

The Budget & Priorities Committee Report Card is in a separate attachment.

Recommended Faculty Handbook Changes from 4-21-2015 FHRC meeting submitted to Faculty Senate for consideration on May 7, 2015.

1. Editorial change. Tina McManus, MSU Controller, reported to the FHRC that the hours for Check Cashing Privileges (FH, p. 62, Section 6.10), are changing from 4:30pm closing as is currently specified to 4:00pm closing.

Current

Check Cashing Privileges: Faculty may cash personal checks up to \$50 per day with their BearPass Card at the Bursar's Office between 8:30 a.m. and 4:30 p.m. Monday through Friday.

Edit

Check Cashing Privileges: Faculty may cash personal checks up to \$50 per day with their BearPass Card at the Bursar's Office. See the Bursar's Office website for more information. ~~between 8:30 a.m. and 4:30 p.m. Monday through Friday.~~

Final version

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2. Insertion of new language. Tina McManus provided an update for Section 6.10, p. 62, to reflect current practices regarding university charge accounts as part of My Payment Plan Operating Policy, Op8.12.

Current

☐☐ Missouri State Bookstore: Faculty are eligible for a discount on purchases upon presentation of their University BearPass Card. Affiliate stores are located across campus including, Bear Necessities, Bear House Entertainment, It's a Greek Thing (located in the Plaster Student Union), The Team Store (located in the JQH Arena), and ETC (located in Hammons House).

- Notary Public: Notary services are provided free of charge. A complete listing of notaries, their office room numbers and telephone numbers can be found at <http://www.missouristate.edu/dos/notaries.htm>.

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- My Payment Plan: Missouri State University allows students, staff, and faculty in good financial standing to make charges on their accounts for required student fees, residence hall charges, Taylor Health and Wellness Center charges, parking permits and fines, bookstore charges, library fines and other charges, and pay for those charges in installments – in accordance with [My Payment Plan](#).
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3. Adding reference to religious accommodations for faculty in meeting classes.

Current

4.5.1.2. Meeting Classes

Faculty members are expected to meet their assigned classes or to see that suitable alternate arrangements have been made for learning experiences for their students in the case of a required absence of the instructor because of unusual circumstances or because of attendance at a professional meeting. When instructors are unable to meet a class because of illness, they must call the departmental office and make arrangements to notify their classes concerning the cancellation of classes and new assignments or to make other arrangements for the classes that will be missed.

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4. **Adding reference for religious accommodations for students in Course Policy Statements, Section 4.5.1.3., p. 38.**

Current

- 12. *Nondiscrimination Policy: A statement consistent with University policy.
- *Policy on Disability Accommodation: A statement consistent with University Policy.
- 13. *Cell Phone Policy: A statement consistent with University Policy.
- 14. *Emergency Response: A statement about pertinent information about safety issues, which may direct students to classroom-specific information posted on Blackboard.

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- ~~14~~3. *Cell Phone Policy: A statement consistent with University Policy.
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Submitted by David Goodwin (4-21-15)

FHRC Chair

To: Faculty Senate Executive Committee, Missouri State University

Date: 4-21-15

As is my right according to Article IV Section 11 and Article II Section 11 of the Bylaws of the Faculty Senate, I the undersigned MSU Dept Head wish to appeal the Action of the Graduate Council for approving the separation of Medical Human Anatomy 707 from Biomedical Sciences and Physical Therapy (BMS, PTE 707) and the resulting change in periodicity from the 16 week fall semester to a 10 week summer without discussion at the college/program level with all programs affected by this move.

BMS, PTE 707 is a cross listed course via both departments. Its primary focus is providing anatomical knowledge to physical therapy students and graduate students.

Purpose of appeal:

I. 2 fold

A. Logistics of laboratory use:

1. The following summer courses are currently scheduled for use in Graduate Anatomy lab:
 - a. BMS 307 Anatomy
 - b. BMS 728 Human Anatomy and Neurophysiology
 - c. OT may decide to move BMS 645 to summer as well
2. The above (a-c) would require unmanageable summer scheduling, possibly leading to negative impact on other courses. PT has not to date engaged in conversations at the college/department level about an appropriate management plan regarding the summer courses currently taught in the Anatomy lab
3. BMS faculty and OT faculty have previously worked out solution to teach BMS 707 and BMS 645 in fall concurrently. This arrangement of sharing lecture session with separate labs still requires discussion with PT for possible OT start date in Fall 15'
4. A separation of 707 will require PT acquisition of cadavers. However, storage space for PT cadavers is limited and thus acquisition of cadavers will likely have to wait until spring classes have been set up.
5. Bottomline- Poor logistics and over usage of anatomy lab could lead to negative impact on other courses involved.

B. Teaching Expertise:

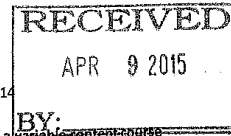
1. Medical Human Anatomy provides advanced exploration of human body. BMS faculty have instructional expertise in this field

2. PT faculty does not currently have same level of instructional expertise in Anatomy.
3. Thus, 707 students will not receive advanced level of anatomical knowledge and understanding.
4. Assertions by PT dept at forum include hiring new faculty member to teach, but this has not been approved by administration.
5. Previous PT accreditation report states "Although students, graduates and faculty expressed some dissatisfaction with the foundational courses not being taught by physical therapists, the incorporation and integration of the associated faculty with content expertise in their areas of teaching responsibility should be carefully assessed before lessening their involvement in the Department" (pg. 10).
6. Bottomline- It is logical to wait for feedback from an outside consultant prior to restructuring the PT curriculum particularly moving the BMS/PTE 707 from 16 to 10 week course with the same lecture/lab contact hours.

Thus, I strongly recommend repealing the motion of Graduate Council to disassociate BMS / PTE 707 for the reasons above.

Thank you,
Colette M. Witkowski, PhD
Department Head, Professor
Biomedical Sciences

Missouri State University
Curricular Proposal Course Change or Deletion



Department Physical Therapy

Date November 10, 2014

Check one: This is a change to an existing COURSE

an existing REGULAR (i.e. permanent) SECTION of a ~~variable content course~~

Present Course Code and Number PTE 707

Course Title Medical Human Anatomy

Revised Catalog Description

Prerequisite: admission to the program. Doctor of Physical Therapy Program or permission of the Department head of Physical Therapy.
This course offers an in-depth coverage of basic, applied, and clinical aspects of gross anatomy. Students observe, discuss, teach, learn, and dissect all body systems in detail. This course incorporates traditional didactic lectures, discussions, laboratory dissection, students teaching students in laboratory teaching sessions, and assignments that rely on critical thinking. ~~Students make oral presentations and use the library and other sources of information (such as the Internet and our computer laboratory) to learn and teach applied gross anatomy. Identical with BMS 707. Cannot receive credit for both PTE 707 and BMS 707.~~ Course will include on-site and blended components to facilitate integration of content and principles related to physical therapy. Must be admitted to the Doctor of Physical Therapy program. Supplemental course fee.

Credit hours: 6
Lecture contact hours: 3
Lab contact hours: 10.9
Typically offered: Fall-Summer

Complete New Catalog Information

Prerequisite: admission to Doctor of Physical Therapy Program or permission of the Department head of Physical Therapy.
This course offers an in-depth coverage of basic, applied, and clinical aspects of gross anatomy. Students observe, discuss, teach, learn, and dissect all body systems in detail. This course incorporates traditional didactic lectures, discussions, laboratory dissection, students teaching students in laboratory teaching sessions, and assignments that rely on critical thinking. Course will include on-site and blended components to facilitate integration of content and principles related to physical therapy. Must be admitted to the Doctor of Physical Therapy program. Supplemental course fee.

Credit hours: 6
Lecture contact hours: 3
Lab contact hours: 9
Typically offered: Summer

What is changing? Check all boxes that apply.

- Course Deletion Course Code Course Number Title Prerequisite
- Credit Hours/Contact Hours Periodicity Description

Reason for Proposed Change or Deletion

We are changing curriculum from 33-months to 36-months and beginning the program in summer instead of fall.

How Did You Determine the Need For This Change or Deletion?

Commission on Accreditation in Physical Therapy Education is encouraging integrative clinical experiences. Decompression of curriculum allows for increase numbers of these experiences

Check if this is a non-substantive change. Distribution for non-substantive changes of 100- through 500-level courses: two originally-signed copies to Faculty Senate; 600- through 900-level courses: three originally-signed copies to Graduate Council. Graduate Council will give two copies to Faculty Senate after approval.

Substantive Change: Department routes according to ART VI, SEC 3B(1-4) of Bylaws of the Faculty. Forward three originally signed forms to one of the following (please check all that apply and send to first council/committee marked). If proposal needs to go through more than one council/committee, forward one additional form for each additional council/committee marked. See Senate Action 11-93/94 for definitions of substantive/non-substantive changes.

College Council

(All substantive course changes numbered 100-599 must go through College Council first. After approval, College Council will forward appropriate number of copies to the next committee/council or directly to the Faculty Senate if no further committee approval is needed. The last level of committee/council will forward two originally signed copies to the Faculty Senate.)

Professional Education Committee

(Considers all substantive course changes for Professional Education courses and Teaching Methods courses.)

Committee on General Education and Intercollegiate Programs

(Considers all substantive course changes for General Education and Intercollegiate Program proposals.)

Graduate Council

(Considers all 600-900 level course changes.)

Signature

Jeanne L. Cook
Department Head
(Routing on Reverse Side)

Date

11 NOV 2014

FS Program Change - 10/8/2013

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 _____ 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) *The PT Dept does not have priority scheduling for the Anatomy lab and will need to work around other courses scheduled in the lab.*
 - Signature *Dean* Date *11/12/14*
 - 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 *Stacy D. Arnold* Date *4/8/15*
 - 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