

Attachment 1

Learning Management System Advisory Committee
Report to Faculty Senate on January 14, 2016

CONTEXT: The LMS advisory committee was formed by the IT Council. There were several charges shared with the group, and we decided to start with the one in front of you related to course creation and archiving. On the committee are faculty senate reps, SGA reps, and reps from FCTL, Outreach, and Computer Services. We were asked to share these with our constituencies and listen to your feedback. Ultimately, this committee will make a recommendation to IT Council who in turn will take the appropriate next steps.

Charge 3

Determine the standards and procedures required for appropriate lifecycle management of courses, including creation, permissions, maintenance and archiving processes, and develop and present to IT Council a plan to address stakeholder needs.

Course Creation

ISSUE 01: Faculty often encounter issues related to the degradation in quality after repeated copying of course content into new courses.

Explanation: When faculty copy course content it is generally the most recent offering of a course and unless it is a newly created and developed course, means it is a copy of the original. Continuing to copy “copies” of courses instead of the original course can often lead to performance issues related to the content within the course.

RECOMMENDATION 01a: Standardize the creation of development courses for faculty

- The rationale behind this approach is to always have an “original” course shell to copy from. Faculty would be asked to apply all changes/updates to the development course. The development course would then be the course copied from each semester and would always contain the most up-to-date material.

RECOMMENDATION 01b: Increase training to faculty on content management options

- By using the content management option we can reduce duplication of material as well as the decrease issues caused by repeated copying. The content management system provides a “behind the scenes storage” for all courses materials. When a course is built using the content management system it creates a space to house the uploaded material, so when a copy is made of a course (regardless of the course) the location of the course’s files are not altered nor are they duplicated.

Course Archiving

ISSUE 01: Courses are kept on the system indefinitely, impacting performance and resource availability

ISSUE 02: Courses kept on the system lose viability based on system or third-party changes to features

RECOMMENDATION 01: Remove courses from the system after a set time period

- Option 1: two years after the end of the semester/term the course was offered
- Option 2: at the end of the next academic year

- QUESTION: Should faculty be able to have their courses removed prior to that?
- QUESTION: Should faculty be able to request that their courses be kept longer?
 - If so, what are valid reasons and who would need to approve?

RECOMMENDATION 02: Develop a training/communication plan to increase faculty awareness

Attachment 2

FHRC Proposals to Faculty Senate January 2016

Faculty Handbook: 3.5.8 Per Course Faculty

Current Language:

A per course faculty member is appointed on a semester basis and may teach no more than twelve credit hours during any 12-month period. Employment terminates automatically at the end of the appointment period. A per course faculty member who has any other type of employment at Missouri State University is also subject to an overall limitation of 1000-hours over any 12-month period and should contact the Office of Human Resources for clarification of restrictions.

Proposed Language:

A per course faculty member is appointed on a semester basis and may teach no more than twelve credit hours during any 12-month period. However, they may teach an additional three credit hours in the summer semester with no more than 12 hours to be taught within the fall and spring semesters. Employment terminates automatically at the end of the appointment period. A per course faculty member who has any other type of employment at Missouri State University is also subject to an overall limitation of 1000-hours over any 12-month period and should contact the Office of Human Resources for clarification of restrictions.

Rationale:

To allow departments who have a significant number of summer classes taught largely by per course faculty the flexibility necessary to continue to offer those courses while continuing to maintain their per course-taught sections during the regular school year. This change may result in the retention of highly qualified per course instructors.

Faculty Handbook 7.2.1. Sabbatical Leave For Faculty

Current language;

Only ranked faculty members (but not including ranked faculty members who are serving as Department Heads, School Directors, Associate Deans, Deans, or Associate Provosts) are eligible for sabbatical leave. Eligibility is established by completing 12 semesters of service to Missouri State University (summer teaching excepted). A faculty member granted a sabbatical leave will be entitled to University support amounting to full pay for a half year's leave and no less than onehalf pay for a full year's leave. Faculty will participate in the retirement program and will have their benefits paid by the University. The Provost may approve up to three-fourths pay for a full year's leave. Faculty are encouraged to apply for external grants to supplement their funding. Their sabbatical pay will not be decreased if they secure such funding, except, however, that faculty cannot receive more than one hundred per cent of their twelve-month equivalent salary while on sabbatical. Funds provided for travel, housing, and other living expenses are not considered to be "Salary".

Proposed Language:

Only ranked faculty members (but not including ranked faculty members who are serving as Department Heads, School Directors, Associate Deans, Deans, or Associate Provosts) are eligible for sabbatical leave. Eligibility is established by completing 12 semesters of service to Missouri State University (summer teaching excepted). A faculty member granted a sabbatical leave will be entitled to University support amounting to full pay for a half year's leave and no less than one-half pay for a full year's leave. A faculty member on sabbatical leave is still considered a full-time employee. Faculty will participate in the retirement program and will have their benefits paid by the University. The Provost may approve up to three-fourths pay for a full year's leave. Faculty are encouraged to apply for external grants to supplement their funding. Their sabbatical pay will not be decreased if they secure such funding, except, however, that faculty cannot receive more than one hundred per cent of their twelve-month equivalent salary while on sabbatical. Funds provided for travel, housing, and other living expenses are not considered to be "Salary". Since a faculty on sabbatical leaves is considered a full-time employee, faculty are not permitted to engage in compensable outside activities prior University approval from their Provost, Dean, and Department Head.

Rationale:

The purpose of a sabbatical is to free a faculty member up to do research that might otherwise be difficult to do in a regular workload situation. It is not intended as an opportunity for faculty to take another full-time paid academic position while receiving compensation for a sabbatical.

Attachment 3

Links to January 2016 Curricular Proposals for the Faculty Senate Agenda

Course Change – REL 101

<https://mis.missouristate.edu/Student/ccr/edit/97>

Course Change – REL 102

<https://mis.missouristate.edu/Student/ccr/edit/98>

New Program– Graduate Certificate in Hospitality Administration

<https://mis.missouristate.edu/Student/ccr/createProgramProposal/207>

Program Change—African American Studies

<https://mis.missouristate.edu/Student/ccr/changeProgramProposal/193>

Program Change—Native American Studies

<https://mis.missouristate.edu/Student/ccr/changeProgramProposal/195>

Program Change—Ozarks Studies

<https://mis.missouristate.edu/Student/ccr/changeProgramProposal/194>

Program Change—Middle Eastern Studies

<https://mis.missouristate.edu/Student/ccr/changeProgramProposal/196>

Program Change—Latin American Studies

<https://mis.missouristate.edu/Student/ccr/changeProgramProposal/197>

Program Change—Gender Studies

<https://mis.missouristate.edu/Student/ccr/changeProgramProposal/198>

Program Change—Asian Studies

<https://mis.missouristate.edu/Student/ccr/changeProgramProposal/192>

Program Change—Disability Studies

<https://mis.missouristate.edu/Student/ccr/changeProgramProposal/200>

Program Change—Diversity Studies

<https://mis.missouristate.edu/Student/ccr/changeProgramProposal/199>

New Program—BS in Music

<https://mis.missouristate.edu/Student/ccr/createProgramProposal/740>

New Program—Fire Administration Minor

<https://mis.missouristate.edu/Student/ccr/createProgramProposal/677>

New Program—Fire Administration Certificate

<https://mis.missouristate.edu/Student/ccr/createProgramProposal/674>

New Program—Accelerated Master's Degree Option, MEd-Educational Technology

<https://mis.missouristate.edu/Student/ccr/createProgramProposal/154>

Attachment 4

Senate Action Eliminate Spring Holiday

WHEREAS, Spring Holiday at Missouri State University is a 2-day break during March of each academic year;

WHEREAS, Spring Holiday typically falls less than 2-weeks after Spring break, a week-long break near the middle of the semester;

WHEREAS, Spring Holiday extends the semester calendar by a minimum of two days* and interferes with scheduling of classes and laboratories;

WHEREAS, Spring Holiday serves no academic purpose**;

RESOLVED, that the Faculty Senate at Missouri State University recommends that Spring Holiday be eliminated starting in Spring 2018.

RESOLVED, that the Faculty Senate requests that the administration of Missouri State University charge the Calendar Committee with considering eliminating Spring Holiday and condensing the Spring semester calendar.

*Please see Attachment 4A.

**Please see Attachment 4B.

Attachment 4A

The following analysis indicates that eliminating Spring Holiday will allow the Spring semester to be shortened from 17 weeks to 16 weeks, and bring it more in line with Fall semester.

Fall Semester

- 16 weeks long; 15 regular weeks plus finals week. The total does not include Thanksgiving week.
- Day's off during Fall semester include:
 - Labor Day (1 day)
 - Thanksgiving week (5 days)
 - Study Day (1 day)
- Seven days off leaves 73 active classroom/laboratory days for instruction (using 16 weeks x 5 days per week).

Spring Semester

- 17 weeks long; 16 regular weeks plus finals week. This total does not include Spring break week.
- Day's off during Spring semester include:
 - Martin Luther King, Jr., Day (1 day)
 - President's Day (1 day)
 - Spring Break week (5 days)
 - Spring Holiday (2 days)
 - Study Day (1 Day)
- Ten days off leaves 75 active classroom/laboratory days for instruction (17 weeks x 5 days per week).

Eliminating Spring Holiday and shortening the spring semester by one week should make both semesters (roughly) equivalent.

Attachment 4B

Institutions in Missouri

Listed below are calendar data for 7-universities within Missouri. Included are the University of Missouri-Columbia, Truman State University, Missouri Southern State University, the University of Central Missouri, Northwest Missouri State University, Southeast Missouri State University (all public Universities) and one private University, Saint Louis University.

All six public universities have a 1-week Spring break.

Of the six public institutions only one, Southeast Missouri State University lists an equivalent to Spring Holiday, called Designated Holiday that lasts for 1-day on March 25.

Saint Louis University, like Missouri State, has a weeklong Spring Break from March 7 – March 12. Also, both universities have a 2-day break on March 24 and 25. Saint Louis University labels this holiday Easter.

Due to the number of institutions that do not take a second break during the spring semester it seems logical to conclude that Spring Holiday at MSU is unnecessary and serves no academic purpose.

University of Missouri Columbia	MLK Holiday (1 Day) Spring Break (5 Days) Reading Day (1 Day)
Truman State University	MLK Holiday (1 Day) Mid Term Break (5 Days) Spring Break (1 Day) Reading Day (1 Day)
University of Central Missouri	MLK Holiday (1 Day) Spring Break (5 Days)
Missouri Southern State University	MLK Holiday (1 Day) Spring Break (5 Days)
Northwest Missouri State University	MLK Holiday (1 Day) Spring Break (5 Days)
Southeast Missouri State University	MLK Holiday (1 Day) Spring Recess (5 Days) Designated Holiday (1 Day) – Mar 25 th
Saint Louis University	MLK Holiday (1 Day) Spring Break (5 Days) Easter (2 Days) – Mar 24, 25 th

Attachment 4B – Continued

Benchmark Institutions

Listed below are calendar data for MSU’s Benchmark Institutions. Of the 11 Universities represented, 10 have the equivalent of Spring Break. Louisiana Tech is something of an outlier among the institutions since it is on the quarter, not semester, system making their calendar slightly different. Only 1 of the institutions, the University of North Carolina at Charlotte, lists an equivalent to Spring Holiday, called Spring Weekend that lasts for 1-day on March 25. Louisiana Tech does have a break over the days MSU labels Spring Holiday (March 24 and 25th). Louisiana Tech labels this holiday Easter.

Again, due to the number of institutions that do not take a second break during the spring semester it seems logical to conclude that Spring Holiday at MSU is unnecessary and serves no academic purpose.

Ball State University	MLK Holiday (1 Day) Spring Break (5 Days)
Grand Valley State University	MLK Holiday (1 Day) Spring Break (5 Days)
Illinois State University	Spring Break (5 Days)
James Madison University	MLK Holiday (1 Day) Spring Break (5 Days)
Louisiana Tech University (quarter, not semester, system)	MLK Holiday (1 Day) Mardi Gras (3 Days) Easter (3 Days) – March 24, 25, 28 th
Towson University	Spring Break (5 Days)
University of Montana – Missoula	President’s Holiday (1 Day) Spring Break (5 Days)
University of North Carolina – Charlotte	MLK Holiday (1 Day) Spring Recess (5 Days) Spring Weekend (1 Day) – March 25 th Reading Day (1 Day)
University of Northern Iowa	MLK Holiday (1 Day) Spring Break (5 Days)
University of Texas – Arlington	MLK Holiday (1 Day) Spring Vacation (5 Days)
Wichita State University	MLK Holiday (1 Day) Spring Break (5 Days) Study Day (1 Day)