

Academic Council Minutes Midwestern State University June 2015

The Academic Council did not meet on June 17, 2015. The agenda was distributed to all members of the Council. A majority of the voting members voted electronically to adopt the following agenda items:

Voting members were:

Dr. Martin Camacho, Dean, Lamar D. Fain College of Fine Arts
 Dr. Matthew Capps, Dean, West College of Education
 Dr. Rodney Cate, Interim Dean, College of Science and Mathematics
 Dr. Laura Fidelie, Faculty Senate Vice-Chair
 Dr. Deborah Garrison, Associate Vice President for Academic Affairs and Dean of the Graduate School
 Dr. James Johnston, Dean, Gunn College of Health Sciences and Human Services
 Dr. Terry Patton, Dean, Dillard College of Business Administration
 Ms. Roylyka Roache, Student Government Association Vice President
 Dr. Sam Watson, Dean, Prothro-Yeager College of Humanities and Social Sciences

Non-voting members

Ms. Naoma Clark, Director, Academic Support Center
 Ms. Darla English, Registrar
 Ms. Linda Knox, Assistant Registrar
 Dr. Clara Latham, University Librarian
 Ms. Julian Lehman-Felts, Coordinator, Honors Program
 Mr. Matthew Park, Associate Vice President for Student Affairs and Dean of Students
 Ms. Leah Vineyard, Interim Director of Admissions
 Dr. Larry Williams, Director, International Programs
 Mr. Newman Wong, Staff Senate Representative

New Business

1. A majority of the voting members voted electronically to adopt the following undergraduate course and catalog change. (*closed*)

Theater

Change of Course Prerequisite, effective September 2015
 THEA 3143. Stage Management
~~Prerequisites: Junior standing or consent of instructor.~~

2. A majority of the voting members voted electronically to adopt the following revisions to the Writing Proficiency Requirements. (*closed*)

From Dr. Kristen Garrison, Associate Professor of English and Writing Program Administrator

The revisions include the following:

- *Clarification of the Office of Writing Proficiency's (OWP) institutional relationship/place*
- *Elimination of repetitive content*
- *Addition of information deemed helpful to students and advisors*

I also wish to propose that we simplify the process currently in place to monitor students who have not satisfied the requirement. Currently, a hold is applied at 90 hours and upon failing the exam. Until the student satisfies the requirement, the hold reactivates every semester. For some students, this means 4-5 visits to our office to clear the hold so that they can register for classes.

Instead, I propose that we clear the hold and not reactivate; this means that, at most, a student would have to visit our office twice to clear WPE related holds (90-hour hold; WPE failed hold).

I feel strongly that simplifying the hold system, so that it functions to remind rather than police students, will help to minimize the punitive tone of the WPE.

The Writing Proficiency Requirement Revised policy statement, effective ~~April 2010~~ **August 2015**

Midwestern State University requires all students seeking baccalaureate degrees to fulfill the Writing Proficiency Requirement between the completion of their 60th and 90th semester credit hour, either by **passing the Writing Proficiency Examination or by enrolling in and passing ENGL 2113, Composition Skills Intermediate Composition and Grammar.** ~~Or by passing the Writing Proficiency Examination. The Writing Proficiency Examination, may, however, be taken only once; any student failing the Writing Proficiency Examination must then enroll in and pass ENGL 2113 before or immediately subsequent to completing his or her 90th hour.~~ Students transferring to MSU with more than 90 semester credit hours must take the Writing Proficiency Examination during their second long (fall or spring) semester at MSU and if necessary enroll in and pass 2113 in their third semester. Alternatively they may choose to enroll in and pass 2113 in their first semester without attempting the examination.

Each student's academic advisor and major program are responsible for making the student aware of the Writing Proficiency Requirement and the ways in which it can be fulfilled. ~~Additionally, each college must provide the Office of Writing Proficiency a list of transfer students who qualify for the exception to the 90-hour deadline.~~

The Writing Proficiency Examination

Administration. The Writing Proficiency Examination is administered by the ~~Writing Proficiency Coordinator, a member of the English faculty appointed by the English Department chair~~ **Writing Program Administrator (WPA), who reports directly to the Provost.** The ~~coordinator~~ **WPA** appoints English faculty as necessary to assist in grading the exam, ~~subject to the approval of the chair.~~ In consultation with the ~~chair~~ **Provost**, the

~~coordinator~~ **WPA** recommends a fee schedule for the compensation of the coordinator graders, proctors, and clerical assistants as necessary, and for incidental handling of off-campus exams. These fees then require the approval of the Board of Regents.

~~The Writing Proficiency Coordinator~~ **The Office of Writing Proficiency, under the supervision of the WPA**, is also responsible for the following:

- . creating writing prompts and preparing the exam
- . scheduling specific dates and locations for the exam
- . disseminating information about the exam and about testing times and places
- . assigning proctors for each exam
- . overseeing the grading of the exams to ensure fairness and consistency
- . recording exam results and maintaining comparative statistics of present and past results
- . arranging special accommodations for students with disabilities and/or at a distance
- . ~~monitoring~~ **clearing** holds placed on students who have not fulfilled the Writing Proficiency Requirement by 90 hours **and/or who did not pass the Writing Proficiency Exam.**

Nature of the Exam. The Writing Proficiency Examination tests the ability of juniors to write a college-level persuasive essay. Each test-taker responds to one of two prompts by writing an essay of at least 300 words in a two-hour period. (Extra time and alternative locations may be arranged for students with documented disabilities.)

Criteria for Grading. A passing essay responds to one of the prompts with a clearly stated thesis, which then receives adequate support and development in the rest of the essay. Additionally, a passing essay presents a clearly organized argument, demonstrates reasonable command of sentence structure and vocabulary, and adheres to standard American conventions of spelling, usage, and punctuation. **Exam instructions and the descriptive rubric used by the graders are available on the Writing Proficiency Requirement website.**

Who May Take the Exam. Students may take the exam only after completing 60 semester hours of university credit (junior standing) and only after passing ENGL 113 and 1123, ~~Rhetoric and Composition~~ **the Communication Core (6 hours)**. Students may take the exam only once. ~~A registration hold will be placed on the record of any student who has not passed the Writing Proficiency Examination or ENGL 2113 by the end of the semester in which he or she completes 90 semester credit hours. The hold will be lifted only after the Writing Proficiency Requirement has been satisfied by either passing the exam or ENGL 2113. Any student with credit for more than 90 semester hours who enrolls in and subsequently withdraws from or is withdrawn from ENGL 2113 will not be allowed to enroll in any course except 2113 until the Writing Proficiency Requirement is met.~~

When and Where the Exam Is Given. The Writing Proficiency Examination is given several times on the MSU campus midway through the ~~S~~spring and ~~F~~fall semesters and early in the second ~~S~~summer term. Exact dates and locations are published in each semester's *Schedule of Classes* and on the MSU web page. **Beginning approximately six (6) weeks prior to each exam cycle, students will be able to register online at the Writing Proficiency Requirement website.**

Students residing at a distance greater than 150 miles from Wichita Falls and not enrolled in any course on the MSU campus may for an additional handling fee make special

arrangements with the ~~Writing Proficiency Coordinator~~ to have the test proctored in their local area during any one of the testing periods. **In order to apply for a proctored exam, students must complete the online application form available on the Writing Proficiency Requirement website.**

~~How the Exam is Conducted.~~ **Exam Procedures.** Test-takers must arrive on time (late comers will not be admitted) and bring a photo identification, a pen or pencil, and a receipt confirming online payment of the test fee. All other permitted materials will be provided, including an acknowledgment of the Writing Proficiency Requirement to be signed by each test-taker. Not permitted at the testing site are notebooks, paper, dictionaries, thesauri, book bags or back packs, or any electronic devices, including spell-checkers, grammar-checkers, and cell phones.

The proctor will distribute materials, and he or she will then explain the format for the examination, review the criteria by which the exam is evaluated, and answer questions. (Students making special arrangements to take the exam off-campus cannot expect the locally assigned proctor to answer questions beyond those covered in the written test materials the proctor has been provided.) Test-takers then have two hours in which to complete essays of at least 300 words. Some may wish to write a rough draft and then a final draft. In such cases the final draft must be clearly indicated since only the final draft will be evaluated.

Special Accommodations. Students with documented disabilities who wish to arrange special accommodations for the Writing Proficiency Examination should do so through the Office of ~~Counseling and~~ Disability **Support Services** at least two weeks before the date of the exam. Midwestern State University will make any reasonable accommodation that does not directly affect the skills being tested in this exam.

Students living over 150 miles from Wichita Falls and not enrolled for courses on the MSU campus may request to have the exam individually proctored for an additional handling fee at a college in or near their local communities. Students wishing to make arrangements for a proctored exam must follow the application process described on the website. To preserve the security and the integrity of the exam, any such request must identify a certified proctor and a university or community college testing center in the student's vicinity. Upon verification of the proctor and testing center, examination materials will be mailed to the proctor at the testing center, where the student will make arrangements to take the exam before the end of the current semester's testing period. The examination, the test fee, and the additional handling fee are to be returned to MSU directly by the proctor on or before the stated deadline.

~~How the Exam is Graded.~~ **Exam Evaluation.** The final draft of each essay is read by two full-time members of the English faculty, who have no knowledge of the writer's name or of the other reader's evaluation. No marks are placed directly on the exam **essay**, but each grader notes errors, records his or her evaluation of the essay based on the ~~criteria listed~~ above **writing proficiency rubric**, and assigns an overall grade of pass or fail ~~on his or her own comments sheet.~~ ~~When the comments sheets are compared,~~ **If** the two graders do not agree on whether the exam **essay** passes or fails, it is read in the same manner by a third member of the English faculty, also without knowledge of the writer's name, for a final determination. The evaluation of the graders is final, and though a student, on request, may review his or her ~~comments sheets~~ **rubrics**, there is no appeal. ~~Test papers-Essays and comments rubrics~~ **Essays** and **rubrics** will not be returned to the student.

~~How the Results are Posted.~~ **Exam Results.** The results of the Writing Proficiency Examination are confidential; therefore, results cannot be given out over the phone or via e-mail. They are reported via confidential memo from the ~~Writing Proficiency Coordinator to the chair of the English Department, to the coordinator of the Academic Support Center~~ **Office of Writing Proficiency** to the deans of the colleges, to the Provost, and to the Registrar. The Registrar posts each **passing** result to the individual student's transcript. Students should check their transcripts through the MSU website approximately four weeks after the test date to determine if they passed the exam. **A "Writing Proficiency Exam Failed" hold will be applied to students whose essays do not pass the exam.**

~~ENGL 2113: Composition Skills~~ **Intermediate Composition and Grammar**
~~Nature of the Skill~~ in clear and forceful composition and in standard usage is the primary objective of the course. The course can be used to satisfy the Writing Proficiency Requirement, **but it must be taken through MSU; no substitutions are permitted. Several sections, both online and on-campus, are offered every long semester and during the summer sessions.**

~~ENGL 2113: Composition Skills is designed to help students develop their skills in clear and forceful composition and in standard usage. Passing the course requires passing a final test in usage and writing a satisfactory final essay graded by the same standards as the Writing Proficiency Examination.~~

~~Who May Take the Course.~~ Students may enroll in ENGL 2113: Composition Skills after completing 60 semester hours of university credit (junior standing) and after passing ENGL 1113 and 1123, Rhetoric and Composition. Passing ENGL 2113 fulfills the Writing Proficiency Requirement. Students who fail the Writing Proficiency Examination must enroll in and pass ENGL 2113 to fulfill the Writing Proficiency Requirement before or immediately subsequent to completing their 90th semester hour.

~~Substitutions.~~ Students who enroll in ENGL 2113, Composition Skills, in lieu of taking the Writing Proficiency Examination must take this course from Midwestern State University, which offers online sections for distance education students. No substitutions are permitted.

3. A majority of the voting members voted electronically to adopt the following graduate catalog change. (*closed*)

Graduate Catalog Change, effective summer 2015

Comprehensive Examination/Presentation

Candidates for a master's degree may be required to successfully complete an oral and/or written comprehensive examination **and/or a presentation**. See program area for specific requirements.

Date for Examination **or Presentation**. At least six weeks before graduation the student should set a date with the Graduate Advisory Committee for the comprehensive examination **or presentation**.

The examination **or presentation** must be completed at least three weeks before graduation. If a thesis is presented, the examination **or presentation** will be given after approval of the thesis has been granted by the Graduate Advisory Committee.

Report on the Examination **or Presentation**. The chair of the Graduate Advisory Committee will file in the Office of the Registrar a report on the comprehensive examination **or presentation**, signed by the members of the Graduate Advisory Committee. The report will also contain a recommendation for or against approval of the candidate for graduation.

If unsuccessful in the examination **or presentation**, the candidate may not apply to the graduate coordinator for re-examination **or to repeat the presentation** until the semester following the initial ~~examination~~ **attempt**. Before the petition is granted, evidence of additional preparation must be presented. A student may petition for re-examination **or to repeat the presentation** only once. Exceptions may be made by the appropriate graduate coordinator and the dean.

4. A majority of the voting members voted electronically to adopt the following policy. (*closed*)

Addition of New Policy, effective fall 2015

Policy is necessary to provide guidelines for the position of Academic Lecturers.

3.XXX Provost and Vice President for Academic Affairs

Academic Lecturers

Date Adopted/Most Recent Revision: XX/XX/2015

A. Introduction

It is the policy of the university to employ qualified temporary faculty to supplement the schedule and bring exceptional expertise into the classroom. No more than five percent of full-time university faculty and no more than fifteen percent of full-time faculty within a department or academic unit will hold the rank of lecturer.

Such temporary faculty generally meet or exceed the minimum academic requirements of the instructor rank. In most circumstances, the dean and the Provost and Vice President for Academic Affairs will approve the hiring of temporary faculty with at least eighteen (18) hours of graduate credit in the subject to be taught. In addition to instruction, temporary faculty may give periodic lectures or perform other duties related to retention efforts at the university. These faculty will be classified as academic lecturers.

B. Conditions

1. Lecturers will teach 12 hours per semester of general education classes and will be granted a nine-month faculty appointment contract. Lecturers will not be offered summer teaching contracts except in the absence of available full-time faculty.

2. Lecturers are expected to maintain ten office hours per week in residence. These office hours should be appropriate to their assignment and convenient to their students.
3. Lecturers are expected to engage in departmental, college, or university service related to freshman and sophomore retention activities, not to exceed five hours per week.
4. Lecturers will complete a lecturer personal report by February 1 of the contract year. This report will be evaluated by the chair of the relevant department and reviewed by the dean of the college.
5. Lecturers are benefit eligible and are appointed on a yearly basis.

C. Hiring Process

The employment of new lecturers will be done in accordance with Policy 3.112, Faculty Hiring Procedures.

Authorization to renew a lecturer's faculty appointment contract must be granted by the Provost and Vice President for Academic Affairs before a faculty appointment contract can be issued.

D. Orientation Requirements

All new lecturers are required to attend a general orientation session during the first semester of employment by Midwestern State University. The orientation session will include university academic procedures and responsibilities, and in general, will be conducted by Department Chairs and Deans of Colleges.

E. Periodic Review of Policy 3. XXX

The office of the Provost and Vice-President for Academic Affairs shall convene a faculty committee with representatives from each of the six university colleges to review the content and necessity of Policy 3. XXX during the spring of each biennium.