

## ADMINISTRATIVE COUNCIL

### M I D W E S T E R N   S T A T E   U N I V E R S I T Y

Meeting No. 07-02

October 9, 2006

The Administrative Council met Monday, October 9, 2006, at 3:00 p.m. in the Hardin Administration Building Board Room. Present were Dr. Jesse W. Rogers, Chairman; Dr. Friederike Wiedemann, Mr. Juan Sandoval, Dr. Howard Farrell, Dr. Robert Clark, Mr. Keith Lamb, Dr. Robert Redmon, Mr. Kurt Portmann, Mr. Janus Buss, Mr. Jason York, Ms. Debbie Barrow, and Ms. Cindy Ashlock.

#### MSU Policies and Procedures

- a. Policy 2.333 G Organization – Provost  
Dr. Wiedemann presented this policy change and reported that Item 3 in the policy statement did not relate to graduate coordinators and should be removed (**Attachment A**). The council approved this change to be placed on the November Board agenda.
  
- b. Policy 2.338 University Boards, Councils & Committees
  - i. B. Councils, 2. Academic Councils  
Dr. Wiedemann recommended the change to the personnel of the committee to add the Advising Coordinator and to appropriately identify other positions included in the committee structure. She added that the purpose was reworded to more clearly state the council's purpose. She noted that these changes had been reviewed and approved by the Academic Council (see **Attachment B**). The council approved these changes for placement on the November Board agenda.
  
  - ii. B. Councils, 4. Enrollment Management  
Dr. Wiedemann asked that this item be removed from the agenda; it was submitted in error.
  
  - iii. D. Standing Committees, Academic Advising Committee  
Dr. Wiedemann recommended this new committee for addition to the list of standing committees. She indicated that he had received approval by the Academic Council. Ms. Barrow noted that some concern had previously been expressed that this would be the first committee chaired by an individual who was not a full-time employee of the university. Dr. Wiedemann indicated her hope that the position would at some point in the future be a full-time position. Mr. Lamb asked if the Director of Student Activities and Orientation should be a member of the committee. Dr. Wiedemann responded that it would be fine to add the position to the membership of the committee. Mr. Portmann asked if the campus community, and particularly athletics, would be informed of the meetings and decisions made by the committee. Dr. Wiedemann indicated that the committee would assist the Academic Advising Coordinator in the development of an advising manual for the university and

that the university community would be kept informed of their work. The council approved this new committee for submission to the Board of Regents.

iv. D. Standing Committees, Bookstore Advisory Committee.

Mr. Lamb explained that with the reorganization of the student affairs area some time ago, this change was not made to the *Manual*. He indicated that since the bookstore has reported to him since that time, he has chaired this committee. The council approved this change to be placed on the November Board agenda.

v. E. Standing Committee, First Year Committee

Dr. Clark recommended that the current Student Success Committee be replaced with a First-Year Council (later in the discussion it was determined that this would be a committee rather than a council). He noted that this came as a recommendation from the First-Year Committee Report. The council approved this change to be placed on the November Board agenda.

c. Policy 3.133 Summer School Teaching

Dr. Wiedemann recommended changes to the policy for clarification purposes (see **Attachment C**). The council approved this change to be placed on the November Board agenda.

d. New Policy, Policy 4.XXX Records Management Policy

Mr. Sandoval stated this policy was provided by the state for all agencies to use. This item was removed from the agenda pending additional information and discussion.

Key Requests

The Council recommended approval of the following key requests. Dr. Rogers asked Mr. Sandoval to review and update the key policy.

**STAFF**

Colleen James	Bridwell Master	Work schedule requires her to start during lunch hour and department is locked if no faculty is present.
Karla Landours	Hardin South Master	Needs access to all rooms in Hardin South
Melissa Yip	Hardin South Master	Needs access to all rooms in Hardin South

**OTHER**

Kelly Pham	O'Donohoe Outside	Student needs access to building for psychology clinic
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Adjournment

There being no further business, the meeting was adjourned at 2:50 p.m.

ORIGINAL SIGNED

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Jesse W. Rogers, President

ORIGINAL SIGNED

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Cindy Ashlock, Secretary

**2.333 Provost  
ORGANIZATION - PROVOST  
Date Adopted/Most Recent Revision: 05/13/05**

**Graduate Coordinators**

**1. Duties**

Graduate coordinators are appointed as academic administrative assistants for selected graduate programs. They are full-time faculty members who serve as administrative assistants to deans or department chairs.

**2. Appointment and Teaching Load**

The appointment of graduate coordinators will be based upon demonstrated administrative need specific to the academic program. The Provost and the President will approve all such appointments. Coordinators may be given load credits of up to three (3) hours per semester for administrative duties. Additional load credit for coordinators may be requested by the dean of the college in justifiable cases.

**3. Title Exceptions**

An exception to the title of coordinator will be made for those individuals heading the Bureau of Business and Government Research, the Mamie Raborn Center for Economic Education and the Small Business Development Center. For those individuals, the title of director will be used.

**2. Establishment of a new committee:**

<b>Academic Advising Committee</b>	
<b>Purpose:</b>	To advise the Academic Advising Coordinator on all issues relating to undergraduate academic advising including information gathering and distribution, advisor training and evaluation, and policies.
<b>Personnel:</b>	The Academic Advising Coordinator (chair); one advisor or advising faculty member from each college appointed by the respective dean, and a representative each from the Academic Support Center, the Office of Admissions, the Registrar's Office, and a program offered through distance education.
<b>Reports to:</b>	Provost

**Purpose**

To serve as an advisory group to the Provost. ~~The Academic Council will receive recommendations from the college councils, the Core Curriculum Committee, and the Graduate Council. The council will review all curriculum and programmatic changes arising from these councils.~~ The Academic Council will be primarily an oversight entity with major responsibilities relating to the university's total curriculum, faculty policies, and academic ~~policy~~ **policies**. ~~The Academic council~~ **Council** will meet on a monthly basis, twelve months per year. The agenda will be constructed from items contributed by the Provost, council members, and the committees and councils listed above.

**Personnel**

The Deans of the six colleges, the Dean of Graduate Studies, the Vice Chair of the Faculty Senate, and the Vice President of the Student Government Association. Non-voting members are the Provost (chair), **the Associate Provost**, the Director of Extended Education, the Director of the Honors Program, **the Advising Coordinator**, the ~~Coordinator~~ **Director** of the Academic Support Center, the ~~Director of the Library~~ **University Librarian**, the Director of International Programs, ~~the Director of the Intensive English Language Institute~~, ~~the Associate Provost~~, the Registrar, and the Director of Admissions. In the absence of the Provost the Associate Provost will chair the council.

**Reports To: Provost**

3.133 Provost

**SUMMER SCHOOL TEACHING**

Date Adopted/Most Recent Revision: 11/07/03

The university makes every effort to provide opportunity for summer teaching; however, it cannot guarantee such employment. Each ~~Each~~ **Generally, a** faculty member will be ~~generally~~ limited to one term, thus allowing alternation or rotation. Exceptions are **possible, especially** ~~to be recognized~~ in programs where summer enrollment requires the services of all or most of the regular program faculty. Six semester hours **will be considered a full load** in each **five week** summer session ~~will be considered a full load~~.