

TO: The Faculty Senate
Missouri State University
Springfield, Missouri

FROM: Cindy Hail, Chair
Honorary Doctorate Committee

SUBJECT: Recommendation for Awarding an Honorary Degree in May 2015

Resolution Conferring Honorary Doctorate upon Mrs. Elise Crane

WHEREAS, Mrs. Elise Crane has distinguished herself by her extraordinary contributions in the area of public affairs; and

WHEREAS, her passion for education and children provided the foundation for her work as one of the founders and volunteers for the “Ozark Care to Learn” program, providing new clothing, shoes, hygiene kits and access to medical care for children; and

WHEREAS, she has been a strong voice of advocacy as the first point of contact while manning the hotline and has been the Grants Director for the “Women in Need of the Ozarks” program, a not-for-profit organization for single working women who need one time assistance during a crisis; and

WHEREAS, her voluntary leadership continued through her work with the Friends of the Christian County Museum, Ozarks Public Television, EarthShare Missouri, Missouri Preservation, the Discovery Center, Missouri Commission on Human rights; and

WHEREAS, she was the founding (and continuing) Governor of the Finley River Community Foundation, responsible for distributing over \$120,000 in grants to organizations and individuals in need in Christian county; and

WHEREAS, she continues to be a servant leader by volunteering her time, energy, spirit, and leadership to make her community a better place;

THEREFORE, BE IT RESOLVED that the Faculty Senate of Missouri State University, meeting on this fourth day of December in the year two thousand fourteen, recommend to the Board of Governors of Missouri State University that the degree of Doctor of Public Affairs (A.P.D.) be conferred upon Mrs. Elise Crain at the Commencement Ceremony in May two thousand fifteen in recognition of her extraordinary achievements in the area of public affairs.

TO: The Faculty Senate
Missouri State University
Springfield, Missouri

FROM: Cindy Hail, Chair
Honorary Doctorate Committee

SUBJECT: Recommendation for Awarding an Honorary Degree in May 2015

Resolution Conferring Honorary Doctorate upon Mr. Thomas Strong

WHEREAS, Mr. Thomas Strong has distinguished himself by his extraordinary contributions in the area of public affairs; and

WHEREAS, his notable volunteer leadership at Missouri State University has included serving as President of the alumni association, cofounder and charter member of the basketball booster club, member of the MSU Board of Governors, and President of the Missouri State University Foundation, and he has actively assisted the University in obtaining the name change; and

WHEREAS, he has been a longtime champion in Missouri's litigation against the tobacco industry, and been a leader in the state and nation noted for his professionalism, ethics, character, and trial advocacy; and

WHEREAS, his voluntary leadership continued through his leadership as President of the Missouri Association of Trial Attorneys, the Missouri Board of Law Examiners, and the Springfield Metropolitan Bar Association; and

WHEREAS, he has continued his leadership in the community volunteering on the YMCA Board of Directors and through the Kiwanis Club; and

WHEREAS, he has distinguished himself as a humanitarian, civic benefactor, and author;

THEREFORE, BE IT RESOLVED that the Faculty Senate of Missouri State University, meeting on this fourth day of December in the year two thousand fourteen, recommend to the Board of Governors of Missouri State University that the degree of Doctor of Public Affairs (A.P.D.) be conferred upon Mr. Thomas Strong at the Commencement Ceremony in May two thousand fifteen in recognition of his extraordinary achievements in the area of public affairs.

Faculty Senate Rules Committee
Response to Charge Two
November 17, 2014

FACULTY SENATE CHARGE TWO

Consider the request submitted in Spring Semester 2013 by the Senate's Professional Education Committee to revise the Senate bylaws that apply to PEC.

Rationale: PEC engaged in a thorough review of the bylaws in preparation for the accreditation visit by CAEP. After the review of the bylaws, PEC voted to request the changes that were forwarded to Faculty Senate.

RULES PROCESS FOR CHARGE TWO

The current wording of the Faculty Senate bylaws had changed slightly since the 2013 version used by the PEC for their revisions. The proposed changes made to the 2013 version were applied to the current (2014) version of the Bylaws and reviewed carefully by members of the Rules committee, the current PEC chair, and the past PEC chair. This collaborative effort facilitated a consensus between members of the Rules committee and the PEC chair and past chair. The result is the changes proposed in this report.

The remainder of this report shows:

- Excerpts from the current (2014) Bylaws for the affected PEC changes,
- The proposed changes to the Bylaws (from the 2013 request), with additions in bold and omissions stricken, and
- The final language after the proposed changes.

PROPOSED BYLAWS CHANGES FOR CHARGE TWO

Original Language

ART III PROFESSIONAL EDUCATION COMMITTEE

[Text removed to shorten this report.]

SEC 3 Responsibilities of the Professional Education Committee

[Text removed to shorten this report.]

- E Promotes collaboration among and provides professional development opportunities for members of the PEU and between PEU and the public schools to enhance the quality of professional education.

[Text removed to shorten this report.]

SEC 4 Membership of Professional Education Committee

- A A PEC member who represents the faculty must be a member of the PEU. Faculty/staff who teach one or more PEU courses, advise or supervise professional educational students, or administer professional education academic departments/units* or colleges must be members of the PEU.

(*The term “unit” here refers to any group of faculty members who collectively controls the curriculum of one or more academic programs and resides outside of the administrative structure of any single academic department. The only professional education entity that fits this description is the MSED-Secondary Oversight Committee. If additional professional education units are formed which fit this description, they shall receive voting membership on the PEC automatically without additional amendment to the Bylaws. The BSED-Secondary Oversight Committee does not fit this description because each of the BSED-Secondary programs is controlled by its respective department.)

All faculty serving on PEC must meet all National Council for Accreditation of Teacher Education (NCATE) and Department of Elementary and Secondary Education (DESE) accreditation standards regarding members of the Professional Education Unit. These standards include being actively involved in teacher education and having a five-year plan on file with the head of the academic department, in which the faculty member has an appointment, and the Head of the PEU. This five-year plan must detail the faculty member’s direct and periodic involvement with the public schools.

- B 1 The PEC shall include at least one PEU faculty member from each academic department, and from each entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm>, that has one or more education

programs. Two additional members shall be selected from each academic department, and from each entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm>, that has four or more undergraduate education programs. If an academic department or entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm>, has three or fewer PEU faculty members, then its head may serve as an *ex officio* PEC member without vote.

- 2 Members from the faculty shall be elected for a two-year term and shall be eligible to serve two consecutive terms but following the second term shall not be eligible to serve until after the lapse of an intervening year. Exception to this rule: A person elected chair-elect during the fourth consecutive year as a PEC member may serve a fifth year as chair-elect and a sixth year as chair. Upon completion of a term as chair, that person will not be eligible to serve on the PEC until after the lapse of an intervening year. A second exception shall be those academic departments in which only one or two faculty meet PEC membership requirements. These faculty may be reelected without limit.
- C One full-time school teacher from the community and one full-time school administrator from the community shall be elected to the PEC by the PEC and shall be eligible to serve two consecutive terms of two years each, but following the second term shall not be eligible to serve until after the lapse of an intervening year. These members shall be full voting members except they shall be excluded from all discussions and decisions regarding personnel matters.
- D Membership shall also include two Missouri State University undergraduate students (one voting and one non-voting member) and two Missouri State University graduate students (one voting and one non-voting member). Student members shall serve a term of two years. Voting privileges are granted the second year of service. They shall be excluded from all discussions and decisions regarding personnel matters.
- E The Head of the PEU and the Chair-Elect of the Faculty Senate shall be *ex officio* members to the Professional Education Committee without voting privileges. The administrator responsible for DESE and NCATE accreditation process shall also serve as *ex officio* member to the PEC without voting privileges.

SEC 5 Election of Members to Professional Education Committee

- A Each academic department/unit that offers a professional education program shall elect one representative who is a member of the PEU as the departmental representative and forward the name to the Chair of the PEC and the Chair of the Faculty Senate by April 1. Each academic department/unit having four or more undergraduate education programs shall elect two additional members and forward the name to the chair of the PEC and the Chair of the Faculty Senate by April 1.
- B The President of the Student Government Association shall select one full-time undergraduate student who has been admitted into a professional education program at Missouri State University to serve a two-year term.

- C The President of the Graduate Student Council shall select one full-time graduate student who has been admitted into a professional education program at Missouri State University to serve a two-year term.
- D The PEU members shall nominate at least one full-time school teacher from the community and one full-time school administrator from the community to the PEC by April 1. The representative shall be elected to a two-year term by the PEC at the organizational session in May.
- E If for any reason a permanent vacancy (one semester or more) occurs on the PEC, the Chair will immediately request the election of a replacement according to the election process indicated in this section. The person who fills that vacancy shall be considered as having served an elected term for the purposes of eligibility for reelection.

SEC 6 Election of Chair-Elect - Professional Education Committee

- A Only current PEC members or individuals who have been PEC members within the past three years shall be eligible candidates for the position of Chair-Elect.
- B No later than March 7th the PEC Executive Committee shall convene to nominate two candidates for Chair-Elect for the PEC. Nominees for the position of Chair-Elect must be tenured and familiar with national accreditation standards, state certification requirements, and university governance. The nominees will be presented to the PEC no later than the March session.
- C Members of the PEC shall have the opportunity to nominate additional eligible candidates at the March session or by submitting nominations, with an appropriate second, to the Chair of the PEC no later than April 1.
- D At the April session of the PEC, members shall vote by secret ballot on the nominees for Chair-Elect of the PEC.
- E The Chair of the Faculty Senate shall call the organizational session of the newly elected PEC in May.
- F At that session, the Chair-Elect from the previous year shall assume duties as the Chair of the newly elected PEC and the newly elected Chair-Elect shall assume duties as Chair-Elect.
- G In case a vacancy occurs in the office of Chair, the Chair-Elect shall become Chair.
- H In case a vacancy occurs in the office of Chair-Elect, the Professional Education Committee shall elect a new Chair-Elect at its next session. Notification of the pending election shall be made as part of the agenda for the session.

SEC 7 Duties of Officers - Professional Education Committee

- A The chair of the PEC shall preside at all meetings of the PEC; shall supervise the functioning of the PEC and its established committees; shall prepare an agenda for each meeting of the PEC; shall appoint members of the standing or *ad hoc* committees with the advice of the Executive Committee; shall serve as a delegate to Faculty Senate; shall serve as an *ex officio* member of the Graduate Council Curriculum Screening Committee and attend the Academic Leadership Council (ALC) meetings without voting privileges (These meetings are for informational sharing, oversight and when needed policy making of professional education items across colleges); shall consider and in some manner address any suggestions, or other matters directed to the PEC by any member or group of the faculty or students, and consult with the Head of the PEU to ensure all accreditation matters are dealt with in an appropriate manner.
- B The Chair-Elect of the PEC shall preside at sessions of the PEC in the absence of the Chair; shall assist in supervision of the working of the PEC in such manner as directed by the PEC or the Chair; shall serve on the Executive Committee; and shall serve as an *ex officio* member of all other standing and *ad hoc* committees of the PEC without voting privileges.
- C The Immediate Past Chair is a voting member of the Executive Committee. The Immediate Past Chair shall review current bylaws and the PEU membership process to ensure continuity and updating.
- D The Head of the PEU, or a designee, shall attend all sessions of the PEC as well as the sessions of the Missouri Advisory Council for Certification of Education (MACCE); remain familiar with state and national accreditation requirements; maintain all documents needed for NCATE/DESE visitations; and prepare the yearly reports required from the unit to accrediting agencies. The Head of the PEU is a resource person for the Executive Committee and the PEC. The Head of the PEU shall provide for the recording and distribution of the minutes for all sessions of the PEC.
- E The Director of Secondary Education, or a designee, shall attend all meetings of the PEC and PEC Executive Committee. The Director of Secondary Education facilitates the effective operation of the Bachelor of Science in Education (BSED) and the Master of Science in Secondary Education (MSED) Oversight Committees or other governance committee structures focusing on K-12 and secondary programs by planning and facilitating meetings and overseeing the appointment of new members and chairs of both the BSED and MSED committees as prescribed by the Bylaws of the Professional Education Committee (PEC). The director is a resource person for the PEC and PEC Executive Committee and shall serve as a non-voting *ex officio* member.

[Text removed to shorten this report.]

SEC 11 Committees of the Professional Education Committee

- A Faculty appointed to PEC committees shall be members of the PEU.
- B The following standing committees will be established and the duties of each are as follows:
- 1 The Executive Committee: shall provide the Chair with advice regarding session agendas, rules, and accreditation. The Executive Committee shall also serve as the Nominating Committee to prepare a slate of candidates for the office of Chair-Elect. The membership shall consist of the Chair, the Chair-Elect, and the Immediate Past Chair. The head of the PEU and the administrator responsible for DESE and the NCATE accreditation process are non-voting *ex officio* members.
 - 2 The Committee on Program Review: shall establish a periodic review with a written report for each accredited program in order to affirm that the programs are in compliance with current philosophies, regulations, accreditation standards, and guidelines of accrediting agencies.
 - 3 The Committee on Membership, Admission, Procedures, and Retention: shall review all admission requirements and procedures that apply to professional education programs. This committee shall also determine if university policies pertaining to admission, retention, and graduation are appropriate and are aligned with state certification requirements. The committee shall also review all applications for PEU membership and recommend qualified applicants to the PEC for admittance. The Director of Teacher Certification/Compliance and a representative from the Professional Education Advisement office shall serve as non-voting *ex officio* members. The chair of the Admissions, Procedures, and Retention Committee shall also serve as a voting member of the Committee on Exceptions and Compliance.
 - 4 The Committee on Diversity: shall monitor the PEU Diversity Strategic Plan. On an annual basis the committee shall evaluate and report on the alignment of PEU education programs' diversity components with the PEU Diversity Strategic Plan. Membership on this committee shall include the University Equal Opportunity Officer, the Director of the Multicultural Student Services Office, one representative from each of the PEU education programs (colleges with more than one program shall appoint at least one representative), representatives from student organizations of historically underrepresented groups, and community members.
 - 5 The Committee on Exceptions and Compliance: shall review and make recommendations on any appeal submitted by a student concerning any professional education program requirement except course substitutions. The Exceptions and Compliance Committee shall monitor student compliance with alternative routes for admission to teacher education and make recommendations to the PEC. The Exceptions and Compliance Committee shall report all exceptions granted to PEU program requirements and all course substitutions granted on PEU programs to the PEC. The Committee on Exceptions and Compliance shall include the chair of the Admission, Procedures, and Retention Committee; one representative from each college; and one representative from the Educational Advising office and the Certification and

Compliance office.

- 6 The Curriculum Screening Committee: shall review all curricular proposals submitted to PEC for approval by the deadlines published in the Faculty Senate session schedule/planning calendar. The committee shall suggest corrections or changes to the originating academic department or faculty oversight committee in order to expedite the curriculum review process and shall make a recommendation to the PEC regarding disposition for each proposal.
- 7 The Conceptual Framework Committee: shall monitor both the PEU Conceptual Framework and PEU Assessment Plan, and make recommendations to insure the PEU is in compliance with current philosophies, regulations, accreditation standards, and guidelines of accrediting agencies and work with the PEC Executive Committee on reviewing the PEC *Bylaws* annually. The committee shall facilitate the dissemination of the shared vision of the PEU to all stakeholders, including public school partners. The Immediate Past Chair of PEC shall serve as a voting *ex-officio* member of the Conceptual Framework Committee that academic year.
- 8 The BSED-Secondary Education Oversight Committee: shall monitor the common elements of the BSED-Secondary Education program. The committee shall have responsibility for initiating program changes within common elements of the program and reporting those recommended changes to the PEC. Every academic department having a BSED-Secondary Education program shall select a representative from their full-time PEU faculty. The School of Teacher Education shall select two representatives from their full-time PEU faculty who have responsibility for core courses in the BSED-Secondary Education program. The Director of Secondary Education, Head of the PEU or his/her designee, the Director of Certification and Compliance, a representative from both the Education Field Experience office and the Professional Education Advisement office shall serve as non-voting, *ex officio* members of this committee. At the March session, the chair-elect from the previous year shall assume duties as the chair of the BSED committee and a new chair-elect from the current committee membership shall be elected and assume duties as chair-elect. The chair of the committee shall be a delegate to PEC.
- 9 The MSED-Secondary Education Oversight Committee: shall monitor the common elements of the MSED-Secondary Education program. The committee shall have responsibility for initiating program changes within the common elements of the program and reporting those recommended changes to the PEC. Every college having an emphasis area within the MSED-Secondary Education program shall select a representative from the PEU graduate faculty. Colleges with two or more emphasis areas shall select two representatives from their PEU graduate faculty. The School of Teacher Education shall select two representatives from their PEU graduate faculty. The Director of Secondary Education shall serve as a non-voting *ex officio* member. At the March session, the chair-elect from the previous year shall assume duties as the chair of the MSED committee and a new chair-elect from the current committee membership shall be elected and assume duties as chair-elect. The chair of the committee shall be a voting

member to PEC. If the chair of this committee is already a voting member of PE representing an academic department, then the membership of the MSED-Secondary Oversight Committee shall select another member of that committee to be their voting representative on PEC.

- C With the exception of the Executive Committee, the BSED Oversight Committee (as described in Article B9), and the MSED Oversight Committee (as described in Article B10), the membership of each of these standing committees shall consist of at least one COE faculty PEU member and at least one PEU member from outside the COE. The chair and chair-elect must be members of the PEU. If the chair of a PEC standing committee is not a current PEC member, he or she will become an *ex officio* member of PEC without voting privileges. Each college not represented by the chair or chair-elect must have a PEU member from that College appointed upon consultation of the two PEC members and the Executive Committee. All voting members must be members of the PEU. None may hold administrative appointments.
- D Each committee shall record the minutes of every session, make monthly reports at the PEC sessions, and submit them to the PEC office, where they shall be made available to PEU members upon request. Committees making recommendations that directly affect any PEU program shall consult with PEU members in that program before bringing the recommendation to the PEC for approval.
- E *Ad hoc* committees may be appointed to carry out the work of the PEC. *Ad hoc* committees may be organized from time to time on the initiative of the chair or as directed by the PEC.

[Text removed to shorten this report.]

Proposed Changes
(additions bold, omissions stricken)

ART III PROFESSIONAL EDUCATION COMMITTEE

[Text removed to shorten this report.]

SEC 3 Responsibilities of the Professional Education Committee

[Text removed to shorten this report.]

- E Promotes collaboration among and ~~provides~~ **ensures** professional development opportunities for members of the PEU and between PEU and the public schools to enhance the quality of professional education.

[Text removed to shorten this report.]

SEC 4 Membership of Professional Education Committee

- A A PEC member who represents the faculty must be a member of the PEU. Faculty/staff who teach one or more PEU courses, advise or supervise professional educational students, or administer professional education academic departments/units* or colleges must be members of the PEU.

(*The term “unit” here refers to any group of faculty members who collectively controls the curriculum of one or more academic programs and resides outside of the administrative structure of any single academic department. The only professional education entity that fits this description is the MSED-Secondary Oversight Committee. If additional professional education units are formed which fit this description, they shall receive voting membership on the PEC automatically without additional amendment to the Bylaws. The BSED-Secondary Oversight Committee does not fit this description because each of the BSED-Secondary programs is controlled by its respective department.)

All faculty serving on PEC must meet all ~~National~~ Council for **the** Accreditation of **Educator Preparation** ~~Teacher Education (NCATE)~~ **(CAEP)** and Department of Elementary and Secondary Education (DESE) accreditation standards regarding members of the Professional Education Unit. These standards include being actively involved in teacher education and having a five-year plan on file ~~with the head of the~~ **in the respective** academic department, ~~in which the faculty member has an appointment,~~ and the ~~Head of the~~ PEU. This five-year plan must detail the faculty member’s direct and periodic involvement with the public schools.

- B 1 The PEC shall include at least one PEU faculty member from each academic department, and from each entity so identified in

~~http://www.missouristate.edu/facultysenate/entities.htm, that has one or more education programs. Two additional members shall be selected from each academic department, and from each entity so identified in~~

~~http://www.missouristate.edu/facultysenate/entities.htm, that has four or more undergraduate education programs.~~ **All departments are required to have at least one representative. Departments with more than 250 combined graduate and undergraduate teacher education majors have the option of electing one representative per 250 majors in teacher education.** If an academic department or entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm> has three or fewer PEU faculty members, then its head may serve as an *ex officio* PEC member without voting privileges.

- 2 **Eligible m**Members from the faculty shall be elected for a two-year term and shall be eligible to serve two consecutive terms but following the second term shall not be eligible to serve until after the lapse of an intervening year. Exception to this rule: A person elected chair-elect during the fourth consecutive year as a PEC member may serve a fifth year as chair-elect and a sixth year as chair. Upon completion of a term as chair, that person will not be eligible to serve on the PEC until after the lapse of an intervening year. A second exception shall be those academic departments in which only one or two faculty meet PEC membership requirements. These faculty may be reelected without limit.
- C ~~One full-time~~ **Three** school teachers (**elementary, secondary, K12**) from the community and one full-time school administrator from the community shall be elected to the PEC by the PEC and shall be eligible to serve two consecutive terms of two years each, but following the second term shall not be eligible to serve until after the lapse of an intervening year. These members shall be full voting members except they shall be excluded from ~~all~~ discussions and decisions regarding **confidential** personnel matters.
- D Membership shall also include two Missouri State University undergraduate students (~~one voting and one non-voting member~~) and two Missouri State University graduate students (~~one voting and one non-voting member~~). Student members shall serve a term of two years **as full voting members**. ~~Voting privileges are granted the second year of service.~~ They shall be excluded from ~~all~~ discussions and decisions regarding **confidential** personnel matters.
- E The Head of the PEU and the Chair-Elect of the Faculty Senate shall be *ex officio* members to the Professional Education Committee without voting privileges. The administrator responsible for DESE and ~~NCATE~~ **CAEP** accreditation process shall also serve as *ex officio* member to the PEC without voting privileges.

SEC 5 Election of Members to Professional Education Committee

- A Each academic department/unit that offers a professional education program shall elect one representative who is a member of the PEU as the departmental representative and forward the name to the Chair of the PEC and the Chair of the Faculty Senate by April 1. Each

academic department/unit having four or more undergraduate education programs shall elect two additional members and forward the names to the chair of the PEC and the Chair of the Faculty Senate by ~~April~~ **May 1. Departments with more than 250 combined graduate and undergraduate teacher education majors have the option of electing additional representatives as described above.**

- B The President of the Student Government Association shall select one full-time undergraduate student who has been admitted into a professional education program at Missouri State University to serve a two-year term.
- C The President of the Graduate Student Council shall select one full-time graduate student who has been admitted into a professional education program at Missouri State University to serve a two-year term.
- D The PEU members shall nominate at least ~~one~~ **three** full-time school teachers (see Section 4 C) from the community and one full-time school administrator from the community to the PEC by ~~April~~ **May 1**. The representative shall be elected to a two-year term by the PEC at the organizational session in May.
- E If for any reason a permanent vacancy (one semester or more) occurs on the PEC, the Chair will immediately request the election of a replacement according to the election process indicated in this section. ~~The person who fills that vacancy shall be considered as having served an elected term for the purposes of eligibility for reelection.~~

SEC 6 Election of Chair-Elect - Professional Education Committee

- ~~A Only current PEC members or individuals who have been PEC members within the past three years shall be eligible candidates for the position of Chair Elect.~~
- ~~BA No later than March 7th the PEC Executive Committee shall convene to nominate two candidates for Chair Elect for the PEC. Nominees for the position of Chair-Elect must be tenured and familiar with national accreditation standards, state certification requirements, and university governance. The nominees will be presented to the PEC no later than the March session.~~
- ~~CB~~ Members of the PEC shall have the opportunity to nominate additional eligible candidates at the March session or by submitting nominations, with an appropriate second, to the Chair of the PEC no later than April 1.
- ~~DC~~ At the April session of the PEC, members shall vote by secret ballot on the nominees for Chair-Elect of the PEC.
- ~~ED~~ The Chair of the Faculty Senate shall call the organizational session of the newly elected PEC in May.
- ~~FE~~ At that session, the Chair-Elect from the previous year shall assume duties as the Chair of the

newly elected PEC and the newly elected Chair-Elect shall assume duties as Chair-Elect.

GF In case a vacancy occurs in the office of Chair, the Chair-Elect shall become Chair.

HG In case a vacancy occurs in the office of Chair-Elect, the Professional Education Committee shall elect a new Chair-Elect at its next session. Notification of the pending election shall be made as part of the agenda for the session.

SEC 7 Duties of Officers - Professional Education Committee

- A** The chair of the PEC shall preside at all meetings of the PEC; shall supervise the functioning of the PEC and its established committees; shall prepare an agenda for each meeting of the PEC; shall appoint members of the standing or *ad hoc* committees with the advice of the Executive Committee; shall serve as a delegate to Faculty Senate; **and** shall serve as an *ex officio* member of the Graduate Council Curriculum Screening Committee. ~~and attend the Academic Leadership Council (ALC) meetings without voting privileges~~ **The chair of PEC shall represent the unit at relevant university administrative meetings without voting privilege.** (These meetings are for informational sharing, oversight and when needed policy making of professional education items across colleges); **The chair of the PEC also** shall consider and in some manner address any suggestions, or other matters directed to the PEC by any member or group of the faculty or students, and consult with the Head of the PEU to ensure all accreditation matters are dealt with in an appropriate manner.
- B** The Chair-Elect of the PEC shall preside at sessions of the PEC in the absence of the Chair; shall assist in supervision of the working of the PEC in such manner as directed by the PEC or the Chair; shall serve on the Executive Committee; and shall serve as an *ex officio* member of all other standing and *ad hoc* committees of the PEC without voting privileges.
- C** The Immediate Past Chair is a voting member of the Executive Committee. The Immediate Past Chair shall review current bylaws and the PEU membership process to ensure continuity and updating.
- D** The Head of the PEU, or a designee, shall attend all sessions of the PEC as well as the sessions of the Missouri Advisory Council for Certification of Education (MACCE); remain familiar with state and national accreditation requirements; maintain all documents needed for ~~NCATE~~**CAEP**/DESE visitations; and prepare the yearly reports required from the unit to accrediting agencies. The Head of the PEU is a resource person for the Executive Committee and the PEC. The Head of the PEU shall provide for the recording and distribution of the minutes for all sessions of the PEC.
- E** The Director of Secondary Education, or a designee, shall attend all meetings of the PEC and PEC Executive Committee. The Director of Secondary Education facilitates the effective operation of the Bachelor of Science in Education (BSED) and the Master of Science in Secondary Education (MSED) Oversight Committees or other governance committee structures focusing on K-12 and secondary programs ~~by planning and facilitating meetings and overseeing the appointment of new members and chairs of both the BSED and MSED~~

~~committees as prescribed by the Bylaws of the Professional Education Committee (PEC).~~
The director is a resource person for the PEC and PEC Executive Committee and shall serve as a non-voting *ex officio* member.

[Text removed to shorten this report.]

SEC 11 Committees of the Professional Education Committee

- A Faculty appointed to PEC committees shall be members of the PEU.
- B The following standing committees will be established and the duties of each are as follows:
- 1 The Executive Committee: shall provide the Chair with advice regarding session agendas, rules, and accreditation. The Executive Committee shall also serve as the Nominating Committee to prepare a slate of candidates for the office of Chair-Elect. The membership shall consist of the Chair, the Chair-Elect, and the Immediate Past Chair. **The Head of the PEU, the Dean of the College of Education, the Director of Secondary Education** and the administrator responsible for DESE and the ~~NCATE~~ **CAEP** accreditation process are non-voting *ex officio* members.
 - 2 The Committee on Program Review: shall establish **and carry out** a periodic review with a written report for each accredited program in order to affirm that the programs are in compliance with current **Missouri Department of Elementary and Secondary Education** philosophies, regulations, accreditation standards, and guidelines of accrediting agencies. **The administrator responsible for the accreditation process will serve as *ex officio* member of this committee.**
 - 3 ~~The Committee on Membership and Professional Development, Admission, Procedures, and Retention:~~ shall review all **applications and five-year plans for PEU membership and recommend qualified applicants to the PEC for admittance. The Committee will also review the needs of the staff and faculty and make recommendations for professional development opportunities. The Committee will assist in coordination of professional development activities as needed. The Head of the PEU shall serve as a non-voting *ex officio* member.** ~~admission requirements and procedures that apply to professional education programs. This committee shall also determine if university policies pertaining to admission, retention, and graduation are appropriate and are aligned with state certification requirements. The committee shall also review all applications for PEU membership and recommend qualified applicants to the PEC for admittance. The Director of Teacher Certification/Compliance and a representative from the Professional Education Advisement office shall serve as non-voting *ex officio* members. The chair of the Admissions, Procedures, and Retention Committee shall also serve as a voting member of the Committee on Exceptions and Compliance.~~
 - 4 The Committee on Diversity: shall monitor the PEU Diversity Strategic Plan. On an annual basis the committee shall evaluate and report on the alignment of PEU education

programs' diversity components with the PEU Diversity Strategic Plan. Membership on this committee shall include the **Vice President for Diversity and Inclusion**, University Equal Opportunity Officer, the Director of the Multicultural Student Services Office, one representative from each of the PEU education programs (colleges with more than one program shall appoint at least one representative), representatives from student organizations of historically underrepresented groups, and community members.

- 5 The Committee on ~~Exceptions Appeals~~ and Compliance: shall review and make recommendations on any appeal submitted by a student concerning any professional education program requirement except course substitutions. The ~~Exceptions Appeals~~ and Compliance Committee shall monitor student compliance with alternative routes for admission to teacher education and make recommendations to the PEC. The ~~Exceptions Appeals~~ and Compliance Committee shall report all exceptions granted to PEU program requirements and all course substitutions granted on PEU programs to the PEC. **Voting members will consist of one representative from each college.** The Committee on ~~Exceptions Appeals~~ and Compliance shall include the chair of the ~~Admission, Procedures, and Retention~~ Committee **on Membership and Professional Development; a minimum of one representative from each college with an undergraduate teacher education program; two faculty representatives from the College of Education; one faculty representative from the School of Agriculture; and one *ex officio* non-voting representative from each of the following:**; and ~~one representative from the Professional Educational Advising office, and the Certification and Compliance office and Secondary Education office.~~

- 6 The Curriculum Screening Committee: shall review all curricular proposals submitted to PEC for approval by the deadlines published in the Faculty Senate session schedule/planning calendar. The committee shall suggest corrections or changes to the originating academic department or faculty oversight committee in order to expedite the curriculum review process and shall make a recommendation to the PEC regarding disposition for each proposal.

- 7 ~~The Conceptual Framework Committee: shall monitor both the PEU Conceptual Framework and PEU Assessment Plan, and make recommendations to insure the PEU is in compliance with current philosophies, regulations, accreditation standards, and guidelines of accrediting agencies and work with the PEC Executive Committee on reviewing the PEC *Bylaws* annually. The committee shall facilitate the dissemination of the shared vision of the PEU to all stakeholders, including public school partners. The Immediate Past Chair of PEC shall serve as a voting *ex officio* member of the Conceptual Framework Committee that academic year.~~ **The Conceptual Framework Committee shall monitor the PEU Conceptual Framework and PEU Assessment Plan, the Strategic Plan, and make recommendations to insure the PEU is in compliance with current philosophies, regulations, accreditation standards, and guidelines of accrediting agencies and work with the PEC Executive Committee on reviewing the PEC *Bylaws* annually. In addition, the committee shall ensure that all official information (e.g. websites, handbooks, etc.) coincides with the Conceptual Framework and other regulations. The committee shall conduct a periodic review of**

all PEC/PEU sanctioned websites and publications and present to the PEU on an annual basis. The committee shall facilitate the dissemination of the shared vision of the PEU to all stakeholders, including public school partners. The Immediate Past Chair of PEC shall serve as a voting *ex officio* member of the Conceptual Framework Committee that academic year.

- 8 The BSED-Secondary Education Oversight Committee: shall monitor the common elements of the BSED-Secondary Education program. The committee shall have responsibility for initiating program changes within common elements of the program and reporting those recommended changes to the PEC. Every academic department having a BSED-Secondary Education program shall select a representative from their full-time PEU faculty. The ~~School of Teacher Education~~ **Reading, Foundations and Technology department** shall select two representatives from their full-time PEU faculty who have responsibility for core courses in the BSED-Secondary Education program. The Director of Secondary Education, Head of the PEU or his/her designee, the Director of ~~Certification and Compliance~~ **Student Services, and** a representative from ~~both the Education Field Experience office and the Professional Education Advisement office~~ shall serve as non-voting, *ex officio* members of this committee. At the ~~March~~ **April** session, the chair-elect from the previous year shall assume duties as the chair of the BSED committee and a new chair-elect from the current committee membership shall be elected and assume duties as chair-elect. The chair of the committee shall be a **voting** delegate to PEC.
- 9 The MSED-Secondary Education Oversight Committee: shall monitor the common elements of the MSED-Secondary Education program. The committee shall have responsibility for initiating program changes within the common elements of the program and reporting those recommended changes to the PEC. Every college having an emphasis area within the MSED-Secondary Education program shall select a representative from the PEU graduate faculty. Colleges with two or more emphasis areas ~~shall select~~ **have the option for** two representatives ~~from~~ **from** their PEU graduate faculty. The ~~School of Teacher Education~~ **Reading, Foundations, and Technology Department** shall select two representatives from their PEU graduate faculty. The Director of Secondary Education shall serve as a non-voting *ex officio* member. At the ~~March~~ **April** session, the chair-elect from the previous year shall assume duties as the chair of the MSED committee and a new chair-elect from the current committee membership shall be elected and assume duties as chair-elect. The chair of the committee shall be a voting member ~~to~~ **of** PEC. If the chair of this committee is already a voting member of PEC representing an academic department, then the membership of the MSED-Secondary Oversight Committee shall select another member of that committee to be their voting representative on PEC.
- C With the exception of the Executive Committee, the BSED Oversight Committee (as described in Article B98), and the MSED Oversight Committee (as described in Article B409), the membership of each of these standing committees shall consist of at least one COE faculty PEU member and at least one PEU member from outside the COE. The chair and chair-elect must be members of the PEU. If the chair of a PEC standing committee is not

a current PEC member, he or she will become an *ex officio* member of PEC without voting privileges. Each college not represented by the chair or chair-elect ~~must~~ have **the option of appointing** a PEU member from that College ~~appointed~~ upon consultation ~~with~~ ~~of the~~ two PEC members and the Executive Committee. All voting members must be members of the PEU. None may hold administrative appointments.

- D Each committee shall record the minutes of every session, make monthly reports at the PEC sessions, and submit them to the PEC office, where they shall be ~~made available to~~ **archived on the PEU website** ~~members upon request~~. Committees making recommendations that directly affect any PEU program shall consult with PEU members in that program before bringing the recommendation to the PEC for approval.
- E *Ad hoc* committees may be appointed to carry out the work of the PEC. *Ad hoc* committees may be organized from time to time on the initiative of the chair or as directed by the PEC.

[Text removed to shorten this report.]

Final Language

ART III PROFESSIONAL EDUCATION COMMITTEE

[Text removed to shorten this report.]

SEC 3 Responsibilities of the Professional Education Committee

[Text removed to shorten this report.]

- E Promotes collaboration among and ensures professional development opportunities for members of the PEU and between PEU and the public schools to enhance the quality of professional education.

[Text removed to shorten this report.]

SEC 4 Membership of Professional Education Committee

- A A PEC member who represents the faculty must be a member of the PEU. Faculty/staff who teach one or more PEU courses, advise or supervise professional educational students, or administer professional education academic departments/units* or colleges must be members of the PEU.

(*The term “unit” here refers to any group of faculty members who collectively controls the curriculum of one or more academic programs and resides outside of the administrative structure of any single academic department. The only professional education entity that fits this description is the MSED-Secondary Oversight Committee. If additional professional education units are formed which fit this description, they shall receive voting membership on the PEC automatically without additional amendment to the Bylaws. The BSED-Secondary Oversight Committee does not fit this description because each of the BSED-Secondary programs is controlled by its respective department.)

All faculty serving on PEC must meet all Council for the Accreditation of Educator Preparation (CAEP) and Department of Elementary and Secondary Education (DESE) accreditation standards regarding members of the Professional Education Unit. These standards include being actively involved in teacher education and having a five-year plan on file in the respective academic department and the PEU. This five-year plan must detail the

faculty member's direct and periodic involvement with the public schools.

- B 1 The PEC shall include at least one PEU faculty member from each academic department, and from each entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm>, that has one or more education programs. All departments are required to have at least one representative. Departments with more than 250 combined graduate and undergraduate teacher education majors have the option of electing one representative per 250 majors in teacher education. If an academic department or entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm> has three or fewer PEU faculty members, then its head may serve as an *ex officio* PEC member without voting privileges.
- 2 Eligible members from the faculty shall be elected for a two-year term and shall be eligible to serve two consecutive terms but following the second term shall not be eligible to serve until after the lapse of an intervening year. Exception to this rule: A person elected chair-elect during the fourth consecutive year as a PEC member may serve a fifth year as chair-elect and a sixth year as chair. Upon completion of a term as chair, that person will not be eligible to serve on the PEC until after the lapse of an intervening year. A second exception shall be those academic departments in which only one or two faculty meet PEC membership requirements. These faculty may be reelected without limit.
- C Three school teachers (elementary, secondary, K12) from the community and one full-time school administrator from the community shall be elected to the PEC by the PEC and shall be eligible to serve two consecutive terms of two years each, but following the second term shall not be eligible to serve until after the lapse of an intervening year. These members shall be full voting members except they shall be excluded from discussions and decisions regarding confidential personnel matters.
- D Membership shall also include two Missouri State University undergraduate students and two Missouri State University graduate students. Student members shall serve a term of two years as full voting members. They shall be excluded from discussions and decisions regarding confidential personnel matters.
- E The Head of the PEU and the Chair-Elect of the Faculty Senate shall be *ex officio* members to the Professional Education Committee without voting privileges. The administrator responsible for DESE and CAEP accreditation process shall also serve as *ex officio* member to the PEC without voting privileges.

SEC 5 Election of Members to Professional Education Committee

- A Each academic department/unit that offers a professional education program shall elect one representative who is a member of the PEU as the departmental representative and forward the name to the Chair of the PEC and the Chair of the Faculty Senate by April 1. Each academic department/unit having four or more undergraduate education programs shall elect two additional members and forward the names to the chair of the PEC and the Chair of the

Faculty Senate by May 1. Departments with more than 250 combined graduate and undergraduate teacher education majors have the option of electing additional representatives as described above.

- B The President of the Student Government Association shall select one full-time undergraduate student who has been admitted into a professional education program at Missouri State University to serve a two-year term.
- C The President of the Graduate Student Council shall select one full-time graduate student who has been admitted into a professional education program at Missouri State University to serve a two-year term.
- D The PEU members shall nominate at least three full-time school teachers (see Section 4 C) from the community and one full-time school administrator from the community to the PEC by May 1. The representative shall be elected to a two-year term by the PEC at the organizational session in May.
- E If for any reason a permanent vacancy (one semester or more) occurs on the PEC, the Chair will immediately request the election of a replacement according to the election process indicated in this section.

SEC 6 Election of Chair-Elect - Professional Education Committee

- A Nominees for the position of Chair-Elect must be tenured and familiar with national accreditation standards, state certification requirements, and university governance. The nominees will be presented to the PEC no later than the March session.
- B Members of the PEC shall have the opportunity to nominate additional eligible candidates at the March session or by submitting nominations, with an appropriate second, to the Chair of the PEC no later than April 1.
- C At the April session of the PEC, members shall vote by secret ballot on the nominees for Chair-Elect of the PEC.
- D The Chair of the Faculty Senate shall call the organizational session of the newly elected PEC in May.
- E At that session, the Chair-Elect from the previous year shall assume duties as the Chair of the newly elected PEC and the newly elected Chair-Elect shall assume duties as Chair-Elect.
- F In case a vacancy occurs in the office of Chair, the Chair-Elect shall become Chair.
- G In case a vacancy occurs in the office of Chair-Elect, the Professional Education Committee shall elect a new Chair-Elect at its next session. Notification of the pending election shall be made as part of the agenda for the session.

SEC 7 Duties of Officers - Professional Education Committee

- A The chair of the PEC shall preside at all meetings of the PEC; shall supervise the functioning of the PEC and its established committees; shall prepare an agenda for each meeting of the PEC; shall appoint members of the standing or *ad hoc* committees with the advice of the Executive Committee; shall serve as a delegate to Faculty Senate; and shall serve as an *ex officio* member of the Graduate Council Curriculum Screening Committee. The chair of PEC shall represent the unit at relevant university administrative meetings without voting privilege. (These meetings are for informational sharing, oversight and when needed policy making of professional education items across colleges). The chair of the PEC also shall consider and in some manner address any suggestions, or other matters directed to the PEC by any member or group of the faculty or students, and consult with the Head of the PEU to ensure all accreditation matters are dealt with in an appropriate manner.
- B The Chair-Elect of the PEC shall preside at sessions of the PEC in the absence of the Chair; shall assist in supervision of the working of the PEC in such manner as directed by the PEC or the Chair; shall serve on the Executive Committee; and shall serve as an *ex officio* member of all other standing and *ad hoc* committees of the PEC without voting privileges.
- C The Immediate Past Chair is a voting member of the Executive Committee. The Immediate Past Chair shall review current bylaws and the PEU membership process to ensure continuity and updating.
- D The Head of the PEU, or a designee, shall attend all sessions of the PEC as well as the sessions of the Missouri Advisory Council for Certification of Education (MACCE); remain familiar with state and national accreditation requirements; maintain all documents needed for CAEP/DESE visitations; and prepare the yearly reports required from the unit to accrediting agencies. The Head of the PEU is a resource person for the Executive Committee and the PEC. The Head of the PEU shall provide for the recording and distribution of the minutes for all sessions of the PEC.
- E The Director of Secondary Education, or a designee, shall attend all meetings of the PEC and PEC Executive Committee. The Director of Secondary Education facilitates the effective operation of the Bachelor of Science in Education (BSED) and the Master of Science in Secondary Education (MSED) Oversight Committees or other governance committee structures focusing on K-12 and secondary programs. The director is a resource person for the PEC and PEC Executive Committee and shall serve as a non-voting *ex officio* member.

[Text removed to shorten this report.]

SEC 11 Committees of the Professional Education Committee

- A Faculty appointed to PEC committees shall be members of the PEU.
- B The following standing committees will be established and the duties of each are as follows:

- 1 The Executive Committee shall provide the Chair with advice regarding session agendas, rules, and accreditation. The Executive Committee shall also serve as the Nominating Committee to prepare a slate of candidates for the office of Chair-Elect. The membership shall consist of the Chair, the Chair-Elect, and the Immediate Past Chair. The Head of the PEU, the Dean of the College of Education, the Director of Secondary Education and the administrator responsible for DESE and the CAEP accreditation process are non-voting *ex officio* members.
- 2 The Committee on Program Review shall establish and carry out a periodic review with a written report for each accredited program in order to affirm that the programs are in compliance with current Missouri Department of Elementary and Secondary Education philosophies, regulations, accreditation standards, and guidelines of accrediting agencies. The administrator responsible for the accreditation process will serve as *ex officio* member of this committee.
- 3 The Committee on Membership and Professional Development shall review all applications and five-year plans for PEU membership and recommend qualified applicants to the PEC for admittance. The Committee will also review the needs of the staff and faculty and make recommendations for professional development opportunities. The Committee will assist in coordination of professional development activities as needed. The Head of the PEU shall serve as a non-voting *ex officio* member.
- 4 The Committee on Diversity shall monitor the PEU Diversity Strategic Plan. On an annual basis the committee shall evaluate and report on the alignment of PEU education programs' diversity components with the PEU Diversity Strategic Plan. Membership on this committee shall include the Vice President for Diversity and Inclusion, University Equal Opportunity Officer, the Director of the Multicultural Student Services Office, one representative from each of the PEU education programs (colleges with more than one program shall appoint at least one representative), representatives from student organizations of historically underrepresented groups, and community members.
- 5 The Committee on Appeals and Compliance shall review and make recommendations on any appeal submitted by a student concerning any professional education program requirement except course substitutions. The Appeals and Compliance Committee shall monitor student compliance with alternative routes for admission to teacher education and make recommendations to the PEC. The Appeals and Compliance Committee shall report all exceptions granted to PEU program requirements and all course substitutions granted on PEU programs to the PEC. Voting members will consist of one representative from each college. The Committee on Appeals and Compliance shall include the chair of the Committee on Membership and Professional Development; a minimum of one representative from each college with an undergraduate teacher education program; two faculty representatives from the College of Education; one faculty representative from the School of Agriculture; and one *ex officio* non-voting representative from each of the following: Professional Educational Advising office, Certification and Compliance office and Secondary Education office.

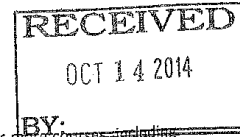
- 6 The Curriculum Screening Committee shall review all curricular proposals submitted to PEC for approval by the deadlines published in the Faculty Senate session schedule/planning calendar. The committee shall suggest corrections or changes to the originating academic department or faculty oversight committee in order to expedite the curriculum review process and shall make a recommendation to the PEC regarding disposition for each proposal.
- 7 The Conceptual Framework Committee shall monitor the PEU Conceptual Framework and PEU Assessment Plan, the Strategic Plan, and make recommendations to insure the PEU is in compliance with current philosophies, regulations, accreditation standards, and guidelines of accrediting agencies and work with the PEC Executive Committee on reviewing the PEC *Bylaws* annually. In addition, the committee shall ensure that all official information (e.g. websites, handbooks, etc.) coincides with the Conceptual Framework and other regulations. The committee shall conduct a periodic review of all PEC/PEU sanctioned websites and publications and present to the PEU on an annual basis. The committee shall facilitate the dissemination of the shared vision of the PEU to all stakeholders, including public school partners. The Immediate Past Chair of PEC shall serve as a voting *ex officio* member of the Conceptual Framework Committee that academic year.
- 8 The BSED-Secondary Education Oversight Committee shall monitor the common elements of the BSED-Secondary Education program. The committee shall have responsibility for initiating program changes within common elements of the program and reporting those recommended changes to the PEC. Every academic department having a BSED-Secondary Education program shall select a representative from their full-time PEU faculty. The Reading, Foundations and Technology department shall select two representatives from their full-time PEU faculty who have responsibility for core courses in the BSED-Secondary Education program. The Director of Secondary Education, Head of the PEU or his/her designee, the Director of Student Services, and a representative from the Education Field Experience office shall serve as non-voting, *ex officio* members of this committee. At the April session, the chair-elect from the previous year shall assume duties as the chair of the BSED committee and a new chair-elect from the current committee membership shall be elected and assume duties as chair-elect. The chair of the committee shall be a voting delegate to PEC.
- 9 The MSED-Secondary Education Oversight Committee shall monitor the common elements of the MSED-Secondary Education program. The committee shall have responsibility for initiating program changes within the common elements of the program and reporting those recommended changes to the PEC. Every college having an emphasis area within the MSED-Secondary Education program shall select a representative from the PEU graduate faculty. Colleges with two or more emphasis areas have the option for two representatives from their PEU graduate faculty. The Reading, Foundations, and Technology Department shall select two representatives from their PEU graduate faculty. The Director of Secondary Education shall serve as a non-voting *ex officio* member. At the April session, the chair-elect from the previous year shall assume

duties as the chair of the MSED committee and a new chair-elect from the current committee membership shall be elected and assume duties as chair-elect. The chair of the committee shall be a voting member of PEC. If the chair of this committee is already a voting member of PEC representing an academic department, then the membership of the MSED-Secondary Oversight Committee shall select another member of that committee to be their voting representative on PEC.

- C With the exception of the Executive Committee, the BSED Oversight Committee (as described in Article B8), and the MSED Oversight Committee (as described in Article B9), the membership of each of these standing committees shall consist of at least one COE faculty PEU member and at least one PEU member from outside the COE. The chair and chair-elect must be members of the PEU. If the chair of a PEC standing committee is not a current PEC member, he or she will become an *ex officio* member of PEC without voting privileges. Each college not represented by the chair or chair-elect have the option of appointing a PEU member from that College upon consultation with two PEC members and the Executive Committee. All voting members must be members of the PEU. None may hold administrative appointments.
- D Each committee shall record the minutes of every session, make monthly reports at the PEC sessions, and submit them to the PEC office, where they shall be archived on the PEU website. Committees making recommendations that directly affect any PEU program shall consult with PEU members in that program before bringing the recommendation to the PEC for approval.
- E *Ad hoc* committees may be appointed to carry out the work of the PEC. *Ad hoc* committees may be organized from time to time on the initiative of the chair or as directed by the PEC.

[Text removed to shorten this report.]

Missouri State University
Curricular Proposal – New Program
(MAJOR, OPTION, MINOR, CERTIFICATE, OR CERTIFICATION)



This form is to be used for internal Missouri State approval of any proposal for a new program involving two or more courses, including any new graduate program, new undergraduate major (whether comprehensive or non-comprehensive), new option within an existing program (whether graduate or undergraduate), new minor, new certificate, or new certification program.

New graduate programs, new undergraduate majors, and certificate programs involving more than 18 credit hours require approval by the CBHE as well as approval through the Missouri State curricular process. CBHE applications for such programs are processed through the Office of Institutional Research. All proposals for new programs requiring CBHE approval should progress through the Missouri State curricular process accompanied by a draft of the required CBHE documentation.

Department: THEATRE AND DANCE Date: 26 AUGUST 2014

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

PROPOSED PROGRAM BACHELOR OF SCIENCE IN THEATRE

Major X Comprehensive Major Option Minor Certificate Certification Academic Rules Other

Degree Applicability BACHELOR OF SCIENCE

General Education Courses Required NONE Total Hours 0

General Education Courses Recommended NONE Total Hours 0

Requirements (including Admission) and Limitations for Specific Degree PRIOR TO ADMISSION, STUDENTS ARE REQUIRED TO WRITE A STATEMENT OF PURPOSE DETAILING WHY THEY HAVE CHOSEN THIS DEGREE PROGRAM.

Courses Required in Department THE 122, 130, 150, 151, 222, 323, 430, 482, 515, 541, 542, CHOSE ONE PAIR FROM THE 250 & 251 or THE 255 & 256, or THE 260 & 261

Total Hours 31

Courses Required in Other Departments NONE

Total Hours 0

Prerequisites for Required Courses THE 323 REQUIRES THE 221 OR 222

THE 430 REQUIRES THE 130, 150, AND 121 OR 222

THE 482 REQUIRES PERMISSION OF INSTRUCTOR AND 90 HOURS COMPLETED

THE 515 REQUIRES THE 323

THE 541 & 542 require completion of WRITING II

THE 251 REQUIRES CONCURRENT ENROLLMENT IN THE 250

THE 256 REQUIRES CONCURRENT ENROLLMENT IN THE 255

THE 261 REQUIRES CONCURRENT ENROLLMENT IN THE 260

THE 250, 255, AND 260 REQUIRE THE 150

Recommended Electives in Department ADVISOR APPROVED ELECTIVES WITH THE OR DAN PREFIXES

Total Hours 11

Recommended Electives in Other Departments NONE

Total Hours 0

Limitations on Electives Advisor Approval

COMPLETE CATALOG DESCRIPTION ATTACHED

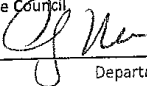
DEPARTMENT Route according to ART VI, SEC 3B(1-4) of Bylaws of the Faculty Senate. Attach New Program Resource Information form (FS-302a/06) and forward three typed, originally signed forms to one of the following (please mark all that apply). If the program needs to go through more than one committee/council, forward one additional form for each additional council/committee marked.

College Council (Send all new undergraduate programs through College Council as first step before forwarding either to PEC, CGEIP, or directly to Faculty Senate)

Professional Education Committee (All proposals affecting BS and MS in Education and Educational Specialist degrees)

Committee on General Education and Intercollegiate Programs (All general education and multi-college programs)

Graduate Council (All graduate programs)

Signature  Date 9/30/14
Department Head

(Routing on Reverse Side)

FS New Program – 2-2013

ROUTING

1. COLLEGE COUNCIL (ART VI, SEC 3B)
 APPROVED After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s): _____

Signature Paula Patterson Date 10-9-14
Chairperson

2. DEAN OF THE COLLEGE (ART VI, SEC 5)
 REVIEWED Return to College Council Chair within ten days of receipt for disposition.

Comment(s): _____

Signature [Signature] Date 10/9/14
Dean of the College

3. PROFESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)
 APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s): _____

Signature _____ Date _____
Chairperson

4. COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)
 APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s): _____

Signature _____ Date _____
Chairperson

5. GRADUATE COUNCIL (ART V, SEC 3, OR ART VI, SEC 3B)
 APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s): _____

Signature _____ Date _____
Chairperson

6. FACULTY SENATE (ART VI, SEC 9)

APPROVED
 DISAPPROVED

Comment(s): _____

Signature _____ Date _____
Chairperson

7. PROVOST (ART I, SEC 6; ART VI, SEC 9)

RECOMMENDED TO PRESIDENT
 NOT RECOMMENDED TO PRESIDENT

Comment(s): _____

Signature _____ Date _____
Provost

8. PRESIDENT

APPROVED
 DISAPPROVED

Comment(s): _____

COMPLETE CATALOG DESCRIPTIONTheatre
Bachelor of Science

A. Admission Requirements

In addition to the University's admission requirements, students must be officially accepted into the BA program prior to the first semester of coursework in the major. A statement of purpose detailing why the candidate has chosen this degree is required. Prospective students should contact the Department of Theatre and Dance for specific information about the statement and application dates.

B. General Education Requirements - see General Education Program and Requirements section of catalog.

C. Major requirements (42 hours). Note: Courses counted for the major may not also be counted for the Bachelor of Arts-Fine Arts requirement.

1. Script Analysis (3 hours): THE 130(3)

2. Acting (9 hours): THE 122(3) and 222(3), and 323(3)

3. Theatre History (6 hours): THE 541(3) and 542(3)

4. Design/Technology/Stage Management (6 hours): THE 150(2), 151(1); choose 3 hours from THE 250(2) and 251(1), or THE 255(2) and 256(1), or THE 260(2) and 261(1), or THE 354(3)

5. Directing (3 hours): THE 430(3)

6. Public Affairs Capstone Experience (3 hours): THE 515(3)

7. Electives (11 hours): Complete an additional 11 hours from advisor approved THE and/or DAN courses.

8. Senior Project (1 hour): THE 482(1)

D. Minor Required (or second major)

E. General Baccalaureate Degree Requirements - see General Baccalaureate Degree Requirements section of catalog

FS-2006

NEW PROGRAM RESOURCE INFORMATION

Program Title and Degree: Bachelor of Science in Theatre
 Department: Theatre and Dance

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

1. Is another program being deleted or altered? Yes No

2. If this program affects other departments or colleges, has a memo showing how it will affect them been attached to the proposal? Yes No

3. What justification is being provided to support this proposal? (Current research, accreditation, certification or licensing requirements, other.) POTENTIAL STUDENT DEMAND, MORE STREAMLINED DEGREE COMPLETION PROCESS FOR TRANSFER STUDENTS, AND A BROADENING OF CURRICULUM.

4. If your response to #3 refers to existing or potential student demand, please indicate the activities undertaken to estimate or verify the potential or existing demand for this new program. AS THE NUMBER OF TRANSFER STUDENTS INCREASES WE ANTICIPATE THE NEED FOR A PROGRAM WHICH WILL ALLOW THESE STUDENTS TO MORE SEAMLESSLY ENTER A THEATRE DEGREE PROGRAM. THE CURRENT BA PROGRAM COMPLICATES THE TRANSFER PROCESS AND DISCOURAGES SOME STUDENTS FROM ENTERING THE BA BECAUSE OF THE SPECIFIC BA REQUIREMENTS IMPOSED BY THE UNIVERSITY. ADDITIONALLY, WE HAVE NOTICED A NUMBER OF STUDENTS WHO WOULD LIKE TO DOUBLE MAJOR IN THEATRE AND BUSINESS. THIS BS WILL ALLOW STUDENTS MORE FLEXIBILITY TO DOUBLE MAJOR AND GRADUATE IN A TIMELY MANNER.

5. What are the present/future projected enrollments for this program?
 1st year 10 3rd year 25
 In five years, how many students must be:
 a) declared minors to justify this new minors continuation N/A
 b) declared majors to justify this new majors continuation 10

6. Which of the following would be needed to implement the proposed program? (Check all that apply.) Individuals responsible for specific areas outside of your college must be consulted.

- Additional library holdings? Yes No
- Additional technology or other supplies? Yes No
- Additional or remodeled facilities? Yes No
- Additional travel funds? Yes No
- Additional faculty? Yes No
- Additional support staff? Yes No
- Other additional expenses? Yes No

7. Have the individuals responsible for allocation of these resources been contacted to ensure the availability of these resources by the time the program is implemented?

- Yes No Yes, but cannot ensure availability

8. Referring to question 6, if additional faculty are not required, please provide a statement as to how faculty will be made available to teach proposed new courses, if any, or to manage increased enrollments in existing courses which are to be included in the proposed new program. THE PROPOSED NEW COURSE (THE 482) EASILY FITS WITHIN CURRENT TEACHING LOADS OF EXISTING FACULTY. ALL OTHER COURSES ARE ALREADY OFFERED IN THE DEPARTMENT.

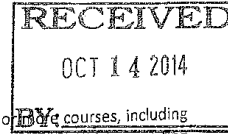
9. If the responses to question 1 and any parts of question 6 other than additional faculty are "no," please provide a statement as to how the department/school (or center or college) will manage the enrollment figures provided in question 5. BECAUSE OF SPACE CONCERNS AND OTHER LIMITATIONS WHICH AFFECT OUR BFA PROGRAMS, THE DEPARTMENT HAS IDENTIFIED OUR BACHELOR DEGREE PROGRAM AS THE TARGETED PROGRAM FOR GROWTH WITHIN THE DEPARTMENT. COUPLES WITH A SPECIFIC ASSESSMENT PROCESS AND WITH VIBRANT SUPPORT FROM THE WHOLE OF THE FACULTY AND STAFF WE EXPECT THAT THIS DEGREE PROGRAM WILL SEE SIGNIFICANT GROWTH.

The signature of the individuals listed below ensures that the items above have been addressed and the resources needed will be made available when the program is implemented.

Department Head

College Dean

Missouri State University
Curricular Proposal – New Program
(MAJOR, OPTION, MINOR, CERTIFICATE, OR CERTIFICATION)



This form is to be used for internal Missouri State approval of any proposal for a new program involving two or BY courses, including any new graduate program, new undergraduate major (whether comprehensive or non-comprehensive), new option within an existing program (whether graduate or undergraduate), new minor, new certificate, or new certification program.

New graduate programs, new undergraduate majors, and certificate programs involving more than 18 credit hours require approval by the CBHE as well as approval through the Missouri State curricular process. CBHE applications for such programs are processed through the Office of Institutional Research. All proposals for new programs requiring CBHE approval should progress through the Missouri State curricular process accompanied by a draft of the required CBHE documentation.

Department: THEATRE AND DANCE Date: 3 SEPTEMBER 2014

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

PROPOSED PROGRAM BACHELOR OF SCIENCE IN DANCE

Major X Comprehensive Major ___ Option ___ Minor ___ Certificate ___ Certification ___ Academic Rules ___ Other ___

Degree Applicability BACHELOR OF SCIENCE

General Education Courses Required NONE Total Hours 0

General Education Courses Recommended NONE Total Hours 0

Requirements (including Admission) and Limitations for Specific Degree PRIOR TO ADMISSION, STUDENTS ARE REQUIRED TO WRITE A STATEMENT OF PURPOSE DETAILING WHY THEY HAVE CHOSEN THIS DEGREE PROGRAM.

Courses Required in Department No fewer than 6 hours in each of the following groupings: DAN 216, 316, 416; DAN 230, 330, 430; DAN 245, 345, 445; plus an additional 3 hours any of the dance technique courses listed above. DAN 180, 320, 364, 420, 482, 552, 565; THE 150, 151
Total Hours 42

Courses Required in Other Departments NONE Total Hours 0

Prerequisites for Required Courses DAN 216, 230, 245, 316, 330, 345, 416, 430, 445 REQUIRE PERMISSION OF INSTRUCTOR
DAN 320 REQUIRES DAN 216
DAN 364 REQUIRES KIN 250
DAN 420 REQUIRES DAN 320
DAN 482 REQUIRES PERMISSION OF INSTRUCTOR AND 90 HOURS COMPLETED
DAN 552 REQUIRES COMPLETION OF 60 CREDIT HOURS AND DAN 180 AND WRITING II
DAN 565 REQUIRES 45 HOURS AND DAN 316 AND DAN 330 AND DAN 345

Recommended Electives in Department ADVISOR APPROVED ELECTIVES WITH THE OR DAN PREFIXES Total Hours 11


Recommended Electives in Other Departments ADVISOR APPROVED ELECTIVES WITH MUS PREFIXES Total Hours 0

Limitations on Electives Advisor Approval

COMPLETE CATALOG DESCRIPTION ATTACHED

DEPARTMENT Route according to ART VI, SEC 3B(1-4) of Bylaws of the Faculty Senate. Attach New Program Resource Information form (FS-302a/06) and forward three typed, originally signed forms to one of the following (please mark all that apply). If the program needs to go through more than one committee/council, forward one additional form for each additional council/committee marked.

- College Council (Send all new undergraduate programs through College Council as first step before forwarding either to PEC, CGEIP, or directly to Faculty Senate)
- Professional Education Committee (All proposals affecting BS and MS in Education and Educational Specialist degrees)
- Committee on General Education and Intercollegiate Programs (All general education and multi-college programs)
- Graduate Council (All graduate programs)

Signature  Department Head Date 9/30/14

(Routing on Reverse Side)

FS New Program -- 2-2013

COMPLETE CATALOG DESCRIPTION

Dance
Bachelor of Science

Bachelor of Science in Dance

Admission Requirements: In addition to the University admission requirements, students are required to take a placement class and have an interview with the Dance faculty, prior to the first semester of course work in the major. On-campus auditions and interviews for a place in the program take place each year, during Fall and Spring semesters. Specific information as to the date and the process is available through the Department of Theatre and Dance.

A. General Education (see General Education Program and Requirements section of catalog)

B. Major Requirements (42 hours)

1. Dance Technique (21 hours minimum):

No fewer than 6 hours in each of the following:

a. DAN 216(3), 316(3), 416(3)

b. DAN 230(3), 330(3), 430(3)

c. DAN 245(3), 345(3), 445(3)

d. An additional 3 hours from the courses listed above

2. Composition/Choreography (4 hours): DAN 320(2), DAN 420(2)

3. History (6 hours): DAN 180 (3): satisfies General Education Arts requirement;
DAN 552(3)

4. Technical Theatre (3 hours): THE 150(2), THE 151(1)

5. Applied Kinesiology for the Dancer and Dance Pedagogy (7 hours): DAN 364(3),
DAN 565(4)

6. B.S. Projects (1 hour): DAN 482(1)

C. Minor required, or second major

D. A grade of C or better in all DAN and THE courses required for the major.

E. General Baccalaureate Degree Requirements (see General Baccalaureate Degree Requirements section of catalog), including a total of at least 125 credit hours, with 40 credits at 300-level or higher.

ROUTING

1. COLLEGE COUNCIL (ART VI, SEC 3B)
 APPROVED After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s):

Signature Paula Patterson Date 9/9/14
Chairperson

2. DEAN OF THE COLLEGE (ART VI, SEC 5)
 REVIEWED Return to College Council Chair within ten days of receipt for disposition.

Comment(s):

Signature [Signature] Date 10/9/14
Dean of the College

3. PROFESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)
 APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s):

Signature _____ Date _____
Chairperson

4. COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)
 APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s):

Signature _____ Date _____
Chairperson

5. GRADUATE COUNCIL (ART V, SEC 3, OR ART VI, SEC 3B)
 APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s):

Signature _____ Date _____
Chairperson

6. FACULTY SENATE (ART VI, SEC 9)

APPROVED
 DISAPPROVED

Comment(s):

Signature _____ Date _____
Chairperson

7. PROVOST (ART I, SEC 6; ART VI, SEC 9)

RECOMMENDED TO PRESIDENT
 NOT RECOMMENDED TO PRESIDENT

Comment(s):

Signature _____ Date _____
Provost

8. PRESIDENT

APPROVED
 DISAPPROVED

Comment(s):

Signature _____ Date _____

FS-2006

NEW PROGRAM RESOURCE INFORMATION

Program Title and Degree: Bachelor of Science in Dance
 Department: Theatre and Dance

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

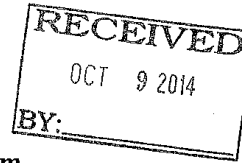
1. Is another program being deleted or altered? Yes No

2. If this program affects other departments or colleges, has a memo showing how it will affect them been attached to the proposal? N/A Yes No

3. What justification is being provided to support this proposal? (Current research, accreditation, certification or licensing requirements, other.) POTENTIAL STUDENT DEMAND, MORE STREAMLINED DEGREE COMPLETION PROCESS FOR TRANSFER STUDENTS, AND A BROADENING OF CURRICULUM.

4. If your response to #3 refers to existing or potential student demand, please indicate the activities undertaken to estimate or verify the potential or existing demand for this new program. AS THE NUMBER OF TRANSFER STUDENTS INCREASES WE ANTICIPATE THE NEED FOR A PROGRAM THAT WILL ALLOW THESE STUDENTS TO MORE SEAMLESSLY ENTER A DANCE DEGREE PROGRAM. THE CURRENT BFA PROGRAM COMPLICATES THE TRANSFER PROCESS AND DISCOURAGES SOME STUDENTS FROM ENTERING THE BFA BECAUSE OF SOME REQUIREMENTS SPECIFIC TO THAT PROGRAM. ADDITIONALLY, WE HAVE NOTICED A NUMBER OF STUDENTS WHO WOULD LIKE TO DOUBLE MAJOR IN DANCE AND BUSINESS. THIS BS WILL ALLOW STUDENTS MORE FLEXIBILITY TO DOUBLE MAJOR AND GRADUATE IN A TIMELY MANNER.

5. What are the present/future projected enrollments for this program?
 1st year 10 3rd year 25
 In five years, how many students must be:
 a) declared minors to justify this new minors continuation N/A
 b) declared majors to justify this new majors continuation 10



Missouri State University
Curricular Proposal - New Program
 (MAJOR, OPTION, MINOR, CERTIFICATE, OR CERTIFICATION)

This form is to be used for internal Missouri State approval of any proposal for a new program involving two or more courses, including any new graduate program, new undergraduate major (whether comprehensive or non-comprehensive), new option within an existing program (whether graduate or undergraduate), new minor, new certificate, or new certification program.

New graduate programs, new undergraduate majors, and certificate programs involving more than 18 credit hours require approval by the CBHE as well as approval through the Missouri State curricular process. CBHE applications for such programs are processed through the Office of the Graduate College, regardless of whether the program is graduate or undergraduate. Contact the Graduate College, CARR 306, for a copy of the CBHE policies and information concerning proposal development. All proposals for new programs requiring CBHE approval should progress through the Missouri State curricular process accompanied by a draft of the required CBHE documentation.

Department: Master of Public Health Program Date: July 1, 2014

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

PROPOSED PROGRAM: Graduate Certificate in Public Health & Homeland Security

Major Comprehensive Major Option Minor Certificate Certification Academic Rules
 Other

Degree Applicability NA

General Education Courses Required NA Total Hours _____

General Education Courses Recommended NA Total Hours _____

Requirements (including Admission) and Limitations for Specific Degree (The certificate will not lead to a degree)

Admission requirements:

A baccalaureate degree from a regionally accredited university

Minimum 2.75 GPA.

A statement of purpose describing why the student wants to obtain a graduate certificate

Two letters of recommendation

For international students, a current TOEFL or IELTS score.

Courses Required in Department Three courses chosen from the core courses within the MPH listed below

Public Health Courses

PBH 720 Epidemiology

PBH 730 Biostatistics for Health Sciences

PBH 740 Health Behavior

PBH 745 Environmental Health

PBH 775 Principles and Skills
 of Public Health Administration

PBH 771 Public Health Preparedness

Total Hours (9 hours)

Courses Required in Other Departments

(2 courses chosen from a list of homeland security or emergency management courses)

- PLS 717 Multidisciplinary Approaches to HLS
- PLS 719 Strategic Planning in HLS
- CRM 740 Foundations of HLS
- CRM 745 Topics in HLS
- PLS 772 Introduction to Public Safety Services
- PLS 773 Hazard Analysis, mitigation & Preparedness

Total Hours (6)

Prerequisites for Required Courses none

Recommended Electives in Department none _____ Total Hours _____

Recommended Electives in Other Departments NA _____ Total Hours _____

Limitations on Electives (Must be from approved list) _____

DEPARTMENT Route according to ART VI, SEC 3B(1-4) of Bylaws of the Faculty Senate. Attach New Program Resource Information form (FS-302a/06) and forward three typed, originally signed forms to one of the following (please mark all that apply). If the program needs to go through more than one committee/council, forward one additional form for each additional council/committee marked.

- College Council (Send all new undergraduate programs through College Council as first step before forwarding either to PEC, CGEIP, or directly to Faculty Senate)
- Professional Education Committee (All proposals affecting BS and MS in Education and Educational Specialist degrees)
- Committee on General Education and Intercollegiate Programs (All general education and multi-college programs)
- Graduate Council (All graduate programs)

Signature David Clabon
Department Head

Date 26 Aug 14

(Routing on Reverse Side)

FS New Program - 9-

ROUTING

1. COLLEGE COUNCIL (ART VI, SEC 3B)

APPROVED After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, DISAPPROVED Return one signed copy of final action to the appropriate Dept Head.

Comment(s) Signature Date Chairperson

2. DEAN OF THE COLLEGE (ART VI, SEC 5)

REVIEWED Return to College Council Chair in ten days of receipt for disposition.

Comment(s) Signature Dean Reid Date 8/27/14 Dean of the College

3. PROFESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, DISAPPROVED Return one signed copy of final action to the appropriate Dept Head.

Comment(s) Signature Date Chairperson

4. COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, DISAPPROVED Return one signed copy of final action to the appropriate Dept Head.

Comment(s) Signature Date Chairperson

5. GRADUATE COUNCIL (ART V, SEC 3, OR ART VI, SEC 3B)

X APPROVED Forward two signed copies of final action to the Secretary of Faculty DISAPPROVED Return one signed copy of final action to the appropriate Dept Head.

Comment(s) Signature Chairperson Date 10/8/14

6. FACULTY SENATE (ART VI, SEC 9)

APPROVED DISAPPROVED

Comment(s) Signature Date Chairperson

7. PROVOST (ART I, SEC 6; ART VI, SEC 9)

RECOMMENDED TO PRESIDENT NOT RECOMMENDED TO PRESIDENT

Comment(s) Signature Date Provost

8. PRESIDENT

APPROVED DISAPPROVED

Comment(s) Signature Date President

GRADUATE CERTIFICATE IN PUBLIC HEALTH AND HOMELAND SECURITY**1. Statement of Rationale and Objectives:****Rationale:**

The decision to offer this certificate was based on the recommendation of the MPH Program's Advisory Council, a team of local public health professionals who are consulted periodically to determine program direction and mission. A Graduate Certificate in Public Health, Emergency Management and Homeland Security reflects the growing need for public health trained individuals with the background to understand emergency situations ranging from epidemic disease to terrorist attacks to natural disasters. This certificate will provide graduate work in these fields, primarily to those who are interested in working as planners for public health programs in preparation for and following disasters. Many county public health programs have advertised for individuals with such training.

Objectives:

The main objective for the Graduate Certificate in Public Health, Emergency Management and Homeland Security is to provide formal education in planning for and responding to emergencies with a public health impact. Such training will help graduates:

- Identify meaningful hazards
- Assess direct risks to individuals
- Define community needs to prepare for and respond to disasters
- Organize community response to disasters

2. Estimated Costs for First Five Years

Students will enroll in existing courses where space is available. If an increase in enrollment requires additional sections of the existing courses, per course faculty will be used. If one per course faculty member is hired for two semesters each year to cover the increased student population, the cost would be approximately \$5,264 for the year. This would be offset by the increase in the student population and a resultant increase in tuition payments. If there is not an increase in the student population, there will be no increase in cost for these certificates. This estimate covers the cost for all three proposed certificates.

FS-2006

NEW PROGRAM RESOURCE INFORMATION

Program Title & Degree: Graduate Certificate in Public Health and Homeland Security

Department: Master of Public Health Program

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval).
 [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

1. Is another program being deleted or altered? Yes No
2. If this program affects other departments or colleges, has a memo showing how it will affect them been attached to the proposal? Yes No

The courses listed in the proposal are those already approved by the departments and colleges. The endorsements attached show support from the programs whose courses are included as electives in the proposed certificate.

3. What justification is being provided to support this proposal? (Current research, accreditation, certification or licensing requirements, other.)

The Graduate Certificate in the Public Health and Homeland Security is designed to fill the workforce need for public health workers who require a background in homeland security or emergency management. This was identified as a need by the Advisory Council of the MSU Master of Public Health program in response to numerous job announcements looking for qualified people in this field. The certificate offers a short, focused program of study giving students advanced skills for a new and still developing field..

4. If your response to #3 refers to existing or potential student demand, please indicate the activities undertaken to estimate or verify the potential or existing demand for this new program.

The certificate was initiated after the MPH Director reviewed the Public Health Employment Connection and noted the job announcements for numerous persons trained in public health and emergency planning or homeland security, especially as related to bioterrorism. The advisory council independently recommended the same certificate.

5. What are the present/future projected enrollments for this program?

1st year 1-3 students 3rd year 4-10 students

In five years, how many students must be:

- a) declared minors to justify this new minors continuation NA
- b) declared majors to justify this new majors continuation NA

6. Which of the following would be needed to implement the proposed program? (Check all that apply.) Individuals responsible for specific areas outside of your college must be consulted.

- Additional library holdings? Yes No
- Additional technology or other supplies? Yes No
- Additional or remodeled facilities? Yes No
- Additional travel funds? Yes No
- Additional faculty? Yes No
- Additional support staff? Yes No
- Other additional expenses? Yes No

7. Have the individuals responsible for allocation of these resources been contacted to ensure the availability of these resources by the time the program is implemented?

- Yes No Yes, but cannot ensure availability

Courses for the Graduate Certificate in Public Health and Homeland Security are already offered as part of the MPH and MHA degree programs. Per course faculty may be required to teach additional sections of existing MPH courses. The appended letter of support from the MHA program indicates that they support the program.

8. Referring to question 6, if additional faculty are not required, please provide a statement as to how faculty will be made available to teach proposed new courses, if any, or to manage increased enrollments in existing courses which are to be included in the proposed new program.

Existing courses will be able to support students in this certificate program. No new courses are being made for this program. If new sections of existing courses are required due to increases in enrollment, per course faculty will be hired to teach those sections. No new full-time faculty positions will be required

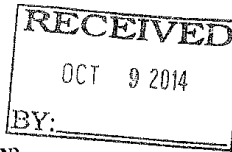
9. If the responses to question 1 and any parts of question 6 other than additional faculty are "no," please provide a statement as to how the department/school (or center or college) will manage the enrollment figures provided in question 5.

Faculty in the cooperating departments do not see overcrowding of courses to be a problem as a result of the Graduate Certificate. If enrollments exceed expectations, per course faculty will be used to teach news sections of existing courses, but no new full-time positions will be required. If one adjunct faculty is hired each of the fall and spring semester, that cost would be about \$2,632 per semester or \$5,264 per year. These expenses would be offset by tuition payments from an increased number of students. If there is not a significant increase in students, the increased cost would not occur.

The signature of the individuals listed below ensures that the items above have been addressed and the resources needed will be made available when the program is implemented.

David Claborn
Department Head

Walter Reid
College Dean



Missouri State University
Curricular Proposal - New Program
 (MAJOR, OPTION, MINOR, CERTIFICATE, OR CERTIFICATION)

This form is to be used for internal Missouri State approval of any proposal for a new program involving two or more courses, including any new graduate program, new undergraduate major (whether comprehensive or non-comprehensive), new option within an existing program (whether graduate or undergraduate), new minor, new certificate, or new certification program.

New graduate programs, new undergraduate majors, and certificate programs involving more than 18 credit hours require approval by the CBHE as well as approval through the Missouri State curricular process. CBHE applications for such programs are processed through the Office of the Graduate College, regardless of whether the program is graduate or undergraduate. Contact the Graduate College, CARR 306, for a copy of the CBHE policies and information concerning proposal development. All proposals for new programs requiring CBHE approval should progress through the Missouri State curricular process accompanied by a draft of the required CBHE documentation.

Department: Master of Public Health Program Date: July 1, 2014

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

PROPOSED PROGRAM: Graduate Certificate in Public Health Administration

Major Comprehensive Major Option Minor Certificate Certification Academic Rules
 Other

Degree Applicability NA

General Education Courses Required NA Total Hours

General Education Courses Recommended NA Total Hours

Requirements (including Admission) and Limitations for Specific Degree (this is not a degree)

- A baccalaureate degree from a regionally accredited university
- Minimum 2.75 GPA.
- A statement of purpose describing why the student wants to obtain a graduate certificate
- Two letters of recommendation
- For international students, a current TOEFL or IELTS score.

Courses Required in Department PBH 775 Principles and Skills of Public Health Administration

Total Hours (3)

Courses Required in Other Departments

MGT 701 Health Service Organizations

PLS 754 Health Policy Seminar

Total Hours 6

Prerequisites for Required Courses none

Recommended Electives in Department PBH 760 Research Methods in Public Health
PBH 720 Epidemiology
PBH 756 Introduction to Public Health

Total Hours 3
Recommended

Electives in Other Departments


PLS 778 Ethics and Leadership in the Public Sector
MGT 600 Administrative, Organizational and Operations
Concepts for Managers

Total Hours 3

Limitations on Electives (must be from approved list)

DEPARTMENT Route according to ART VI, SEC 3B(1-4) of Bylaws of the Faculty Senate. Attach New Program Resource Information form (FS-302a/06) and forward three typed, originally signed forms to one of the following (please mark all that apply). If the program needs to go through more than one committee/council, forward one additional form for each additional council/committee marked.

- College Council (Send all new undergraduate programs through College Council as first step before forwarding either to PEC, CGEIP, or directly to Faculty Senate)
- Professional Education Committee (All proposals affecting BS and MS in Education and Educational Specialist degrees)
- Committee on General Education and Intercollegiate Programs (All general education and multi-college programs)
- Graduate Council (All graduate programs)

Signature 
Department Head
(Routing on Reverse Side)

Date 26 Aug 14
FS New Program - 9-

ROUTING

1. **COLLEGE COUNCIL (ART VI, SEC 3B)**
 APPROVED After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward copies to next committee level for approval.
 DISAPPROVED Return one signed copy of final action to the appropriate Dept Head.

Comment(s) _____
 Signature _____ Date _____

 Chairperson

2. **DEAN OF THE COLLEGE (ART VI, SEC 5)**
 REVIEWED Return to College Council Chair within ten days of receipt disposition.

Comment(s) _____
 Signature *[Signature]* Date 8/27/14

 Dean of the College

3. **PROFESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)**
 APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition,
 DISAPPROVED Return one signed copy of final action to the appropriate Dept Head.

Comment(s) _____
 Signature _____ Date _____

 Chairperson

4. **COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)**
 APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.
 DISAPPROVED Return one signed copy of final action to the appropriate DeptHead.

Comment(s) _____
 Signature _____ Date _____

 Chairperson

5. **GRADUATE COUNCIL (ART V, SEC 3, OR ART VI, SEC 3B)**
 APPROVED Forward two signed copies of final action to the Sec of Faculty for disposition.
 DISAPPROVED Return one signed copy of final action to the appropriate Dept Head.

Comment(s) _____
 Signature *[Signature]* Date 10/8/14

 Chairperson

6. **FACULTY SENATE (ART VI, SEC 9)**
 APPROVED **DISAPPROVED**

Comment(s) _____
 Signature _____ date _____

 Chairperson

7. **PROVOST (ART I, SEC 6; ART VI, SEC 9)**
 RECOMMENDED TO PRESIDENT **NOT RECOMMENDED TO PRESIDENT**

Comment(s) _____
 Signature _____ Date _____

 Provost

8. **PRESIDENT**
 APPROVED **DISAPPROVED**

Comment(s) _____
 Signature _____ Date _____

 President

GRADUATE CERTIFICATE IN PUBLIC HEALTH ADMINISTRATION**1. Statement of Rationale and Objectives:****Rationale:**

The decision to offer this certificate was based on the recommendation of the MPH Program's Advisory Council, a team of local public health professionals who are consulted periodically to determine program direction and mission. A Graduate Certificate in Public Health Administration is designed to meet the needs of administrative personnel and healthcare managers who are tasked with the provision of essential medical and public health services at the population level. Many such workers require some formal education with a population perspective in order to make responsible plans for healthcare reform and local provision of care. This certificate provides a coursework in epidemiology and administration as applied to the healthcare organization.

Objectives:

The main objective for the Graduate Certificate in Public Health Administration is to cultivate the ability to envision health care and administration at the population rather than the individual level, thus allowing professional planning for issues such as sustainability, healthcare needs assessments, and projects of population health needs.

2. Estimated Costs for First Five Years

Students will enroll in existing courses where space is available. If an increase in enrollment requires additional sections of the existing courses, per course faculty will be used. No new full-time faculty positions will be required. If one adjunct faculty is hired for two semesters each year to cover the increased student population, the cost would be approximately \$5,264 for the year. This would be offset by the increase in student population. If there is not an increase in the student population, there will be no increase in cost for these certificates.

NEW PROGRAM RESOURCE INFORMATION

Program Title & Degree: Graduate Certificate in Public Health Administration

Department: Master of Public Health Program

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval).
 [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

1. Is another program being deleted or altered? Yes X No
2. If this program affects other departments or colleges, has a memo showing how it will affect them been attached to the proposal? X Yes No

Endorsements are also attached.

3. What justification is being provided to support this proposal? (Current research, accreditation, certification or licensing requirements, other.)

The Graduate Certificate in the Public Health Administration is designed to provide population health training for administrators in the health industry. This need has become obvious with increasing efforts in health care reform. The certificate offers a short, focused program of study giving students advanced skills for a new and still developing field. For proof of support, please see endorsement letter from the Director of the MHA program attached at the end of this document.

4. If your response to #3 refers to existing or potential student demand, please indicate the activities undertaken to estimate or verify the potential or existing demand for this new program.

This proposed certificate was developed in consultation with faculty from the Master of Health Administration program at MSU and in response to a recommendation from the MPH advisory council. The size of the population of potential students is unknown but estimates are provided below.

5. What are the present/future projected enrollments for this program?

1st year 1-3 students 3rd year 4-5 students

In five years, how many students must be:

- a) declared minors to justify this new minors continuation NA
- b) declared majors to justify this new majors continuation NA

6. Which of the following would be needed to implement the proposed program? (Check all that apply.) Individuals responsible for specific areas outside of your college must be consulted.

Additional library holdings?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Additional technology or other supplies?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Additional or remodeled facilities?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Additional travel funds?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Additional faculty?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Additional support staff?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Other additional expenses?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

7. Have the individuals responsible for allocation of these resources been contacted to ensure the availability of these resources by the time the program is implemented?

Yes No Yes, but cannot ensure availability


Courses for the Graduate Certificate in Public Health administration are already offered as part of the MPH degree program. The MHA faculty have already discussed this with their Dean and all have agreed that this is a good initiative. It is unknown whether this certificate will significantly increase students taking MHA courses. In the public health program, there are 3 proposed certificates that will be implemented simultaneously and there may be a need for additional per course faculty. These will be hired as necessary and expense will be covered by increased student populations and resultant tuition payments. The memo appended to this proposal is from the MHA program and demonstrates the support of that program and their dean.

8. Referring to question 6, if additional faculty are not required, please provide a statement as to how faculty will be made available to teach proposed new courses, if any, or to manage increased enrollments in existing courses which are to be included in the proposed new program.

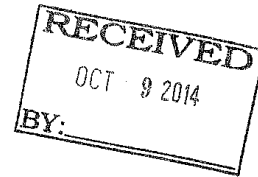
Existing courses will probably be able to support students in this certificate program. No new courses are being made for this program. This simply repackages existing courses from the graduate program toward a graduate certificate; however, new sections of existing courses may be necessary and if so, these will require per course faculty. If such sections are required, one per course faculty member per semester (fall and spring) will suffice and this will require about \$5,300. This cost will be offset by an increase in the student population. No new full-time faculty positions will be required.

9. If the responses to question 1 and any parts of question 6 other than additional faculty are "no," please provide a statement as to how the department/school (or center or college) will manage the enrollment figures provided in question 5.
Faculty in the MPH program do not see overcrowding of courses due to the Graduate Certificate to be a problem. If enrollment exceeds expectation, per course instructors will be used to teach additional sections of existing courses.

The signature of the individuals listed below ensures that the items above have been addressed and the resources needed will be made available when the program is implemented.


 Department Head


 College Dean



Missouri State University
Curricular Proposal – New Program
(MAJOR, OPTION, MINOR, CERTIFICATE, OR CERTIFICATION)

This form is to be used for internal Missouri State approval of any proposal for a new program involving two or more courses, including any new graduate program, new undergraduate major (whether comprehensive or non-comprehensive), new option within an existing program (whether graduate or undergraduate), new minor, new certificate, or new certification program.

New graduate programs, new undergraduate majors, and certificate programs involving more than 18 credit hours require approval by the CBHE as well as approval through the Missouri State curricular process. CBHE applications for such programs are processed through the Office of the Graduate College, regardless of whether the program is graduate or undergraduate. Contact the Graduate College, CARR 306, for a copy of the CBHE policies and information concerning proposal development. All proposals for new programs requiring CBHE approval should progress through the Missouri State curricular process accompanied by a draft of the required CBHE documentation.

Department: Master of Public Health Program Date: July 1, 2014

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

PROPOSED PROGRAM: Graduate Certificate in the Public Health Core

Major Comprehensive Major Option Minor Certificate Certification Academic Rules
 Other

Degree Applicability NA

General Education Courses Required none Total Hours _____

General Education Courses Recommended _____ Total Hours _____

Requirements (including Admission) and Limitations for Specific Degree

- A baccalaureate degree from a regionally accredited university
- Minimum 2.75 GPA.
- A statement of purpose describing why the student wants to obtain a graduate certificate
- Two letters of recommendation
- For international students, a current TOEFL or IELTS score.

Courses Required in Department _____

- PBH 720 Epidemiology
- PBH 730 Biostatistics for Health Sciences
- PBH 740 Health Behavior
- PBH 745 Environmental Health

Total Hours 12

Courses Required in Other Departments none

Prerequisites for Required Courses (none)

Recommended Electives in Department

PBH 775 Principles and Skills of Public Health Administration
PBH 756 Introduction to Public Health

Total Hours 3

Recommended Electives in Other Departments none

Total hours (3)

Total hours 15

Limitations on Electives (must be from approved list)

DEPARTMENT Route according to ART VI, SEC 3B(1-4) of Bylaws of the Faculty Senate. Attach New Program Resource Information council/committee marked.

- College Council (Send all new undergraduate programs through College Council as first step before forwarding either to PEC, CGEIP, or directly to Faculty Senate)
- Professional Education Committee (All proposals affecting BS and MS in Education and Educational Specialist degrees)
- Committee on General Education and Intercollegiate Programs (All general education and multi-college programs)
- Graduate Council (All graduate programs)

Signature David Claborn
Department Head

Date 21 Aug 14

(Routing on Reverse Side)

FS New Program - 9-

2010

ROUTING

1. **COLLEGE COUNCIL (ART VI, SEC 3B)**
 APPROVED After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.
 DISAPPROVED Return one signed copy of final action to the appropriate Dept Head.
 Comment(s) _____
 Signature _____ Date _____

 Chairperson
2. **DEAN OF THE COLLEGE (ART VI, SEC 5)**
 REVIEWED Return to College Council Chair within ten days of receipt for disposition.
 Comment(s) _____
 Signature *Debra Reid* Date 8/27/14

 Dean of the College
3. **PROFESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)**
 APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.
 DISAPPROVED Return one signed copy of final action to the appropriate Dept Head.
 Comment(s) _____
 Signature _____ Date _____

 Chairperson
4. **COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)**
 APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.
 DISAPPROVED Return one signed copy of final action to the appropriate Dept Head.
 Comment(s) _____
 Signature _____ Date _____

 Chairperson
5. **GRADUATE COUNCIL (ART V, SEC 3, OR ART VI, SEC 3B)**
 APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition.
 DISAPPROVED Return one signed copy of final action to the appropriate Dept Head.
 Comment(s) _____
 Signature *John D...* Date 10/8/14

 Chairperson
6. **FACULTY SENATE (ART VI, SEC 9)**
 APPROVED
 DISAPPROVED
 Comment(s) _____
 Signature _____ Date _____

 Chairperson
7. **PROVOST (ART I, SEC 6; ART VI, SEC 9)**
 RECOMMENDED TO PRESIDENT
 NOT RECOMMENDED TO PRESIDENT
 Comment(s) _____
 Signature _____

 Date _____
 Provost
8. **PRESIDENT**
 APPROVED
 DISAPPROVED
 Comment(s) _____
 Signature _____ Date _____

GRADUATE CERTIFICATE IN THE PUBLIC HEALTH CORE

1. Statement of Rationale and Objectives:

Rationale:

A Graduate Certificate in the Public Health Core is designed to meet the needs of individuals who are working in public health but who have limited formal education in the field. Many public health workers require some formal education in the field but do not have the time or resources to complete a master's degree. This general certificate provides a course in each of the core subjects in public health: epidemiology, health behavior, biostatistics, environmental health and public health administration. The decision to offer this certificate was based on the recommendation of the MPH Program's Advisory Council, a team of local public health professionals who are consulted periodically to determine program direction and mission.

Objectives:

The main objective for the Graduate Certificate in the Public Health Core is to meet the needs of individuals who are currently working in the field but are seeking professional growth and formal education.

2. Estimated Costs for First Five Years

Students will enroll in existing courses. If additional sections for these courses are required, per course faculty will be used. Per course salaries are the only additional expense foreseen for this certificate. At most, one additional section per semester (fall, spring) would be required and the cost of this would be approximately \$5,300 per year or about \$26,500.00 for five years. This cost estimate covers increased expense for all three proposed certificates.

The MPH Program Director will advise students who participate in all Public health Graduate Certificates.

FS-2006

NEW PROGRAM RESOURCE INFORMATION

Program Title & Degree: Graduate Certificate in the Public Health Core

Department: Master of Public Health Program

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval).
 [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

1. Is another program being deleted or altered? Yes No
2. If this program affects other departments or colleges, has a memo showing how it will affect them been attached to the proposal? (NA) Yes No

The courses listed in the proposal are those already approved by the MPH program. No other departments or colleges will be affected by this certificate.

3. What justification is being provided to support this proposal? (Current research, accreditation, certification or licensing requirements, other.)

The Graduate Certificate in the Public Health Core is designed to fill an identified need in the workforce of public health workers. This was identified by the Advisory Council of the MSU Master of Public Health program and is in keeping with the findings of the CDC which has noted a large number of impending retirements in the public health workforce as well as a lack of technical and formal education in the current workforce. The certificate offers a short, focused program of study giving public health workers advanced skills to address this shortage.

4. If your response to #3 refers to existing or potential student demand, please indicate the activities undertaken to estimate or verify the potential or existing demand for this new program.

The need for this certificate and programs like it are well described in the CDC's 2013 report on the Public Health Workforce. However, the number of individuals who might pursue the certificate is contingent on government funding to develop the workforce, which is currently ill defined. The MPH advisory council recommended the creation of this certificate.

5. What are the present/future projected enrollments for this program?

1st year 1-3 students 3rd year 4-8 students

In five years, how many students must be:

- a) declared minors to justify this new minors continuation NA
- b) declared majors to justify this new majors continuation NA

6. Which of the following would be needed to implement the proposed program? (Check all that apply.) Individuals responsible for specific areas outside of your college must be consulted.

Additional library holdings?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Additional technology or other supplies?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Additional or remodeled facilities?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Additional travel funds?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Additional faculty?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Additional support staff?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Other additional expenses?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

7. Have the individuals responsible for allocation of these resources been contacted to ensure the availability of these resources by the time the program is implemented?

Yes No Yes, but cannot ensure availability

Courses for the Graduate Certificate the Public Health Core are already offered as part of the MPH degree

8. Referring to question 6, if additional faculty are not required, please provide a statement as to how faculty will be made available to teach proposed new courses, if any, or to manage increased enrollments in existing courses which are to be included in the proposed new program.

Existing courses will be able to support students in this certificate program. No new courses are being made for this program. If enrollment exceeds expectations, per course instructors will be used to open new sections of existing courses.

9. If the responses to question 1 and any parts of question 6 other than additional faculty are "no," please provide a statement as to how the department/school (or center or college) will manage the enrollment figures provided in question 5.

If overcrowding occurs in any of the courses, per course faculty will be used to teach additional sections of the courses. The cost of additional per course will be covered by tuition payments from the increased number of students.

The signature of the individuals listed below ensures that the items above have been addressed and the resources needed will be made available when the program is implemented.

David Blanton
Department Head

Jalen Reid
College Dean

From the Faculty Handbook Revision Committee for Faculty Senate consideration: “being present and engaged” on campus.

David Goodwin, Chair

November 18, 2014

Based on feedback from faculty and the Faculty Senate, the FHRC recommends the following amendment to Section 4.2.3.2., “1. University Citizenship”.

Original version

4.2.3.2. Goals and Criteria for Evaluating Service

1. University Citizenship

In the interest of maintaining broad participation in the decision-making process at the University, faculty must recognize their responsibilities to the organization and contribute fairly to the task of shared-governance. This includes, but is not limited to, service on program, departmental, college and university committees and task forces. In so doing, faculty members increase the level of self-determination in their ranks.

Service activities supporting University citizenship may also include collaborations and contributions for the collegiate well-being such as providing professional development, participating in campus discussions, and expanding opportunities for shaping the learning environment.

Edited version

4.2.3.2. Goals and Criteria for Evaluating Service

1. University Citizenship

In the interest of maintaining broad participation in the decision-making process at the University, faculty must recognize their responsibilities to the organization and contribute fairly to the task of shared-governance **regardless of teaching modality. University citizenship** includes, but is not limited to, service on program, departmental, college and university committees and task forces. In so doing, faculty members increase the level of self-determination in their ranks.

Service activities supporting University citizenship may also include collaborations and contributions for the collegiate well-being such as providing professional development, participating in campus discussions, and expanding opportunities for shaping the learning environment.

Exceptions to this policy require Department Head approval in keeping with departmental guidelines.

New version

4.2.3.2. Goals and Criteria for Evaluating Service

1. University Citizenship

In the interest of maintaining broad participation in the decision-making process at the University, faculty must recognize their responsibilities to the organization and contribute fairly to the task of shared-governance regardless of teaching modality. University citizenship includes, but is not limited to, service on program, departmental, college and university committees and task forces. In so doing, faculty members increase the level of self-determination in their ranks.

Service activities supporting University citizenship may also include collaborations and contributions for the collegiate well-being such as providing professional development, participating in campus discussions, and expanding opportunities for shaping the learning environment.

Exceptions to this policy require Department Head approval in keeping with departmental guidelines.

Senate Action on Equated Hours and Compensation

Whereas, the listed credit hours for a course taught at MSU do not always reflect the typical workload associated with instructing a course (for instance, courses with very large enrollments might be considered more labor intensive than courses with small enrollment);

Whereas, MSU departments are required to possess workload documents that account for the “equated hour” associated with classes instructed by departmental faculty;

Whereas, department workload policies are to form the basis for determining faculty teaching load (University Workload Policy, 2008);

Whereas, fairness in pay is served if faculty are compensated according to the amount of labor associated with instructing courses (i.e., equated hours) rather than credit hours published in the undergraduate and graduate catalogues;

Be it resolved that the compensation rate for all courses taught by Missouri State University faculty, including part-time, per-course, and emeritus faculty, be calculated with respect to the “equated hours” as documented within departmental workload policies.