

Missouri Western State University
Faculty Senate Minutes
April 20, 2006
Blum 220

Senators Present: President Mullins (presiding), K. Andrews, deGregorio, Gregory, Heider, Hunt, Kriewitz, M. Nandan, S. Nandan, Noynaert, Ottinger, Roberts, Tushaus

Senators Absent: Chevalier, Fulton

Non-voting and Ex-Officio Members Present: President Past Senate President Larry Andrews, Acting Vice President for Academic and Student Affairs Jeanie Daffron

Guests: Jane Frick, Dale Kreuger, Michael Ducey, Jason Baker, Jonathan Euchner

Call to Order: President Phil Mullins called the meeting to order at 4:00 p.m.

Approval of April 6, 2006 Minutes as amended: Approved with addition of Ottinger and Kriewitz as present.

Approval of Agenda. Mullins requested that the order of new business be changed to treat the *Ad Hoc* Graduate Studies Committee report before the Scholarship Committee report.

2006-2007 Committee Appointments

2006-2007 VP Shauna Hiley distributed the list of committee appointments. Liaisons need to convene their committees to select a chair. The Liaison should forward the name of the chair to Shauna Hiley.

Report from the University President and the Acting Vice President for Academic and Student Affairs:

VP Daffron reported that Senator Bond was soon to be on campus in support of our EDA grant application to start a business incubator on west campus.

The Governor's Lewis and Clark Initiative is moving forward. There have been some compromises made, but Western's funding for the Science and Math Building is still in the bill. The growing consensus seems to be that the MOHELLA money should stay within the higher education system.

Next Monday there will be a reception for Outstanding Employees. There will be strategic plan forums next Tuesday and Wednesday.

Report from the Senate President

Faculty Senate Committee appointments have been the main topic at Executive Committee meetings.

GAC has asked for some essentially editorial changes in one pending Faculty Senate proposal for revision of the *Policy Guide*. Mullins' e-mail of 4-10-06 to Senators details the changes which Mullins described as minor.

Old Business:

SB5-2006 Motion: Part-time faculty and staff should be allowed to purchase reserved parking permits (Heider/Andrews).

There was discussion about whether evening-only employees need to have reserve stickers. The motion assumes that the number of reserve parking places might need to be adjusted, based on the increased number of stickers. Fulltime and part-time faculty perceive the fact that adjunct faculty are forced to park in general parking as a message indicating the institution's lack of respect for adjunct faculty.

Motion SB5-2005 passes. Yes: 10; No: 0; Abstained: 2.

SB6-2006 Motion: Change the policy and procedure guide for Section 9c. Section 9c. should be amended from: "Meet together with the Salary Committee twice a semester to develop a five-year plan for improving salaries and fringe benefits." to "Meet with the Staff Fringe Benefits Committee once a year to discuss and act on common interests and concerns" (Heider/Andrews).

Motion SB6-2006 passes. Yes: 11; No: 0; Abstained: 1

SB7-2006 Motion: In relation to Senate Evaluation of Faculty Committee recommendation 5a, move to establish an electronic collection of student evaluation of faculty pilot program to be conducted in the Fall of 2006. The program will involve volunteer tenured faculty members from both colleges. Student evaluation of faculty should be collected for at least one course per faculty member. The faculty member should have taught this course within the past **two** years so that a comparison between evaluation methods may be accomplished. Senate should be updated on the results in March 2007 (Heider/Noynaert).

Discussion: On-line collection in Distance Education classes has generally not been successful. We are capable of conducting the surveys via WebCT. What we lack is a method to assure that the data collected electronically is comparable with the traditional method. The purpose of this test is to do a comparison of the methods. At this point we do not know how many faculty members would be in the pilot. We would hope this would be five to ten percent of faculty. Generally this will be limited to tenured full professors.

SB-7-2006 passes. Yes: 8; No: 2; Abstained: 2

SB8-2006 Motion: In relation to Senate Evaluation of Faculty Committee recommendation 5b, move to establish an optional peer evaluation of teaching program. The program design should include structure, evaluated components, parameters detailing how such evaluations would be conducted, a training program for evaluators, and a discussion of its use as a formative and summative evaluation. Task Evaluation of Faculty Committee to present the program and

implementation plan to the Faculty Senate by December 2006 for implementation beginning as early as Spring 2007. Implementation of such a plan should also include an addition to the Policy Guide describing the program and insuring that it is the option of the individual faculty to submit to such an evaluation (Heider/M. Nandan).

Discussion: Will so-called “optional” peer evaluation of teaching become de facto required material for promotion and tenure packages? Will the peer evaluation system be one-size-fits-all model as with the current system? The committee is hoping the system will reflect good practices across all disciplines. Evaluations can be narrative but they need to cover common areas. The committee would like for there to be a relatively consistent system across campus so that the FS Promotion and Tenure Committee can compare results. This proposal continues the institutional practice of conflating the use of teaching evaluations for promotion/tenure evaluation and the use of evaluations for improvement of instruction. Will there inevitably be problems because peer reviewers have different perspectives and priorities.?

SB8-2006 passed Yes:9; No:2; Abstained: 1

Promotion and Tenure Committee Report

The Promotion and Tenure Committee Report was presented by Jane Frick. Dr. Frick distributed a report (Appendix B). This was the first year the committee met under the new system in which Promotion and Tenure decisions are handled during the same evaluation process.

SB9-1006 Motion from Promotion and Tenure Committee (Ottinger/Heider):

Motion to Change Faculty Senate Bylaws for the Promotion/Tenure Committee and Performance levels required for promotion to Associate Professor and Professor.

Motion to divide the question (Noynaert/M. Nandan) . Treat each element of the original motion separately. Passed unanimously

Revise Appendix L FS Bylaws. Section III.F.7.Membership.c (page 257)

Change from: “c. All members of the committee must be tenured.”

to: “c. All members of the committee must be tenured **and have the rank of associate or professor.**”

Discussion: Several Senators were concerned that excluding Assistant Professors would make the task of annually filling the FS Promotion and Tenure Committee even more difficult. There are currently seven tenured Assistant Professors and one tenured half time Assistant Professor.

SB9a-2006 passed Yes: 6; No: 5; Abstained: 1

Revise Appendix L FS Bylaws. Section III.F.7.Procedures.d (page 257)

Change from: “d. The report will be presented to and discussed by the entire Promotion/Tenure Committee before committee recommendation is made. ~~When final recommendations are voted on, there will be an equal number of parties voting from each school.~~”

to: “d. The report will be presented to and discussed by the entire Promotion/ Tenure Committee before committee recommendation is made. **At least six committee members must be present for a vote on a candidate to take place.**”

SB9b-2006 passed unanimously

Revise Appendix L FS Bylaws Section III.F.7.Procedures.e (page 257)

Change from: “e. Each person applying for promotion or tenure will have the option of appearing before the subcommittee reviewing his/her packet and briefly (~~ten minutes~~) to discuss materials documented in the application packet. ~~Applicants will not have the option of appearing before the entire Promotion/Tenure Committee.~~”

to: “e. Each person applying for promotion or tenure will have the option of appearing before the subcommittee reviewing his/her packet **to** briefly discuss materials documented in the application packet.”

SB9c-2006 passed unanimously

Revise Section Two.VII.D.1.Performance levels required for promotion to Associate Professor (page 11 of the Revision adopted by the Faculty Senate 2/16/2006)

Change from:

“The assistant professor seeking promotion to associate professor must be able to document consistently strong teaching effectiveness. Teaching quality will be compared with other MWSU faculty. Active, constructive service ~~in departmental, institutional, and/or community~~ is expected. The candidate must demonstrate that he or she has ~~kept current with advances in areas of expertise and teaching duties~~ and has shown a continuous significant growth in scholarship/creative activity.”

to:

“The assistant professor seeking promotion to associate professor must be able to document consistently strong teaching effectiveness. Teaching quality will be compared with other MWSU faculty. Active, constructive service **to benefit students, the institution, the discipline/profession and/or community** is expected. The candidate must **also** demonstrate that he or she has shown a continuous significant growth in scholarship/creative activity.”

Jane Frick noted that the earlier discussion of pending GAC items indicated that all of the *Policy Guide* language in the Faculty Evaluation section will list teaching, scholarship/creative activity

and service, in this order. President Mullins indicated that if the motions (SB9d –2006 and SB9c-2006) passed, he will, with the Senate’s permission, make the minor editorial changes necessary to make this section consistent with others, before this material goes to GAC. That is, he will be sure that the proposed *Policy Guide* language in SB9d-2006 and SB9e-2006 reflects the order used in earlier revisions (teaching, scholarship/creative activity, service).

SB9d-2006 passed unanimously

Revise Section Two.VII.D.2.Performance levels required for promotion to Professor (page 12 of the Revision adopted by the Faculty Senate 2/16/2006).

Change from:

~~“The associate professor seeking promotion to professor must be able to document quality performance in the areas of teaching, service, and scholarship/creative activity. The faculty member’s performance in one area might be outstanding and compensate for a solid but not outstanding performance in another area. Teaching will be compared with other MWSU faculty. High quality participation in departmental service is required on a regular basis. Evidence of active leadership in departmental and institutional service is expected. In the area of scholarship/creative activity, the faculty member seeking promotion to professor must document a pattern of consistent significant growth since the last promotion. Significant professional service to students, institution, discipline/ profession or community must be documented.”~~

to:

“The associate professor seeking promotion to professor must **demonstrate** quality performance in the areas of teaching, service, and scholarship/creative activity. The faculty member’s performance in one area might be outstanding and compensate for a solid but not outstanding performance in another area. Teaching will be compared with other MWSU faculty. **The candidate must document high quality teaching, significant professional service to benefit students, the institution, the discipline/profession, and/or the community, and a pattern of consistent significant professional growth.**

SB9e-2006 passed unanimous

New Business

Report from the *Ad Hoc* Graduate Studies Committee

Jason Baker distributed copies of the *Ad Hoc* Graduate Studies Committee report (Appendix C) and introduced the report.

Motion SB10-2006 (Noynaert/Ottinger): The Faculty Senate approves the graduate program policies and procedures outlined in the *Ad Hoc* Graduate Studies Committee’s report titled “MWSU Graduate Program Policies and Procedures” presented to the Faculty Senate on 4/20/06

Motion SB11-2006 (Ottinger/Greggory): By Dec. 1, 2006, the *Ad Hoc* Graduate Studies Committee is charged to:

(a) collaborate with the MWSU administration to develop a satisfactory compensation formula for faculty overseeing Scholarly Work components of graduate programs.

(b) develop an appropriate application form and/or format for Graduate Faculty/ Adjunct Graduate Faculty application.

(c) work together with Academic Affairs to develop a concise mission statement concerning graduate programs at Western.

(d) work with administration to form the Graduate Council no later than December 2006.

Motion SB12-2006 (M. Nandan/Hunt): The Faculty Senate approves the *Ad Hoc* Graduate Studies Committee recommendations listed below, which identify tasks to be completed in order to make any graduate programs operational. These recommendations should be forwarded to GAC for discussion with a request that the President charge the appropriate offices, with the understanding that the *Ad Hoc* Graduate Studies Committee will cooperate in whatever ways are called for.

(a) We recommend that the Academic Affairs/Provost's office prepare an inexpensive, easily changeable graduate catalog separate from the undergraduate catalog although it should include relevant student-oriented information from the undergraduate catalog and the graduate policies document. This document should be published on the MWSU web site.

(b) We recommend that the Financial Aid office determine how financial aid works for graduate students and implement a process by which graduate students can receive financial support. We recommend that the Grants Office and Student Affairs investigate programs that may provide financial support to graduate students, including research assistantships and teaching assistantships.

(c) We recommend that the Dean of Student Development form a Graduate Student Association that is accredited by the National Association of Graduate and Professional Students and investigate graduate student housing issues.

(d) We recommend that the Admissions Office develop a Graduate Student Application Form that is in accord with information needed and with other regional institutions.

(e) We recommend that the MWSU Board of Governors establish the graduate tuition in accord with other regional institution costs as soon as possible. We recommend that the Academic Affairs develop a procedure for tuition waivers for graduate classes.

(f) We recommend that representatives of the Learning Resource Center work with the Graduate Council to investigate and develop an appropriate "Thesis Guidelines Manual."

(g) We recommend that the Registrar's office develop the necessary graduate recording and tracking infrastructure, including graduation checks for graduate students.

(h) We recommend that the Provost designate a Graduate Dean by Oct. 1, 2006 to serve until such time as enough programs and responsibilities exist to merit hiring a permanent, full-time Graduate Dean. We recommend that this Graduate Dean be given the responsibility for coordinating the various developmental efforts (such as those identified in this motion) necessary to make graduate programs at MWSU operational.

Motion to suspend the rules to allow vote on SB 10-2006, SB11-2006, and SB12-2006 (10-0-2). This will allow the material to be forwarded to GAC immediately in time for consideration at the 4/28/06 GAC meeting. All faculty have been e-mailed a copy of the first draft of the *Ad Hoc* Graduate Studies Committee report. Subsequently, there were three general workshops to which all interested faculty were invited to discuss the material in this report. Jason Baker had two thorough discussions of the report with incoming Provost Joseph Bragin during Bragin's recent campus visit. The final draft of this report reflects the best effort of the *Ad Hoc* Graduate Studies Committee to include input from all interested stakeholders. Passed Unanimously

Motion on SB10-2006 passed Yes: 10; No: 0; Abstained: 2

Motion on SB11-2006 passed Yes: 10; No: 0; Abstained: 2

Motion on SB12-2006 passed Yes: 10; No: 0; Abstained: 2

Report from the Scholarship Committee.

Jon Euchner distributed a copy of the committee report (Appendix D) and introduced it.

Move to accept the report (Heider/M. Nandan). Passed unanimously.

Action on Salary Committee Recommendations

Dale Kreuger, Chair of the Salary Committee, presented a memo that he drafted, which outlines a manageable way for the Senate to formulate a motion (consistent with the intent of the Salary Committee report) making a salary recommendation.(Appendix E)

SB 13-2006 Motion: The Faculty Senate recommends that the administration provide faculty raises for the Academic Year 2006-2007 based on the Salary Committee formula of 3.5% multiplied by \$79,000, realizing a \$2765 *fixed* amount for each faculty member This begins to address cost of living and faculty salary equity issues discussed in the 2006 report from the Salary Committee. (Heider/Andrews)

Adjourned at 5:46 PM.

Faculty Senate Committee Assignments, AY 2006-07

(Last updated by Shauna Hiley: April 14, 2006)

Academic Honesty (1+1+3)

Anne Thorne	LAS	EFLJ	1 st year of service
Steve Greiert	LAS	HPG	1 st year of service
Ramona Finley	PS	CJLS	1 st year of service
Nannette Wolford	PS	HPER	1 st year of service
Jonathan Rhoad	LAS	CHEM	1 st year of service

Liaison: Cary Chevalier

Academic Regulations and Standards (2+2+1)

Dan Trifan	LAS	HPG	2 nd year of service
Mary Jo Gay	PS	NUR	2 nd year of service
Jerry Anderson	LAS	MUS	2 nd year of service
Matrese Benkofske	PS	BUS	1 st year of service
Ken Rosenauer	LAS	EFLJ	1 st year of service

Ex-Officio: Registrar, Director of the Center for Academic Support, one counselor

Liaison: Bonnie Gregory

Undergraduate Curriculum (5+5+4)

			3-year term expires:
Patricia Donaher	LAS	EFLJ	5/07
Melissa Daggett	LAS	BIO	5/07
Bryan Lee	PS	BUS	5/07
George Yang	PS	ET	5/07
Roger Voelkel	PS	NUR	5/07
Doug Eicher (replaces N. Edwards)	PS	EDU	5/08
Martha Ellison	LAS	GSWS	5/08
Jianping Su	LAS	CSMP	5/08
Jitendra Tewari	PS	BUS	5/08
Steve Lorimor	LAS	CHEM	5/09
James Okapal	LAS	HPG	5/09
Jeff Hinton	LAS	MUS	5/09
Teresa Harris	LAS	ART	5/09
Tim Miller	LAS	CSMP	5/09

Ex-Officio: Vice President for Academic and Student Affairs

Liaison: Shauna Hiley, Greg Kriewitz

Evaluation (2+2+1)

Cynthia Jeney	LAS	EFLJ	2 nd year of service
Mike Ducey	LAS	CHEM	2 nd year of service
Ian Roberts	LAS	EFLJ	1 st year of service
Mike Smith	PS	EDU	2 nd year of service
David Tushaus	PS	CJLS	1 st year of service

Liaison: Evan Noynaert

Fringe Benefits (2+2+1)

Matrese Benkofske	PS	BUS	2 nd year of service
Geo Sipp	LAS	ART	2 nd year of service
Earl Haynes	PS	EDU	2 nd year of service
Phil Wann	LAS	PSY	1 st year of service
Pat McMurry	LAS	ECON	1 st year of service

Liaison: Allison Sauls

General Studies-2005 (4+4+1)

Mark Mikkelsen	LAS	HPG	1st year of service
Ken Lee	LAS	CSMP	1st year of service
Susie Hennessey	LAS	EFLJ	3 rd year of service
Teddi Deka	LAS	PSY	1st year of service
David Steiniche	LAS	GSWS	1st year of service
Cindy Heider	PS	EDU	3 rd year of service
Greg Kriewitz	PS	HPER	2 nd year of service
Marsha Dolan	PS	NUR	1 st year of service
Mark Johnson	PS	ET	1 st year of service

Ex-Officio: Provost and VPASA, Dean of LAS College, Dean of PS College

Liaison: Cindy Heider

Grievance (5+5+2)

			4 year term expires:
Brian Cronk	LAS	PSY	8/07
Frank Thomas	LAS	MUS	8/07
Kip Wilson	PS	CJLS	8/07
Reza Hamzaee	LAS	ECON	8/08
Jim Estes	LAS	ART	8/08
Dale Krueger	PS	BUS	8/08
Larry Andrews	PS	CJLS	8/09
Betty Sawin	LAS	EFLJ	8/09
Pat McClear	LAS	HPG	8/09
Gerald Zweerink	LAS	CHEM	8/10
Mary Jo Gay	PS	NUR	8/10
Evelyn Brooks	PS	NUR	8/10

Liaison: Brian Cronk

Professional Leave (2+2+1)

Ben Caldwell	LAS	CHEM	2 nd year of service
Joanne Katz	PS	CJLS	2 nd year of service
Lee Evinger	LAS	BIO	1 st year of service
Mark Johnson	PS	ET	1 st year of service
Mei Zhang	LAS	CST	1 st year of service

Liaison: Bob Bergland

Promotion/Tenure (4+4)

Jane Frick	LAS	EFLJ	3 year term expires: 5/07
Brett Luthans (Replaces D. Smith)	PS	BUS	5/07
Deborah Bogle	PS	EDU	5/07
Ali Kamali	LAS	GSWS	5/08
Stacia Bensyl	LAS	EFLJ	5/08
Michael Ottinger	LAS	CSMP	5/09
Jill Miller	PS	CJLS	5/09
Marsha Dolan	PS	NUR	5/09

Liaison: Shiva Nandan

Salary (2+2+1)

Jimm MacGregor	LAS	HPG	2 nd year of service
Ken Lee	LAS	CSMP	1 st year of service
Jim Bargar	LAS	PSY	1 st year of service
Stephanie Corder	PS	NUR	1 st year of service
Lou Fowler	PS	BUS	1 st year of service

Liaison: Marilyn Hunt

Scholarship (2+2+1)

Deborah Freedman	LAS	MUS	3 year term expires: 5/07
Yona Rasis	PS	ET	5/07
Jon Euchner	LAS	GSWS	5/08
David McMahan	LAS	CST	5/08
Nannette Wolford	PS	HPER	5/09

Non-faculty member: Director of Financial Aid

Liaison: Karen Fulton

To: Phil Mullins, President of the MWSU Faculty Senate

From: Jane Frick, Chair of the MWSU Faculty Senate Promotion and Tenure Committee

Re: Year-End Report

Date: 4/17/2006

Promotion and Tenure Committee Members:

Jane Frick, chair (LAS)
Jill Miller, secretary (PS)
Stacia Bensyl (LAS)
Deborah Bogle (PS)
Robin Findlay (LAS)
Ali Kamali (LAS)
Alicia Sindt (PS)
Denise Smith (PS)—replaced R. J. Dick, who retired December 2005

Mike Ottinger, Faculty Senate Liaison (LAS)

During the fall semester, the Promotion and Tenure (PT) Committee Chair worked with the Acting Vice President for Academic and Student Affairs in scheduling two campus-wide Promotion and Tenure Workshops: Thursday, September 1, 2005: 12:30- 2 pm, and Wednesday, September 7, 2005: 4 – 5:30 pm; and in recommending which promotion/notebooks from successful candidates during 2004-2005 to solicit for presentation as exemplars at these meetings. The chair attended both meetings; most committee members attended at least one of these meetings.

During the spring 2006 semester, the PT Committee met seven times at 2:30 pm on Wednesdays; at least six members were present at all meetings, with all committee members present during sessions when candidates' qualifications were discussed and voted upon (secret ballot) to determine the PT Committee's tenure and promotion recommendations.

1. January 18: Reviewed PT portion of "Faculty Senate By-Laws" and changes recommended to same by 2004-2005 PT Committee; reviewed proposed changes to promotion/tenure guidelines recommended by ad hoc peer review committee. Elected Jill Miller PT committee secretary. Guest: Mike Cadden, 2004-2005 PT Chair and member of the ad hoc peer review committee.

2. January 23: Met with Jeanne Daffron, Acting Vice President for Academic and Student Affairs, as proscribed in the *Policy Guide* to review “the philosophy of promotion and tenure as well as the criteria to be used in identifying deserving faculty.”

3. February 8: Reviewed and discussed 2005-2006 *Policy Guide* criteria for obtaining tenure and for promotion to associate and full professor. Established operational procedures for reviewing promotion/tenure notebooks. (All committee members read/reviewed them.) Assigned two-member subcommittees for each candidate. (Each subcommittee member reviewed candidate dossiers independently and prepared a written recommendation without consulting the other subcommittee member.)

4. February 22: Reviewed recommendations by subcommittee members, discussed, and voted on four candidates for promotion to full professor. All were recommended for promotion.

5. March 8: Reviewed recommendations by subcommittee members, discussed and voted on five candidates for tenure and for promotion to associate professor. All were recommended for tenure; three were recommended for promotion. Recommended to Faculty Senate President that 2006-2007 PT Committee meet at 2:30 Wednesdays during spring 2007 semester.

6. March 29: Reviewed, amended, and approved the PT Committee candidate promotion and tenure recommendations as drafted by the PT Chair. (*Policy Guide* specifies that these recommendations “consist of a yes or no vote by the committee, accompanied by a list of strengths and weaknesses of the candidate and the rationale.”) Reviewed PT Committee “Faculty Senate Bylaws” and recommended three changes: (1) PT Committee members must have the rank of associate professor or full professor; (2) At least six committee members must be present for a vote on a candidate to take place. (3) Each person applying for promotion or tenure will have the option of appearing before the subcommittee reviewing his/her packet to briefly discuss materials documented in the application packet.

7. April 5: Reviewed current *Policy Guide* criteria for promotion to associate and full professor and recommended wording changes to reflect the collapse of “departmental and institutional/community support” into “service,” and change in “professional development” to “scholarship/creative activity.”

Note: We are grateful to Mike Ottinger for introducing our Committee’s recommended “Faculty Senate By-Laws” and *Policy Guide* changes at the Faculty Senate meeting on April 7, 2006, so that they might be discussed and voted on at the 4/20/2006 meeting when this report is presented.

Report to Faculty Senate:

***ad hoc* Graduate Studies Committee**

April 20th, 2006

Introduction:

The ad hoc Graduate Studies Committee would like to submit the following to the Faculty Senate for acceptance as the initial policy and procedure guide for the administration of graduate programs at Western. The 14 member committee has worked to propose policies that use the best practices from other institutions, account for the culture and policies of our institution, and integrate suggestions from all campus personnel and outside graduate deans.

This document contains the policies and procedures guide as well as a series of recommendations for action yet to be taken. This document is meant to guide Western in establishing graduate education, not dictate graduate education. This document is to be fluid and changeable by the proposed Graduate Council as needed to accommodate Western's changing climate. Additions, corrections, and re-evaluations of these policies and procedures are expected to be needed over time.

The Graduate Studies Committee respectfully requests the Faculty Senate review the policies and procedures document and submit it to GAC for consideration. We also request Senate act upon the recommendations made at the end of this document, tasking the appropriate individuals and groups.

Jason C. Baker, Ph.D.
Committee Chair

MWSU Graduate Program Policies and Procedures
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MWSU Graduate Program Policies and Procedures

MWSU graduate policies and programs, in accord with Western's mission, are focused around quality programs providing valuable applied opportunities for students and the community to advance educational and career opportunities.

Graduate Curriculum

MWSU faculty are responsible for designing curriculum for graduate programs in their discipline or, in the case of an inter-disciplinary graduate program, for their respective disciplines. All MWSU masters programs must contain a minimum of 30 graduate credits and graduate certificate programs a minimum of 15 graduate credits. At least half the credits in a masters or graduate certificate program must be at the 600 level (graduate-only courses). Any graduate curriculum must first be approved by the chair(s) of the department(s) proposing the curriculum. Any programs being proposed which do not have an academic department must first receive approval from the Graduate Dean. Academic Deans must be notified of all curricula by the graduate faculty of their academic units. Program proposals are then forwarded, with their recommendation, by the Academic Deans for consideration by the Graduate Council. Following Council approval, final consideration is given by GAC. Submission of graduate programs can occur at anytime with anticipated Graduate Council review dates around the beginning of September, November, February, and April. Specific submission criteria are available from the Graduate Dean.

To ensure compliance with discipline accrediting bodies and graduate discipline integrity, modifications to an approved graduate program can be made at any time by the governing graduate faculty members by submission to the Graduate Dean. The Graduate Dean will provide notice to all graduate faculty within 30 days of receiving the request to modify. The graduate faculty have 30 days to review such modifications and, if warranted, file with the graduate dean a memo of why the modification should not be implemented. If no protests are received within the review period, the modifications are moved through the graduate curriculum process. If a protest memo is filed with the Graduate Dean, the Graduate Dean will schedule a fact finding meeting within 30 days with the respective graduate faculty members and the protestor(s) to mitigate issues. Within ten working days of the fact-finding meeting, the graduate dean will convey a decision regarding advancing the modification through the curriculum process or not.

Review of Graduate programs – Each MWSU graduate program will be evaluated internally each of the first three years of operation and subsequently in conjunction with each standard 5-year departmental review. Program coordinators and chair(s) of the department(s) involved in program delivery must prepare a self-study evaluation of the graduate program(s) for submission to the appropriate Academic Dean, Graduate Dean, and Graduate Council. The Council's evaluation is then forwarded to the Provost for review and any necessary action.

Graduate Courses

Graduate courses will have a designated 500 or 600-level number. 500-level designation will be used for graduate courses which have a cross-listed 400 level equivalent undergraduate course.

500-level graduate courses must have additional academic components required beyond the 400-level cross-listed course as described in the course syllabus. 600-level designation is used for graduate-only courses.

A minimum of 24 credits of coursework are required in all MWSU masters degree programs. All additional hours may come from additional coursework, research, internship, practicum, etc. as designated by the graduate program. A minimum of 12 credits of coursework are required in all certificate programs.

Only courses with a grade of C or better will count toward a certificate, masters degree, or graduate credit. Candidates may earn no more than 6 credits with a grade of C to be counted toward the program. Graduate courses taken for credit may be enrolled in only twice. Courses designed to have multiple semester enrollments are exempt from this regulation. Students may withdraw from graduate courses according to the current MWSU policy applicable to undergraduate courses.

The waiving of a course prerequisite is strongly discouraged. When a waiver is proposed, the department(s) offering the course must certify (either by recognizing an equivalent course taken at another university, equivalent professional skills, or by the student satisfactorily completing a course prerequisite competency examination) that the student possesses the prerequisite skills required for the course. This certification must be forwarded for approval along with the student's program of study as described in the Graduate Advisor and Committee section of this document.

Graduate Student Course Load

Graduate students admitted as degree seeking or who have provisional admission are required to take a minimum of one graduate course per academic year (Fall, Spring, Summer)

Graduate students are allowed to take a maximum of twelve credits per academic semester. To enroll in more than 12 credits in one semester the student must make petition, with approval of the academic advisor and program director, to the Graduate Dean for final decision.

A maximum of 6 approved credits of graduate work can be transferred to MWSU from another university and counted toward a Missouri Western graduate degree. All transfer credits must be approved by the graduate program director to which the student is applying and Graduate Dean and will be counted toward the graduate GPA. Additionally, a maximum of 6 graduate credits taken at MWSU while at non-degree seeking status may be counted toward a graduate degree. For certificate programs, a maximum of 6 credits, either transferred or taken while at non-degree seeking status, may be counted toward the program. Additional transfer credits or other exceptions to these rules must receive approval by the department/ program director and Graduate Dean.

A degree-seeking graduate student will be placed on academic probation if the semester GPA falls below 3.0. If placed on probation, the student must raise the semester GPA to 3.0 or above in the next semester in which the student registers for classes. Failure to bring the semester GPA to 3.0 or higher in the next enrolled academic semester will cause the student to be dismissed

from the program. If dismissed from a program, the student may re-apply for admission one year after being dismissed, subject to departmental review.

Graduate Council

The Graduate Council at MWSU is responsible for developing and recommending University policy and procedures for graduate study, establishing standards, criteria, and approving graduate curriculum in accordance with existing University policies and, through the Graduate Dean, for advising the administration on matters affecting administration of graduate education. This includes graduate offerings, student policies, and graduate faculty appointment. All policies impacting graduate education must pass acceptance by a majority vote of the Graduate Council.

Meetings of the Council will occur a minimum of twice a semester and additional times as called upon by the Graduate Council Chair. The Graduate Council shall establish bylaws for conducting its business in consultation with appropriate governance bodies and the Graduate Dean. The Faculty Senate shall review these bylaws and recommend approval to the Provost.

- Voting members: one Graduate Faculty member per academic department offering graduate courses/ graduate degree. Provost may also appoint up to three at-large, non-administrative faculty members. Graduate Council members shall be elected by their respective departments, recommended by the department chair, and approved by the appropriate Academic Dean and Provost. Voting members will have a 3 year term. A Graduate Faculty member may serve two consecutive terms, then must be off the Graduate Council for at least one full 3-year term. Initially, a lottery will occur at the first Graduate Council meeting to establish 1, 2, and 3 year terms to create rotation in membership.
- The Council shall elect from among its voting members, a chair and a vice chair to each serve a two year term.
- Non-voting members: Academic Deans (Professional Studies, Liberal Arts and Sciences), and one Faculty Senate Liaison.
- The Graduate Dean shall be Executive Secretary, non-voting, with responsibility in consultation with the Council Chair for scheduling meetings, drafting and distributing agenda and minutes, and providing documents and background information to the Council necessary for it to fulfill its charge.
- One student, elected by the Graduate Student Association membership, will serve without a vote. The Graduate Student Association must have membership with the National Association of Graduate and Professional Students. The student representative will serve a one year term and can be re-elected indefinitely.

Graduate Faculty

Graduate Faculty have the sole responsibility for teaching graduate courses, advising graduate students, and directing graduate projects or thesis research.

As an initial policy, graduate faculty minimum qualifications and appointment review process are as described here. Review of these criteria by the Graduate Council, with the anticipation of more emphasis placed on professional development, will occur within three years of acceptance of this policy.

Qualifications for application: Terminal degree in discipline, or publication/presentation record in the discipline, or applicable professional experience in the discipline.

Application for Graduate Faculty is made by submitting a request to the appropriate Academic Department Chair. In the event the applicant is not associated with an academic department, the application begins with submission to the Graduate Dean rather than the department chair. Faculty may apply for Graduate Faculty designation at anytime, even if they are not immediately instructing a graduate course or involved in a graduate program. All applications will be reviewed in turn by Department Chair (or Graduate School Dean), Academic College Dean (from which applicant originates or is proposing to instruct), and Graduate Council, with final action taken by the Provost.

The following categories of graduate faculty are recognized:

1. Graduate Faculty – Tenured and Tenure-track Assistant, Associate, and Professors who meet qualifications. Responsibilities and privileges include teaching graduate courses, advising graduate students, chairing and serving on graduate student committees, and being eligible to serve on Graduate Council
2. Adjunct Graduate Faculty – Non-tenure track faculty members, instructors, staff members, or other professionals who meet qualifications, can have one-year appointments, instruct courses, and serve on student committees.

Graduate Faculty reappointments will be reviewed every 5 years– except for Adjunct Graduate Faculty who must request reappointment each year. Faculty initiate this review by submitting a request and any supporting material through the application process established above. Graduate faculty must remain current in their discipline with a record of current professional development to receive reappointment.

Graduate Faculty Workload

As an initial policy, the following faculty workload compensation will be used. This policy is designed to provide access to graduate education within available resource constraints while minimizing the impact on undergraduate education. As programs expand in the future, consideration must be given to the role faculty and administration will play in acquiring resources necessary to provide graduate education. The following workload policy should be revisited as needed.

Faculty teaching courses in which graduate students are enrolled shall have a workload range of 22-24 credits. If the faculty load exceeds 24 credits the faculty member should be paid for overload. The total workload for a faculty teaching graduate students should not exceed 26 credits in an academic year.

If a course is a graduate-only course (600 level), calculate a faculty workload of 1.33 workload

credits for what in an undergraduate situation would give 1.0 workload credits.

If a course is cross-listed and enrolled in by both undergraduate (400 level) and graduate students (500 level) credit, calculate a faculty workload of 1.33 workload credits for what in an undergraduate situation would give 1.0 workload credits.

If no graduates enroll in the graduate level cross-listed section of a course (500 level section), calculate a faculty workload as if it were an undergraduate only course.

If a graduate student is enrolled in an undergraduate course (often to fulfill a deficiency), faculty workload will be counted at the undergraduate rate since only undergraduate course requirements are in place.

Admission Requirements

Application material must be submitted to the Office of Admissions by the program deadline. After screening for minimum criteria, the application and all supporting materials will be forwarded to and evaluated by the graduate admissions committee of the appropriate program to which the student is applying. The recommendation of the program committee and/or the program director is sent to the Office of Graduate Studies for final approval by the Graduate Dean. The Office of Graduate Studies will then notify the student of his/her admission status.

All foreign nation students must provide evidence of visa status and F-visa students must have an I-20 form on file with the Admissions Office.

DEGREE SEEKING APPLICANTS

To be admitted to graduate studies at MWSU, an applicant should submit an Application for Graduate Admission by the end of the first week of classes of the preceding academic term. Admission to graduate programs at MWSU is based upon the following minimum criteria:

1. A Bachelor's degree or Master's degree from an accredited college or university. Transcript(s) must be submitted with application.
2. Entrance to Graduate School requires a minimum 2.75 undergraduate grade point average (GPA) or previously earned masters degree.
3. A minimum graduate-level entrance exam score, as designated by the department or graduate program.
4. Individual programs may have further requirements for admissions such as resume, letters of recommendation, and interview. Requirements specific to the program are given in the graduate program section of the University's Graduate Catalog.
5. Degree-seeking students admitted to a graduate program must enroll and begin classes at MWSU within the next academic year after receiving official notice of acceptance from the Graduate Office. An extension may be granted under extreme circumstances.

6. Applicants who are non-native speakers of English must receive a minimum score of 500 paper test, 173 computer-based, or 61 internet-based on the Test of English as a Foreign Language (TOEFL) or a 5.5 academic IELTS score unless they possess a baccalaureate degree from a college or university in which instruction is given in English. Tests taken more than two (2) years prior to the date of application cannot be accepted.

NON-DEGREE SEEKING APPLICANTS

The following policies apply to students who are not seeking a graduate degree and wish to enroll in graduate courses:

1. Students with a bachelor's degree who wish to take courses for graduate credit but who do not intend to seek a master's degree must submit transcripts from an accredited college or university showing a degree date and a minimum undergraduate grade point average of 2.75.
2. Senior undergraduate students desiring to take courses for graduate credit may take up to six total credit hours of graduate-level courses (500 or 600 numbers) for graduate credit during only the last two semesters before receiving the bachelor's degree, provided they meet the following criteria:
 - a. Are within 24 hours or less of meeting the requirements for the baccalaureate degree.
 - b. Have a cumulative undergraduate grade point average of not less than 3.0;
 - c. File an application for graduate admission and receive approval before registering for the graduate course.
 - d. Have the consent of the instructor(s) of the graduate course(s).
 - e. A course taken for undergraduate graduation credit will NOT be allowed to count as graduate credit
3. Students with a bachelor's degree who do not have appropriate program-required courses for admission to graduate work but are otherwise admissible to a graduate program may, with permission of the appropriate graduate program, take as many undergraduate courses as required for a degree-seeking graduate application.
4. Students interested in taking in-service/Professional Development courses or Workshops for graduate credit may do so by seeking admission through the Graduate Office. They must show proof of a bachelor's degree by submitting appropriate academic transcripts.

PROVISIONAL ADMISSION APPLICANTS

If a graduate applicant fails to meet one of the admissions requirements the student may request a provisional admission for their first graduate semester. Requests for provisional admission must originate from the student in writing stating a justification for the exception. The student must attain departmental/program support, approval by the Academic Dean, and forward all written materials to the Graduate Dean for final approval. Full admission will be granted if the student attains a 3.0 GPA or better during the first semester of graduate studies at MWSU. Failure to achieve a 3.0 GPA will cause dismissal from the program. If dismissed, the student may re-apply for admission one year after the dismissal, subject to departmental review.

Graduate Advisor and Committee

Each degree-seeking and provisional graduate student will be assigned a graduate advisor upon admission. Prior to the initial registration each student must work with the advisor to establish a program of study, approved in the first semester, signed by the department/ program director and filed in the Graduate Studies Office. Failure to receive prior approval for courses may result in those courses not counting toward the graduate degree.

The modification of an approved graduate program of study by the substitution of other courses (MWSU or otherwise) or the waiving of course or program requirements, must be approved by the program director(s) and department chairperson(s) of the relevant MWSU academic department(s), and Graduate Dean.

If required in the approved program of study, the advisor will help the graduate student establish a graduate committee as soon as reasonably possible. The student will select a graduate committee of a minimum of three MWSU graduate faculty, one serving as committee chair. The student may add up to two additional committee members, including those who are not MWSU graduate faculty but who have substantial knowledge of the student's program of study. Approval of committee membership is required by the department/ program director and Graduate Dean.

The committee is responsible for formal approval of the proposed Scholarly Work as required by the program. All signed original forms, including program of study and approved Scholarly Work, must be filed in the Graduate Studies Office.

Graduation Requirements

In order to be eligible for a graduate degree or certificate from MWSU the following criteria must be met:

1. Filing of an approved Application for Graduation.
2. Satisfactory completion of all required course work as listed on the approved Program of Study.
3. Have a minimum cumulative GPA of 3.00 in coursework required on the program of study

4. Approval of the completed Scholarly Work, as required by the program of study. This includes notice of acceptance of a graduate thesis or report by the Library.
5. Satisfactory completion of an oral and/or written examination if required by program, signed by the committee members, and filed with the Graduate Studies Office.

All students admitted to a graduate program at MWSU are required to complete their degree requirements within 6 years of first enrollment date following receiving degree-seeking status (or provisional status) for a Masters Degree or in 3 years for a post-baccalaureate certificate program. Time spent in the armed services active duty will not count toward the year limit. For any extension of this time limitation, the student must petition the Graduate Dean by submitting a request to the academic adviser who, in turn, submits a written recommendation to the Graduate Dean that is endorsed by the departmental or area program director of the graduate program. The Graduate Dean will notify the adviser and student in writing of the final decision.

Scholarly Work

Graduate students may be required to complete a Scholarly Work component as part of their requirements for graduation, as designated by their graduate program. The requirement may be met through one of two options as prescribed for the individual's approved program of study. The options are graduate project or thesis.

Graduate Project

A graduate project is a scholarly work which demonstrates synthesis of knowledge obtained from the graduate program of study. This can be in the form of a research project, research paper, scholarly writing, original artistic work/composition, or capstone project. The graduate project must be presented and defended before the student's graduate committee. The student's advisor and committee must approve the research project and file the Graduate Project Approval Form with the Graduate Office. Committee acceptance of the completed Graduate Project must be filed with the Graduate Studies Office prior to graduation.

Thesis

A thesis is an in-depth scholarly examination of a particular topic which makes a significant original contribution to the student's academic field. In general, a thesis is based on the examination of hypothesis(es) or research objective(s) and includes the following components: an abstract, a review of literature, methods and procedures, data summary or findings from primary sources, and a discussion of the findings. The thesis requires approval of the supervising graduate research faculty member, the student's graduate committee and the graduate dean. An oral defense of the thesis before their graduate committee is required. Acceptance by the committee of the completed thesis must be filed in the Graduate Studies Office prior to graduation. The thesis must be submitted to the library according to the "Thesis Guidelines Manual". The Library has final authority in determining that the thesis document is in a consistent style and format suitable for permanent storage.

MWSU subscribes to the policy that all research involving human subjects which is conducted by faculty, students, and staff, must be reviewed and approved by the Human Subjects Committee prior to the initiation of the research. In addition, research involving the use of

vertebrate animals must be approved in advance by the Institutional Animal Care and Use Committee.

The following is a series of recommendations by the Graduate Studies Committee in order to prepare for and execute the administration of graduate education at Western. The committee has recommended items which need to be dealt with as well as who should be tasked to accomplish each item.

Recommendation 1- Graduate Studies Committee and Administration work together to develop a compensation formula for faculty overseeing Scholarly Work components of graduate programs.

Recommendation 2- Academic Affairs prepare a Graduate Catalog separate from undergraduate catalog, not costly, easily changeable. Include in catalog relevant student-oriented information from this document. Publish same information on the MWSU web site.

Recommendation 3- Request Financial Aid Office determine how Financial Aid works for graduate students and implement a process by which graduate students can receive financial support. Request Grants Office and Student Affairs investigate programs which may provide financial support to graduate students including research assistantships and teaching assistantships.

Recommendation 4- Request Dean of Student Development form a Graduate Student Association that is accredited by the National Association of Graduate and Professional Students and investigate graduate student housing issues.

Recommendation 5- Request Admissions Office develop a Graduate Student Application Form that is in accord with information needed and with other regional institutions.

Recommendation 6- Graduate Studies Committee work together with Academic Affairs to develop a concise Mission Statement concerning graduate programs at Western.

Recommendation 7- Graduate Studies Committee develop an appropriate application form and/or format for Graduate Faculty/ Adjunct Graduate Faculty application.

Recommendation 8- Board of Governors establish tuition, in accord with other regional institution costs, as soon as possible. Academic Affairs develop a procedure for tuition waivers for graduate classes.

Recommendation 9- Request Learning Resource Center personnel work with Graduate Council to investigate and develop an appropriate "Thesis Guidelines Manual".

Recommendation 10- Graduate Studies Committee and Administration form the Graduate Council no later than December 2006.

Recommendation 11- Request Registrar develop the necessary graduate recording and tracking infrastructure, including graduation checks for graduate students.

Recommendation 12- Request Provost designate a Graduate Dean by Oct. 1st, 2006 to serve until such time as enough programs and responsibilities exist to merit hiring a permanent, full-time Graduate Dean.

Faculty Senate Minutes Attachment D
MWSU Faculty Senate Scholarship Committee
AY2005-06

Report to Faculty Senate
prepared for 4-20-06

Members:

Jon Euchner-GSWS (Chair, 1st year of 3)
Deborah Freedman-Music (2nd year of 3)
David McMahan-CST (1st year of 3)
Frederica Nix-CJLS (3rd year of 3)
Yona Rasis-ET (2nd year of 3)

Charges to Committee:

- **Charge 1:** “Work with Financial Aid during Fall semester to insure the necessary information is provided.”
- **Charge 2:** “Work with academic departments to facilitate departmentally awarded scholarships. Collect data on new *Western Excellence Award*.”
- **Charge 3:** “Support institutional efforts to solicit donations for scholarships. Meet with VP for Institutional Advancement, Director of Financial Aid, Foundation Development Associate...to identify any issues associated with the committee charges.”
- **Charge 4:** Review and update (if necessary) the committee purpose, membership, duties, as outlined in the Bylaws of the Faculty Senate.”

Committee Meetings:

1. October 11, 2005

- All members present.
- Selection of committee Chair.
- discussed relevant dates, deadlines, and committee procedures.
- **Addressed FS Charges 1 and 3:** Chair tasked to arrange meeting with VP for Institutional Advancement, Director of Financial Aid, and Foundation Development Associate before end of Fall semester.
- **Discussed FS Charge 4.**

2. December 6, 2005

- All members present.
- Committee met with Dan Nicoson (VP for Institutional Advancement); Kim Weddle, (Foundation Development Associate); Angie Beam (Director of Financial Aid) , and Cindy Spotts-Conrad (Financial Aid Office)
- Received information about anticipated changes in Financial Aid “Scholarship Database” (on-line capabilities); Foundation procedures and goals for increasing scholarship assistance.
- Committee members had general questions about Foundation assistance and procedures, and solicited ideas about improvements and any greater faculty role in

securing additional scholarship resources.

- Foundation preference is to centralize scholarship solicitations in their office, but to encourage faculty to contact the Foundation for assistance in prospecting additional resources.

3. March 23, 2006

- All members present.
- Met in LRC Computer Lab with Cindy Spotts-Conrad and Jeff Cunningham of Financial Aid to review new scholarship database procedures and to streamline committee selection work.
- Several members of the committee also attended one of the “orientation workshops” sponsored by the Financial Aid Office for faculty and staff in using the new scholarship database.
- Subcommittee assignments given to committee members.

4. March 28, 2006

- All members present except McMahan (excused absence, but completed required work in advance).
- Subcommittee reports and discussion
- Selection of committee recommendations for all scholarships.

5. April 11, 2006

- Chair received communications from Kim Weddle (MWSU Foundation) to express preference to expand the number of scholarship awards for Smith, Reiplinger, and Hancock Scholarships.
- Specific Foundation suggestions for expansion received.
- Special subcommittee assignments to revisit and expand scholarship recipients made to committee members with April 14, 2006 deadline.

6. April 14, 2006

- Additional recipients selected by committee for the following scholarships: Smith (from 3 to 11); Reiplinger (from 3 to 9); Corrine Hancock (from 3 to 9).

Committee Action:

46 scholarship awards totaling \$77,200 were made (\$1,678 average per award)

A total of 6790 student applications for various scholarships were contained in the database, each committee member reviewed an average of 1358 applications. The review process is immeasurably helped by the ability to sort applicants in the database by a number of different criteria. The committee relied on letters of recommendation, cumulative college and high school GPA's and rank, ACT and SAT scores, financial needs and income figures, meeting specific scholarship criteria, year in school, and many different personal factors and stories contained in applicant statements and letters. We believe our work was both considered and fair, but regrettably, we cannot award scholarships to all deserving students. Much obvious work and success has contributed to an expanding base of financial support for scholarships, more work and success need to continue in the future.

The following scholarship awards and committee recommendations were forwarded to the MWSU Foundation:

<i>Alma Pletcher Scholarship</i>	1 award for \$450
<i>Andrews-Whitaker Scholarship</i>	1 award for \$450
<i>Buchanan County Nursing Scholarship</i>	1 award for \$250
<i>Corrine Hancock Scholarship</i>	9 awards @ \$2500 each
<i>Desoto-McCabe Scholarship</i>	1 award for \$500
<i>Potter Memorial Scholarship</i>	1 award for \$200
<i>Dubach Scholarship</i>	1 award for \$650
<i>Goldman Scholarship</i>	1 award for \$2250
<i>Smith Scholarship</i>	11 awards @\$2000 each
<i>Harry Monson Fund Scholarship</i>	1 award for \$300
<i>Zurow Scholarship</i>	1 award for \$550
<i>Supple Scholarship</i>	1 award for \$350
<i>Patterson-Proctor Gamble Scholarship</i>	1 award for \$3000
<i>Kiefer Scholarship</i>	1 award for \$2250
<i>Melmed Scholarship</i>	1 award for \$500
<i>Midland-Morehead</i>	1 award for \$500
<i>Clark Graze Scholarship</i>	1 award for \$1000
<i>Opal L. Steward Scholarship</i>	2 awards @ \$2400 each
<i>Reiplinger Scholarship</i>	9 awards totaling \$14,750

Charge 2: *Western Excellence Award Data*

ALL academic departments* at MWSU were contacted in late March and asked to provide the committee the following information about the new awards program for AY 2005-06:

- 1) Dollars awarded to incoming first year students;
- 2) Dollars awarded to non-first year students;
- 3) Communications between departments of these awards;
- 4) Suggestions for improvements

*The following departments forwarded answers and information:

<u>Department</u>	<u>Award Allocations</u>
Art	6 awards @ \$500 each; 3 for incoming first year students, 3 for continuing students.
Biology	3 awards @ \$1000 each, no information on first year or continuing student recipients. 1 award available to incoming first year student with min. 3.5 high school GPA, top 15%, and minimum 24 ACT. Continuing students with declared major and minimum 3.0 GPA required to maintain award.
Business	1 award for incoming first year student @ \$1000; 2 awards for “upper level” majors at \$1000 each.
Chemistry	3 awards @ \$500 each for “high ability” incoming first year students; 3 awards @ \$500 each for “deserving sophomore” students, who have or intend to major in Chemistry.
Communication	\$600 awarded to incoming first year students (no number provided); \$2400 awarded to continuing students (no number provided)
Comp. Sci./ Math/Physics	1 award @ \$1000 for first year student; 4 awards @ \$500 “to encourage students to take departmental courses beyond the minimum required for their degrees.”
Economics	\$500 allocated for first year students (no one applied who met department guidelines for AY 05-06); remaining \$2500 awarded to continuing students.
EFLJ	\$3000 awarded to first-year students (no numbers provided); no awards to continuing students.
GSWS	No awards for first year student this year; 3 awards @ \$1000 each for continuing students who are majors in department.
HPG	Department distributes awards on a semester-by-semester basis. 1 award @ \$500 for an incoming student (not renewed because student failed to meet minimum GPA—remaining \$250 allocated to continuing students pool). 5 awards to continuing students @ \$500 each (actually \$550 because of additional funds available).
Music	2 awards @ \$1500 each given to first-year students. One student did not enroll and did not claim award.
Psychology	3 awards @ \$1000 each, one of which goes to an incoming first year student.

Charge 4: Review and update FS bylaws as applicable to committee

The committee met the three ongoing duties as established by the Faculty Senate (page 259 in Policy Guide). These are: 1) Work with academic departments in determining needs and criteria for scholarships; 2) Act with Financial Aid in determining the distribution of scholarships; and 3) Support and augment the efforts of the MWSU Foundation in securing scholarship resources. See section that follows for any specific suggestions for improving the implementation or processes of the committee.

Committee Suggestions for Faculty Senate Consideration:

- 1) Foundation ideas or preferences about scholarship allocations should be communicated **before** the committee undertakes the selection process. Foundation input (while important) should not preclude the importance and prerogative of the committee to make its decisions about scholarships.
- 2) Solicit input from academic departments about the advisability of developing more explicit needs and other criteria for awarding scholarships [an ongoing “duty” provided in the bylaws].
- 3) Require annual reporting on scholarship decisions and allocations by departments, above and beyond the attempt in AY 2005-06 to collect information on the *Western Excellence Awards*. The committee and the Faculty Senate are good repositories for more information on scholarship decisions and allocations. Additionally, collect information starting in AY 2006-07 on the **numbers** of *Western Excellence Awards* by departments, not just dollar figures and whether first-year or continuing students got the money.
- 4) Require the Financial Aid Office and Foundation to issue periodic reports detailing students who actually enrolled and/or accepted scholarships (and those that did not). [At least one department told the committee--via the survey undertaken--that better information on “*stackables*” and “*non-stackables*” is needed]. The committee understanding of “*stackables*” is that it applies to students that may be collecting scholarship money from more than one scholarship funding source. Knowing more about stackables could improve the overall number of students receiving financial help through scholarships.
- 5) The Faculty Senate should also consider whether there is merit to a more organized effort by departments and faculty (working with the Foundation) to “prospect” for additional scholarship resources and contributions.
- 6) Ask for criteria from Foundation used to determine which of their supported scholarships to be awarded by the Faculty Senate Scholarship Committee. The foundation supports more scholarships than are currently the responsibility of the committee. The faculty should know more about how the list of included and excluded scholarships to be considered by the committee is determined.
- 7) Work to insure a more complete collection of scholarship information by ALL academic departments, in both colleges on campus.

APPENDIX to Scholarship Committee Report
(contained in master copy given to FS President)

- Specific scholarship subcommittee assignments
- Memo detailing funding levels for scholarships
- Financial Aid Office website listing of MWSU scholarships
- *MWSU Foundation* listing of scholarship assigned to committee for selection
- Financial Aid Office information on “Scholarship Application & Awarding Process for 2006-07.

Faculty Senate Minutes Appendix E
To: Faculty Senate

From: Dr. Dale Krueger

Date: April 18, 2006

Subject: Salary Proposal

To consolidate the information on the salary proposal and prevent spreading out the faculty compensation system it is suggested that raises be awarded on an absolute dollar basis. For example the highest salary at Missouri Western is \$79000. By multiplying \$79000 by 3.5% each faculty member would receive a \$2765 raise. The total cost for all 182-faculty members would be \$503, 230. This approach begins to adjust for equity differentials that have developed within the system and still maintains a percentage approach on an individual basis to adjust for cost of living increases.