Mr. Lalani asked about the process leading up to academic dismissal. Dr. Wiedemann indicated that a student would be placed on academic dismissal twice prior to this third dismissal, which would be considered permanent. Following the first dismissal a student would have to sit out of school for one semester. With the second dismissal the student must sit out of school for a full year. The third dismissal would not result in permanent dismissal.

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

Organizational Name Changes

06-26. Mr. Bridgman noted the recommended name changes in the agenda document. Dr. Rogers stated that he wanted to withdraw Item C which related to changing the name of the Wichita Falls Museum and Art Center of Midwestern State University. Mr. Lalani pointed out that the Museum was already using the proposed new name of Wichita Falls Museum of Art at Midwestern State University. Dr. Rogers stated that he would like to consider this matter further and bring a recommendation to the Board in February. He added that the official grand reopening of the Museum would be held in March.

Mr. Bridgman noted the following name changes proposed by the administration:

- A. Change the name of the Department of Business Computer Information Systems (BCIS) to Department of Management Information Systems (MIS). He noted that

the proposed name mirrors that used at many other institutions and describes the foci of MSU's department, which are information systems and information technology. The term BCIS has become a common designation used in high school curricula.

- B. Change the name of the International Student Services Office to the Office of International Services. Mr. Bridgman commented that in addition to the regular duties related to international students' needs, this office would now assist the Personnel Office in supporting international faculty and staff.

Mr. Bridgman stated that these name changes would be reflected throughout the MSU *Policies and Procedures Manual*, the university catalogs, organizational charts, and all other university publications.

Mr. Lalani moved approval of the name changes listed in Items A and B above as presented. Mr. Wible seconded the motion and it was approved.

Mr. Lalani moved that Item C regarding the change of the name of the Wichita Falls Museum and Art Center be tabled until the February Board meeting. Ms. Gough seconded the motion and it was approved.

#### New Position - Assistant to Director, Admissions

06-27. Mr. Bridgman presented the administration's recommendation to add an Assistant to the Director position in the Admissions Office effective December 2005. Requirements for the successful candidate would include demonstrated fluency (oral and written) in both English and Spanish. Responsibilities would be primarily in the Region 9 Education Service area, targeting first generation and Hispanic/Latino students and their parents, and strengthening relationships with persons of influence in strategic Hispanic/Latino communities and organizations. Mr. Bridgman noted that the salary range for this position would be \$27,800-\$35,000 depending on experience. Dr. Rogers noted that funding was available within the current university budget for this position.

Ms. Gough asked what was meant by targeting first generation students. Dr. Clark responded that this program would target those individuals who would be the first person in their family to go to college. Ms. Gough asked if this person would target first generation and Hispanic/Latino students as two separate entities or as one. Dr. Clark responded that the person would primarily target Hispanic/Latino students through developing relationships with parents, churches, and communities. This new employee would also target first generation students who are not necessarily Hispanic/Latino.

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

#### New Position – Assistant Director, Annual Fund

06-28. Mr. Bridgman presented the administration's recommendation to add an Assistant Director position in the Annual Fund Office effective immediately. Responsibilities would include supervising all phases of the Phonathon program including managing 22+ students, assisting in establishing a Student Giving Program, and enhancing young

alumni giving and class gifts. The salary for this position would be \$25,008 with funding available in the current Annual Fund budget.

Dr. Farrell commented that the Annual Fund program has been quite successful and the time has come to expand the outreach. He added that Ms. Amador would provide an update at the Friday Board meeting concerning the success of the Annual Fund Office.

Mr. Lalani commented on the success of the Annual Fund at MSU. He noted that it had generated a great deal of excitement and energy throughout the Wichita Falls community. Dr. Farrell added that the concept of philanthropy at MSU has really taken hold as evidenced by the accomplishments of the Annual Fund Office.

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

#### New Position – Police Officer I

06-29. Mr. Bridgman presented the administration's recommendation to add a full-time Police Officer I position effective immediately. He noted that the additional position is necessary due to the increased number of students housed on campus. The annual salary would be \$26,640 with funding available from the current departmental budget.

Dr. Farrell commented that MSU currently employs six officers, a sergeant, and a chief. With the addition of the number of students housed on campus an increase in the police staff is needed.

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

Dr. Rogers expressed his appreciation to the Board for their support of this recommendation. He added that it was possible he would recommend another new position in the next budget. He noted that a major effort in the last two budgets has been to increase the salaries of MSU police officers. It is hoped that the salaries will soon be competitive with other local government agencies.

#### Faculty Leave of Absence Request

06-30. Mr. Bridgman reported that Dr. Stuart MacDonald, Associate Professor and Chair of the Department of Economics, Finance, International Trade, and General Business, requested a one-year leave of absence for the 2006-2007 year. Dr. MacDonald holds a doctorate in Economics and the JD, and is a productive member of the MSU faculty. He has been accepted into the LL.M. in Law and Economics program at George Mason University and intends to complete all requirements for the degree during this year of absence. The study he is planning to undertake would enhance his teaching and provide opportunities for a number of publications. The administration recommended approval of this leave with pay in the amount of \$3,500. Mr. Bridgman noted that this financial support would allow Dr. MacDonald to continue to receive university fringe benefits.

Mr. Malone asked what guarantee the university had that Dr. MacDonald would return to teach at MSU following this year of leave. Dr. Wiedemann noted that if a faculty member

is given a sabbatical leave with pay the individual must agree to return following the leave. In this case, it was determined that the cost to the university was minimal and a letter of agreement was not necessary. Mr. Cannedy asked who would teach Dr. MacDonald's classes while he was on leave. Dr. Wiedemann responded that part-time faculty would be utilized.

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

MSU Policies and Procedures Manual Changes

06-31. Changes to the *MSU Policies and Procedures Manual* were recommended for approval as shown in the agenda document. Mr. Bridgman asked the Regents to review the individual items as presented. The changes are summarized below.

- A. Policy 2.337 – Vice President for University Advancement and Student Affairs responsibility statement – proposed new wording reflected recent organizational changes and better stated areas of responsibilities within this division of the university.
- B. Policy 2.338 – University Boards, Councils and Committees – changes to the purpose, personnel, and/or reporting lines were recommended for the Enrollment Management Council, Student Affairs Council, Academic Appeals Committee, Budget Oversight Committee, and Student Success Committee.
- C. Policy 3.225 – Longevity Pay – a revision of this policy was necessary due to changes in longevity pay authorized by SB 1863, 79<sup>th</sup> Legislature.
- D. Policy 3.321 – Medical Insurance – a revision of this policy was necessary to include eligibility for adjunct faculty and to clarify and correct policy wording.
- E. Policy 3.343 – Dual Employment with the State – a revision of this policy was necessary to correct the Texas Government Code reference number.
- F. Policy 4.164 – Solicitation of Funds – this revision was necessary to include reference to the new Office of Grant Development and Administration and to clarify the intent of the policy.
- G. NEW POLICY – 3.3XX – Employment of Foreign Nationals – this new policy was proposed to define the eligibility, process, and financial support for hiring foreign national employees.
- H. NEW POLICY – 4.1XX – Public Access Defibrillation Program – this new policy was proposed to describe this new program at MSU

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

Adjournment

There being no further business, the Personnel and Curriculum Committee discussion concluded at 4:28 p.m.

Reviewed for submission:



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

ATTACHMENTS:

1. Small Class Report – Fall 2005

## Item 06-20

**MIDWESTERN STATE UNIVERSITY  
SMALL CLASS REPORT  
Fall 2005**

The following organized classes had enrollments below the established minimums of ten (10) students for undergraduate classes and five (5) students for graduate classes.

Course	Section	Instructor	Course Description	Enrollment
ART	4923	70 Yarosz E	Senior Exhibition	2
ATRN	4801	1 Diehm G	Application of Athletic Training Techniques	1
ATRN	4903	1 Diehm G	Administration of Athletic Training	1
ATRN	3803	1 Pack C	Evaluation of Athletic Injuries	5
BIOL	3064	1 Shipley M	Principles Of Biology II	9
BIOL	4714	1 Scales J	Cell Biology	9
CMPS	2133	1 Simpson R	Data Structures	9
CMPS	4233	1 Donovan T	Artificial Intelligence	9
ENGL	3203	X1 Henson S	Technical Writing	5
FREN	3333	1 McClintock S	French Conversation & Composition	7
GEOL	2134	1 Nader J	Mineralogy	8
KNES	3913	1 Marty/Pack	Therapeutic Exercise	6
MATH	2043	1 May M	Structure of the Number System II	8
MATH	2133	1 Mitchell P	Introduction to Modern Mathematics	9
MCOM	4243	1 Gorham J	Senior Production	9
MENG	1203	1 Azouz I	Mechanical Design	9
MENT	4603	80 Faulk J	Production Planning and Control	9
MUSC	4893	1 Archambo L	Music Technology	9
MUSC	4833	70 Maxwell D	Vocal Pedagogy	8
PHIL	3533	1 Stewart A	Topic: The New Millennium	9
PUAD	5023	X1 Erakovich R	Quantitative Methods in Public Administration	4
RADS	3233	X1 Johnston J	Patient Interactions	8
RADS	4253	X1 Wright D	RA Procedures IV	4
RADS	3253	X1 Wright D	RA Procedures I	8
RESP	4403	X1 Medford A	Pulmonary Diagnostics	8
PHYS	4303	1 Fleming R	Mathematical Methods of Physics	5
PHYS	3343	1 Rhoads J	Modern Physics I	3
PHYS	2014	1 Rhoads J	Electronics I	9