Missouri State University

Notice of Appeal of Council/Committee Action
(This form applies to appeals of actions of College and Graduate Councils, PEC and CGEIP)

Date:___March 9, 2018_____

Council or Committee Whose Action Is Being Appealed: ___Graduate Council_____

_____

Specific Action Being Appealed: _Approved program change for the Master of Business Administration___

(MBA) program._ The proposal would allow international study away courses (FIN 792, BUS 792, INS 792)

to meet the MBA international core requirement. This proposal was approved by Graduate Council on _

2/22/18._____

This Appeal Is Being Made By (please check one):

☒ The Department of __Management and Information Technology_____
    through its Department Head: _Dr. Joshua Davis_____

☐ The Special Academic Program of _____
    through its Coordinator: _____

☐ The Undergraduate College Council of
_____
    through its Chairperson:
_____

☐ Faculty Members (no fewer than 30 members of the ranked faculty) (List on back of form)

Reason(s) for Appeal: _There is a department wide concern over the content and scope of these study _

away courses. The concern is that the content may not sufficient for a 3 credit hour course that will____

count to satisfy a core program requirement. The process through which this proposal has been approved

also precludes department heads from controlling in-field experiences. Furthermore, the proposal has__

been sent through the approval process without knowledge and approval of COB graduate faculty._____

ROUTING: Three copies to Faculty Senate Executive Committee

The group originating the appeal can withdraw it from consideration at any time during the process upon written request (signed by all originators of the appeal) to the Council/Committee chairperson.*

Advisory Committee of Senate Chairs

Rationale and Background

The Faculty Senate serves as the representational subset of the faculty whereby the mission of the university can be served. The members of the Faculty Senate and Faculty Senate leadership are, by design, always changing. Some university issues require extensive organizational knowledge and sustained focus to effectively resolve; these types of issues are difficult to address due to the changing nature of the Faculty Senate and its leadership.

During the 2017-2018 year an ad hoc committee of past senate chairs was formed by then-chair Cindy MacGregor. That committee brought forth a resolution for the development of consistent hiring guidelines for department heads, having identified this as a lingering and unresolved issue regarding faculty voice in department head hiring. This resolution with an internal senate action was approved by the Faculty Senate at the April 2018 session.

The members of the Ad Hoc Advisory Committee of Senate Chairs would like to continue to serve the faculty at Missouri State University as a standing committee of Faculty Senate. The Faculty Senate Executive Committees of 2017-2018 and 2018-2019 are strongly supportive of this advisory committee becoming a permanent resource to the faculty. Furthermore, Tom Dicke, Chair of Faculty Senate 2018-2019, will continue this committee on an ad hoc basis during his term of leadership.

Purpose of Advisory Committee of Senate Chairs

The Advisory Committee of Senate Chairs will identify issues of faculty at Missouri State University that are not being addressed by other standing committees of the Faculty Senate. From these top issues, the committee will identify one or more of them that can be addressed in some way during each academic year. Unresolved issues from the previous year(s) can be the focus of future years of the Advisory Committee of Senate Chairs.

In addition, the committee will serve as a source of organizational knowledge for the current chair of the Faculty Senate.

Membership of Advisory Committee of Senate Chairs

The members of the Advisory Committee of Senate Chairs will consist of all past chairs of the Faculty Senate who are still part of the Missouri State University community as faculty who by nature of their assignments would meet the eligibility requirements to serve as a Senator.

Currently these members are: Rhonda Ridinger, Charlene Berquist, Paula Kemp, Mark Richter, Tom Kane, Pauline Nugent, Margaret Weaver, Rebecca Woodard, Terrel Gallaway, Chris Herr, Stephen McIntyre, Mike Foster, and Cindy MacGregor. The current Chair of the Faculty Senate will serve as chair of this committee until another chair is identified from among the members. The Chair-elect of the Faculty Senate will also be a member of the committee.

Expected Product

The expected product from this ad hoc committee is a report to be presented to Faculty Senate by the April session of each year. It is expected that this report will include at least one Senate Resolution or Senate Action intended to address, in some way, at least one of the lingering issues of faculty identified by the committee.

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Faculty Senate Resolution with an Internal Senate Action re:
Advisory Committee of Senate Chairs

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Whereas the Ad Hoc Advisory Committee of Senate Chairs was a valuable asset to the Chair of Faculty Senate during the 2017-2018 academic year, and

Whereas, the members of the Ad Hoc Advisory Committee of Senate Chairs are interested in continuing to serve as an ongoing committee of the Faculty Senate, and

Whereas, there are several lingering issues of faculty that can be addressed by this committee if they continue to serve, and

Be it Further Resolved, that the Committee on Rules be charged with including the Advisory Committee of Senate Chairs as a standing committee of Faculty Senate, as reflected in the *Bylaws*.

Curricular Work Group (CWG)
2017- 2018 Report

Purpose: The Curricular Work Group clarified the top issues related to the curricular change process and then recommended remedies to whomever is responsible for providing these adjustments. These remedies might include changes to the online curricular change process (CAW), training for faculty who use the online curricular change system, and staffing adjustments.

Membership: The work group benefited from participation of Cindy MacGregor, Mike Foster, Tom Dicke, Beth Hurst, Mike Hudson, John Catau, Rob Hornberger, Nathan Hoff, Katrina Chavez, Christy Graham, Linda Johnson, Mary Lynne Golden, Sandy Johnson, Julie Masterson, Brian Edmonds, and Shaun Elder.

Archive of Completed Work regarding CAW:

Problem A: When a new course is created and intended to become part of a program but no program change form is submitted. **Solution:** *A question was added to the New Course form to guide the originator.*

Problem B: A program is created and/or changed but new courses intended to be part of the new/changed program are not created. **Solution:** *A question was added to the Change Program form to guide the originator.*

Problem C: A course is deleted but remains a requirement or course choice within a major/minor program. **Solution:** *A question was added to the Change Program form to guide the originator.*

Problem D: The button option on the New Program Proposal and the Change Program Proposal Forms needs clarifying. **Solution:** *Clarification provided in the forms.*

Problem E. On the Change Course Proposal Form there is the following:
   This proposal applies to:
   O An existing COURSE
   O An existing REGULAR (e.g., permanent) SECTION of a variable content course.
   Problem: What does this second option mean?
Solution: *Clarification provided in the Change Course Proposal Form.*

Problem F. On the New Course Proposal Form, a suggestion was made to make the Select an existing course searchable, as in the class schedule.
No action needed. If typing begins the course dropdown list redirects to the course code.

Problem G. On the Change Course Proposal Form, a suggestion was made to clarify the information to include in the General Course Description box.
Solution: *The group decided to change "General Course Description" to "Catalog Course Description."*

Problem H. In the Student and Academic Applications list the following are included:

- General Education Course Proposal
- Curriculum Course Proposal

Suggest these items not appear in this combined list. Instead the Student Applications and the Academic Applications should be separate.
Solution: *The group decided to change "Curriculum Course Proposal" to "**Curriculum Action Workflow**." No other changes were recommended because this page is not typically seen by anyone.*

Other Work by CWG

- **Undergraduate certificates** – There was a lack of university policy regarding undergraduate certificate policies and the guidelines for faculty creating these policies was difficult to find. The guidelines are now posted as part of the Faculty Senate website: https://www.missouristate.edu/assets/facultysenate/Guidelines.for.Certificates.For-Credit.pdf and the university policies have been developed, approved, and are posted at: https://www.missouristate.edu/policy/Op3_04_53-undergraduate-certificate-program-procedures.htm

- **Summer Shut-down** – The group identified the need for CAW to be temporarily shut down during the summer. This shutdown will address specific changes recommended by the group.

- **Support for Faculty** - Faculty need support during the development of curricular items but are unclear how and where to find help. The group successfully advocated for a changed staff position in the Registrar's office.
- The group also recommended a new email address curriculum@missouristate.edu
    - It links to Katrina, Nathan, Linda, Rob, Christy, and Sandy.
    - Curriculum landing page (faculty senate page) has been updated so that it provides information about accessing curriculum@missouristate.edu.

- The group recommended that information about curriculum@missouristate.edu is provided at the CAW landing page, both at the top of the page and in the side menu.
- Shaun and Brian will investigate adding a comment box to the curricular proposals that will allow curriculum@missouristate.edu members to access any proposal, review it, and add comments. *Shaun will continue to investigate as a high priority*.

- We discussed the possibility of adding a strong suggestion at the bottom of every curricular form. That suggestion would say something like:

  Faculty Senate strongly recommends that all curricular proposals be reviewed by a curricular expert prior to being submitted into the formal curricular review process. No editing of the proposal is allowed once the formal curricular review process has begun, thus any errors in a proposal will result in the proposal being rejected and having to start back at the beginning of the curricular review process. If you would like your proposal to be reviewed by a curricular expert please contact curriculum@missouristate.edu.

  There was considerable discussion on this topic at today's meeting. Shaun suggested a warning that would come up every time someone started a curricular proposal. There were mixed reactions to this idea.

  There was strong support for a brief note at the top of every curricular item, such as: *Need Help? Email our curricular experts at curriculum@missouristate.edu*

  We discussed the generation of an email that would automatically include the link to the saved curricular item thus facilitating the review by the curricular experts group. *Shaun will need to investigate this.*

- **Black book redundancy** – We discussed the use of the black book of signatures for Senate Actions. Since the curricular process is online, including approvals by provost and president, the FSEC decided to discontinue the use of the black book for curricular items beginning in August 2018. The black book will continue to be used for non-curricular Senate Actions.

- **Disposition Reports** - A problem with Argos was discussed; SA items are blocked. After considerable discussion it was decided that Shaun would remove the block in

Argos. Shaun removed the SA exception and had the code modified to pull SA disposition report items when selected.

- **<u>Updating Roles</u>** -Shaun needs to be kept updated on changing roles of deans and department heads. Mary Lynne agreed to send emails to keep him updated.

- **<u>Nondepartmental curricular items stuck in CAW</u> -** Anomalous curricular items (e.g., IDS, Honors) were not progressing through the workflow. **Solution:** Individuals were identified who could serve as "department head" and "dean" for these items.

- **<u>Future work of FSEC</u>** - These new roles for the anomalous curricular items will need to be codified in the Bylaws. Tom Dicke agreed to add it his list of charges for the Committee on Rules for next year. Also, the FSEC needs to further examine what college special courses such as interdisciplinary programs and the Global Studies courses need to be tied to. They currently are not assigned to a department or college (use UC code now).

Faculty Senate Resolution with Internal Senate Action Re: Curricular Work Group

Whereas the Curricular Work Group was a valuable asset to the Faculty Senate Executive Committee during the 2017-2018 academic year, and

Whereas, the members of the Curricular Work Group are interested in continuing to serve as an ongoing resource to the Faculty Senate, and

Whereas, there are multiple curricular issues that can be addressed by this group if they continue to serve, and

Be it Further Resolved, that the Curricular Work Group be included in the Faculty Senate Committees book beginning with the 2018-2019 academic year with monthly meetings scheduled during the academic year. Their purpose and membership will be as follows:

Purpose: The Curricular Work Group will identify the top issues related to the curricular change process and recommend remedies to whomever is responsible for providing these adjustments. These remedies might include changes to the online curricular change process (CAW), training for faculty who use the online curricular change system, and staffing adjustments.

Membership: Members include all of the Faculty Senate Executive Committee, representatives from administrative bodies responsible for the curricular process (including the Registrar and the Administrative Assistant for Faculty Senate), and at least one workflow analyst assigned to the Curricular Action Workflow (CAW).

Members for 2018-2019 are: Tom Dicke, Chair of Faculty Senate; Saibal Mitra, Chair-elect of Faculty Senate; Elizabeth Walker, Secretary of the Faculty; Cindy MacGregor, Past Chair of Faculty Senate; Mike Hudson, Parliamentarian; Rob Hornberger, Katrina Chavez, Linda Johnson, Nathan Hoff, Christy Graham, and Sandy Johnson), John Catau, Mary Lynne Golden, Julie Masterson, Brian Edmonds, and Shaun Elder.