

Academic Council Minutes October 2023 Midwestern State University

The Academic Council met Wednesday, October 18, 2023 at 3:30 p.m. in the Dillard College of Business Administration, the Priddy Conference Room.

Voting Members:

Dr. Sarah Cobb, Interim Dean, McCoy College of Science, Mathematics, and Engineering

Ms. Leah Gose, Dean, Lamar D. Fain College of Fine Arts

Dr. Matt Capps served as proxy for Dr. Leann Curry, Dean, Gordon T. and Ellen West College of Education

Dr. Jeff Killion, Dean, Robert D. and Carol Gunn College of Health Sciences and Human Services

Dr. Jeff Stambaugh, Dean, Dillard College of Business Administration

Dr. Sam Watson, Dean, Prothro-Yeager College of Humanities and Social Sciences

Dr. Tiffany Ziegler, Interim Dean, Dr. Billie Doris McAda Graduate School

Dr. Dawn Slavens, Faculty Senate representative

Mr. Brandon Goins, Student Government Association representative

Additional Attendees:

Dr. Kristen Garrison, Associate Vice President Academic Affairs

Ms. Ashley Hurst, Director, Tutoring and Academic Support Programs

Ms. Leah Hickman, Director, Processing and Operations for Admissions

Ms. Amanda Raines, Registrar

Ms. Elizabeth Lewandowski, Professor and Core Curriculum Committee Chair

Ms. Elizabeth Ysasi, Associate Director of Admissions and Staff Senate representative

Mr. Kenley O'Brien, Associate Registrar

Dr. Margaret Brown Marsden, Interim Provost and Vice President for Academic Affairs, presided and the meeting began at 3:30 p.m.

Approval of Minutes

The September 2023 minutes were brought forward for approval by Dr. Brown Marsden. Dr. Ziegler approved, Dr. Cobb seconded, and the minutes were approved.

Old Business

There being no Old Business, the Council moved on to New Business.

All proposed changes are marked as such: deleted items are marked with a strikethrough line and new items are in bold and underlined. Italicized wording is justification or clarification from the proposing department/college.

New Business

Writing Proficiency Requirement Catalog Update Proposal – Dr. Brown Marsden

1. Dr. Brown Marsden requested a motion as a non-voting member to bring forth this item. Dr. Watson made a motion, Dr. Killion seconded and the motion was approved.
2. It was noted that this would not diminish writing on campus, as departments would eventually have courses to fulfill writing training within their discipline to make it more relevant for students. Discussions followed on the planning and procedures for putting this in place across campus and assessing writing skill literacy in working with the University Writing Council.

Current catalog copy

(https://catalog.msutexas.edu/preview_program.php?catoid=39&poid=5376):

General Requirements for all Bachelor's Degrees:

[. . .]

11. Satisfy the Writing Proficiency Requirement through one of the following options:
 - a. Take and pass the Writing Proficiency Examination.
 - b. Take and pass ENGL 2113 - Intermediate Composition & Grammar.
 - c. Take and pass two courses designated as Writing Intensive (WI). One of these WI courses may be a Texas Core Curriculum Course, but one of those courses must be outside of the core. (Effective with courses taken Fall 2021 and thereafter.)

Proposed catalog copy

General Requirements for all Bachelor's Degrees:

[. . .]

11. ~~Satisfy the Writing Proficiency Requirement through one of the following options:~~
 - a. ~~Take and pass the Writing Proficiency Examination.~~
 - b. ~~Take and pass ENGL 2113 - Intermediate Composition & Grammar.~~
 - c. ~~Take and pass two courses designated as Writing Intensive (WI). One of these WI courses may be a Texas Core Curriculum Course, but one of those courses must be outside of the core. (Effective with courses taken Fall 2021 and thereafter.)~~

Timeline and Rollout:

This change will be effective as of the 24-25 Catalog and for students graduating after August 2024.

Students graduating in August 2024	Students graduating after August 2024
<ul style="list-style-type: none"> • Last date of Writing Proficiency Exam is June 3, 2024. • Exam grading requires two weeks; students will be notified by June 17 if they pass. • Students who fail the exam must take ENGL 2113 no later than Summer 2 term. 	<ul style="list-style-type: none"> • No longer required to take Writing Proficiency Exam or meet a Writing Proficiency Requirement. • WI courses will remain in the curriculum pending internal discussions.

Status and future of WI courses and Writing Program Administrator (WPA):

All proposed changes are marked as such: deleted items are marked with a strikethrough line and new items are in bold and underlined. Italicized wording is justification or clarification from the proposing department/college.

Removing the Writing Proficiency Requirement as a barrier to graduation allows MSU to rethink the Writing Program Administrator (WPA) position and Writing-Across-Curriculum/Writing-in-Disciplines.

During the 2023-24 and 2024-25 academic years, the AVPAA will work with the University Writing Council, College Deans, and Department Chairs regarding the design, development, delivery, and assessment of writing-intensive courses across major programs. This approach preserves a commitment to our students' writing and our responsibility to prepare them well for their chosen professions.

Dillard College of Business Administration – Dr. Stambaugh

3. Dr. Stambaugh submitted the below undergraduate items for approval. Dr. Watson seconded the motion and the items were approved.

2023-2024 Undergraduate Catalog Changes by Dillard College

Academic Programs - by College – Dillard College of Business Administration – Departments, Programs and Courses – Management and Marketing – Programs – Major – Management, B.B.A.

Courses for Major in Management - 27 semester hours

MGMT 3783 - Entrepreneurship and Management of Small Enterprises 3
 MGMT 4033 - Quantitative Methods 3
 MGMT 4113 - Leadership 3
 MGMT 4213 - Human Resource Management 3
 MGMT 4613 - Supervisory Skills 3

12 hours from:

Entrepreneurship Concentration requires the following four courses: MGMT 3913 - #Think: Contemporary Issues in Business, MGMT 4643 - Social Innovation Practicum, MGMT 4783 - Entrepreneurial Planning, and MGMT 4793 - Entrepreneurial Consulting. BUAD 4993 - International Issues in Business may be used to substitute for one of these four courses. MGMT 4893 - Internship in Management or MGMT 4553 - Independent Study in Management may also be used to substitute if it is arranged and approved in advance by the Director of the Munir Abdul Lalani Center for Entrepreneurship and Free Enterprise. Per DCOBA internship policies, total hours granted for internships may not exceed six hours of credit. Human Resource Management (HRMG) Concentration requires the following four courses: MGMT 3623 - Strategic & Human Management in Organizations, MGMT 4413 - Human Resource Perspectives, MGMT 4423 - Human Resource Analytics, and MGMT 4513 - Employee Relations. BUAD 4993 - International Issues in Business may be used in substitution of one of the following HRMG courses: MGMT 3623 - Strategic & Human Management in Organizations, MGMT 4413 - Human Resource Perspectives, or MGMT 4513 - Employee Relations. Note: If a student wishes to take MGMT 4893 - Internship in Management in substitution of an HRMG course, the student must demonstrate that the internship is relevant to the HRMG course being substituted along with meeting the internship eligibility requirements. Per DCOBA internship policies, total hours granted for internships may not exceed six hours of credit.

MGMT 3353 - International Management 3
MGMT 3613 - Nonprofit Organizations and Society 3
 MGMT 3623 - Strategic & Human Management in Organizations 3
 MGMT 3913 - #Think: Contemporary Issues in Business 3
 MGMT 4313 - Energy Management 3
 MGMT 4413 - Human Resource Perspectives 3
 MGMT 4423 - Human Resource Analytics 3
 MGMT 4513 - Employee Relations 3

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MGMT 4553 - Independent Study in Management 3 semester hours
MGMT 4633 - Nonprofit Fundraising and Grant Development 3
MGMT 4643 - Social Innovation Practicum 3 semester hours
MGMT 4663 - Special Topics in Management 3
MGMT 4783 - Entrepreneurial Planning 3
MGMT 4793 - Entrepreneurial Consulting 3
MGMT 4891 - Internship in Management 1
MGMT 4892 - Internship in Management 2
MGMT 4893 - Internship in Management 3
LSBA 3243 - Commercial Law 3
BUAD 4993 - International Issues in Business 3

ECON 3703 - Money, Banking, and Monetary Policy 3
OR
ECON 4643 - International Economics and Finance 3

4. Dr. Stambaugh submitted the below undergraduate items for approval. Ms. Gose seconded the motion and the items were approved.

Academic Programs - by College – Dillard College of Business Administration – Departments, Programs and Courses – Management and Marketing – Programs – Minor – Nonprofit Management Minor

Nonprofit Management Minor

Requirements for Minor in Nonprofit Management - 15-16 semester hours

BUAD 3603 - Business Practices for Nonprofits 3

MGMT 3613 - Nonprofit Organizations and Society 3

MGMT 3623 - Strategic & Human Management in Organizations 3

Choose two from:

~~ART 2713 - Graphic Design I 3~~

ART 3413 - History of World Art: Survey I 3

ART 3423 - History of World Art: Survey II 3

ART 4303 - Foundations of Art Education I 3

ART 4403 - Foundations of Art Education II 3

COUN 4103 - Professional Orientation 3

COUN 4373 - Human Resource Ethical Issues 3

CRJU 3733 - Juvenile Delinquency 3

CRJU 4283 - Crimes Against Children 3

MCOM 2833 - Web Site Design 3

MCOM 3223 - Advertising 3

MCOM 3253 - Publication Design 3

MCOM 3823 - Creation of the Advertising Message 3

MCOM 4683 - Public Relations Principles 3

MGMT 3013 - Organizational Behavior in Business 3

MGMT 3783 - Entrepreneurship and Management of Small Enterprises 3

MGMT 4113 - Leadership 3

MGMT 4633 - Nonprofit Fundraising and Grant Development 3

MGMT 4643 - Social Innovation Practicum 3 semester hours

MIS 3203 - Electronic Commerce 3

MIS 4113 - Web Application Development 3

MKTG 3723 - Principles of Marketing 3

MKTG 4203 - Promotion Management 3

MUSC 3743 - Western and World Music II 3

MUSC 3753 - Western and World Music III 3

NURS 4153 - Community Health Nursing Care 3

NURS 4304 - Leadership in Nursing 4

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POLS 4133 - Public Administration 3
POLS 4173 - Organizational Behavior and Decision Making 3
PSYC 3513 - Substance Abuse 3
PSYC 4113 - Industrial/Organizational Psychology 3
RADS 4513 - Administration and Supervision in Medical Imaging 3
RADS 4533 - Informatics and Imaging 3
RADS 4613 - Ethical and Legal Issues in Medical Imaging 3
RADS 4633 - Quality Improvement in Medical Imaging 3
RADS 4643 - Health Law in Medical Imaging 3
RESP 4133 - Developing Leadership Capabilities in Respiratory Care 3
RESP 4153 - Ethics of Respiratory Care 3
RESP 4443 - Management of Health Care Services 3
SOCL 3733 - Juvenile Delinquency 3
SOCL 4353 - Aging, Death and Dying 3
SOWK 4113 - Aging 3
SOWK 4323 - Introduction to Substance Abuse 3
SOWK 4363 - Family Systems and Substance Abuse 3
THEA 3003 - Theatre History III 3
THEA 3013 - Costume Construction 3
THEA 4483 - Play Production 3

Prothro-Yeager College of Humanities and Social Sciences – Dr. Watson

5. Dr. Watson submitted the below undergraduate items for approval. Dr. Stambaugh seconded the motion and the items were approved.

Global Studies, B.A.

General

(See General Requirements for all Bachelor's Degrees)

Academic Foundations and Core Curriculum - 42 semester hours

(See Academic Foundations and Core Curriculum - 42 semester hours)

Bachelor of Arts

(See Requirements for the Bachelor of Arts Degree)

Global Studies Major - 33 semester hours (minimum of 18 advanced)

The Global Studies major consists of 3 sections:

- Global Studies Core – 9 hours
- Global Studies Area Clusters – 18 hours
- Global Engagement Cluster – 6 hours

Global Studies Core - 9 semester hours

All courses also fulfill areas of the Academic Foundations and Core Curriculum above.

- ECON 2333 - Macroeconomic Principles 3
- ~~HIST 1433 - Survey of Western Civilization 3~~ or HIST 1453 – World Civilizations since 1500 3
- GLBS 2503 - Introduction to Global Studies 3

Global Studies Fields - 18 semester hours

Choose 3 of the following clusters: Markets, Governance and Conflict, Peoples of the World, or World Languages and Cultures

Markets - 6 semester hours

Choose six hours from the following:

- ECON 3703 - Money, Banking, and Monetary Policy 3
- ECON 3713 - History of Economic Thought 3
- ECON 4643 - International Economics and Finance 3
- ECON 4723 - Comparative Economic Systems 3

Governance and Conflict - 6 semester hours

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Choose six hours from the following:

- POLS 3523 – Global Development and NGOs 3
- POLS 3533 - European Politics 3
- POLS 3553 - Government and Politics of Central Eurasia 3
- **POLS 3563 – Middle East Politics 3**
- POLS 3583 - Latin American Politics 3
- POLS 3593 - Asian Politics 3
- POLS 3653 - International Relations 3
- POLS 3923 – Human Rights 3
- POLS 4333 - International Law 3
- **POLS 4383 – Global Environmental Politics 3**
- POLS 4453 - Political Protest and Revolutions 3
- POLS 4653 – International Political Economy 3
- POLS 4773 - International Conflict 3
- POLS 4853 - Contemporary American Foreign Policy 3
- POLS 4933 - Special Topics in Government and Politics 3

Peoples of the World - 6 semester hours

Choose six hours from the following:

- HIST 3503 - Early Russia and Tsardom 3
- HIST 3513 - The Modern Russian State and Empire 3
- HIST 3843 - Latin American History, Republican Period-Nineteenth Century 3
- HIST 4173 - History of Mexico 3
- HIST 4183 - Latin America: Nationalism in the Twentieth Century 3
- **HIST 4193 - Vietnam Wars: A Vietnamese Story 3**
- **HIST 4203 - Caribbean History 3**
- HIST 4253 - Renaissance and Reformation 3
- HIST 4373 - Modern Germany 3
- HIST 4433 - Twentieth Century Europe 3
- HIST 4523 – Topics in Eastern European and Balkan History 3
- **HIST 4543 - History of the Middle East 3**
- ~~HIST 4643 – United States-Latin American Relations 3~~
- HIST 4573 – Imperialism in Asia 3
- HIST 4933 – Special Topics in History 3

World Languages and Cultures – 6 semester hours

Choose six hours from one language in the following:

- FREN 3033 – French Civilization 3
- FREN 3333 - French Conversation and Composition 3
- FREN 4013 - Special Topics in French 3

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- SPAN 3033 - Introduction to the Hispanic World 3
- SPAN 3333 - Conversation and Composition 3
- SPAN 3353 – Media Writing and Communication
- SPAN 3403 – Introduction to Translation and Interpretation 3
- SPAN 4013 - Special Topics in Spanish 3

Global Engagement - 6 semester hours

Six hours of the following. To be completed with any combination of the following options:

- *Internship:*
 - POLS 4973 - Internship in Political Science 3; or
 - ECON 4893 - Internship in Economics 3
- *Model United Nations:* POLS 4983 - Model United Nations 3
- *Study Abroad:* completion of credits as part of study abroad program in any field
- *Issues and Problems:*
 - BUAD 4993 - International Issues in Business 3;
 - ENSC 3103 - Environmental Policies and Laws 3;
 - HIST 4933 - Special Topics in History 3;
 - POLS 4933 - Special Topics in Government and Politics 3; or
 - SOCL 4503 – Health Inequalities 3
- *Language:*
 - FREN 3333 - French Conversation and Composition 3;
 - FREN 4013 - Special Topics in French 3;
 - GERM 3133 - Contemporary German Culture 3;
 - GERM 3233 - German Culture under the Nazi Regime 3;
 - SPAN 3333 - Conversation and Composition 3;
 - SPAN 3353 – Media Writing and Communication 3;
 - SPAN 3403 – Introduction to Translation and Interpretation 3; or
 - SPAN 4013 - Special Topics in Spanish 3

Minor Requirement or Field of Concentration

All Global Studies majors must complete a minor of at least 18 semester hours of which at least 6 must be advanced.

The minor field selected must be acceptable to the chairs of the major and minor programs.

OR

Field of Concentration in French: 18 semester hours beyond FREN 2233.

Global Studies Minor

Requirements for a Minor in Global Studies

18 semester hours, minimum of 12 advanced hours.

Required Course - 3 semester hours

- GLBS 2503 - Introduction to Global Studies 3

Six hours each from two of the following clusters - 12 semester hours

Markets

- ECON 3703 - Money, Banking, and Monetary Policy 3
- ECON 3713 - History of Economic Thought 3
- ECON 4643 - International Economics and Finance 3
- ECON 4723 - Comparative Economic Systems 3

Governance and Conflict:

- POLS 3523 – Global Development and NGOs 3
- POLS 3533 - European Politics 3
- POLS 3553 - Government and Politics of Central Eurasia 3
- **POLS 3563 – Middle East Politics**
- POLS 3583 - Latin American Politics 3
- POLS 3593 - Asian Politics 3
- POLS 3653 - International Relations 3
- POLS 3923 – Human Rights 3
- POLS 4333 - International Law 3
- **POLS 4383 – Global Environmental Politics 3**
- POLS 4453 - Political Protest and Revolutions 3
- POLS 4653 – International Political Economy 3
- POLS 4773 - International Conflict 3
- POLS 4853 - Contemporary American Foreign Policy 3
- POLS 4933 - Special Topics in Government and Politics 3

Peoples of the World:

- HIST 3503 - Early Russia and Tsardom 3
- HIST 3513 - The Modern Russian State and Empire 3
- HIST 3843 - Latin American History, Republican Period-Nineteenth Century 3
- HIST 4173 - History of Mexico 3
- HIST 4183 - Latin America: Nationalism in the Twentieth Century
- **HIST 4193 - Vietnam Wars: A Vietnamese Story 3**
- **HIST 4203 - Caribbean History 3**
- HIST 4253 - Renaissance and Reformation 3
- HIST 4373 - Modern Germany 3

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- HIST 4433 - Twentieth Century Europe 3
- HIST 4523 – Topics in Eastern European and Balkan History 3
- **HIST 4543 - History of the Middle East 3**
- ~~HIST 4643 – United States-Latin American Relations 3~~
- HIST 4573 – Imperialism in Asia 3
- HIST 4933 – Special Topics in History 3

Global Engagement cluster - 3 semester hours

Three hours of one of the following options:

- *Internship:*
 - POLS 4973 - Internship in Political Science 3; or
 - ECON 4893 - Internship in Economics 3
- *Model United Nations:* POLS 4983 - Model United Nations 3
- *Study Abroad:* completion of credits as part of study abroad program in any field
- *Issues and Problems:*
 - BUAD 4993 - International Issues in Business 3;
 - ENSC 3103 - Environmental Policies and Laws 3;
 - HIST 4933 - Special Topics in History 3;
 - POLS 4933 - Special Topics in Government and Politics 3; or
 - SOCL 4503 - Health Inequalities 3
- *Language:*
 - FREN 3333 - French Conversation and Composition 3;
 - FREN 4013 - Special Topics in French 3;
 - GERM 3133 - Contemporary German Culture 3;
 - GERM 3233 - German Culture under the Nazi Regime 3;
 - SPAN 3353 – Media Writing and Communication 3;
 - SPAN 3403 – Introduction to Translation and Interpretation 3; or
 - SPAN 4013 - Special Topics in Spanish 3

Note:

For a minor with degrees other than the Bachelor of Arts the student must, in addition, complete two semesters of one foreign language.

6. Dr. Watson submitted the below undergraduate items for approval. Ms. Gose seconded the motion and the items were approved.

History, B.A.

The requirements for the degree of Bachelor of Arts with a major in history are as follows:

General

(See General Requirements for all Bachelor's Degrees)

Academic Foundations and Core Curriculum - 42 semester hours

(See Academic Foundations and Core Curriculum - 42 semester hours)

Bachelor of Arts

(See Requirements for the Bachelor of Arts Degree)

Program

Major - 30 semester hours

(exclusive of HIST 1133 and HIST 1233)

HIST 1333 - Survey of Western Civilization 3

OR

HIST 1353 - World Civilizations to 1500 3

HIST 1433 - Survey of Western Civilization 3

OR

HIST 1453 - World Civilizations since 1500 3

HIST 3903 - The Writing of History 3

HIST 4993 - Capstone in History 3

3 hours European History chosen from:

HIST 3123 – Early Modern England 3

HIST 3233 - Greece, Rome, and the Mediterranean World 3

HIST 3503 - Early Russia and Tsardom 3

HIST 3513 - The Modern Russian State and Empire 3

HIST 4213 - Europe in the Middle Ages 3

HIST 4253 - Renaissance and Reformation 3

~~HIST 4263 – Modern France 3~~

HIST 4373 - Modern Germany 3

HIST 4433 - Twentieth Century Europe 3

HIST 4523 - Topics in Eastern European and Balkan History 3

HIST 4553 – The Age of the Vikings 3

HIST 4563 – The Crusades 3

All proposed changes are marked as such: deleted items are marked with a strikethrough line and new items are in bold and underlined. Italicized wording is justification or clarification from the proposing department/college.

HIST 4983 – Special Topics in Military History 3**HIST 4933 – Special Topics in History 3**

3 hours American History chosen from:

HIST 3003 - Survey of Texas History 3

HIST 3033 - Natives and Newcomers: Colonial North America 3

HIST 3113 - American Indian History 3

HIST 3853 – Environmental History 3

HIST 4043 - The Old South 3

HIST 4053 - Civil War and Reconstruction 3

HIST 4083 - Revolutionary America 3

HIST 4093 - The Jacksonian Era 3

HIST 4133 - Interwar America, 1918-1939 3

HIST 4143 - The New South 3

HIST 4163 - U.S. History since 1945 3

HIST 4613 - The American West, 1803-1890 3

HIST 4983 – Special Topics in Military History 3**HIST 4933 – Special Topics in History 3**

3 hours Non U.S./European History chosen from:

~~HIST 3133 – Comparative World Religions and Cultures 3~~

HIST 3833 – Colonial Latin America 3

HIST 3843 - Latin American History, Republican Period-Nineteenth Century 3

HIST 4173 - History of Mexico 3

HIST 4183 - Latin America: Nationalism in the Twentieth Century 3

HIST 4193 - Vietnam Wars: A Vietnamese History 3**HIST 4203 - Caribbean History 3**

~~HIST 4543 – History of the Middle East 3~~

HIST 4573 – Imperialism in Asia 3

~~HIST 4643 – United States Latin American Relations 3~~

HIST 4983 – Special Topics in Military History 3**HIST 4933 – Special Topics in History 3**

Additional Courses - 9 semester hours advanced history

Minor

Minor to be selected in a field acceptable to the chairs of the major and minor programs

History Minor

Requirements for a Minor in History - 18 semester hours

- ~~HIST 1333—Survey of Western Civilization~~ HIST 1353 World Civilization to 1500 3
- HIST 1433 - Survey of Western Civilization 3 **or HIST 1453 World Civilization since 1500 3**

Additional Courses - 12 advanced semester hours of which ~~6 must be advanced.~~

Twelve additional **advanced** semester hours, of which six must be advanced, selected with ~~approval of the chair.~~ including:

- **HIST 3903 - The Writing of History 3**
- **3 hours in European History chosen from:**
 - HIST 3123 – Early Modern England 3**
 - HIST 3233 - Greece, Rome, and the Mediterranean World 3**
 - HIST 3503 - Early Russia and Tsardom 3**
 - HIST 3513 - The Modern Russian State and Empire 3**
 - HIST 4213 - Europe in the Middle Ages 3**
 - HIST 4253 - Renaissance and Reformation 3**
 - HIST 4373 - Modern Germany 3**
 - HIST 4433 - Twentieth Century Europe 3**
 - HIST 4523 - Topics in Eastern European and Balkan History 3**
 - HIST 4553 – The Age of the Vikings 3**
 - HIST 4563 – The Crusades 3**
 - HIST 4983 – Special Topics in Military History 3**
 - HIST 4933 – Special Topics in History 3**
- **3 hours in American History chosen from:**
 - HIST 3003 - Survey of Texas History 3**
 - HIST 3033 - Natives and Newcomers: Colonial North America 3**
 - HIST 3113 - American Indian History 3**
 - HIST 3853 – Environmental History 3**
 - HIST 4043 - The Old South 3**
 - HIST 4053 - Civil War and Reconstruction 3**
 - HIST 4083 - Revolutionary America 3**
 - HIST 4093 - The Jacksonian Era 3**
 - HIST 4133 - Interwar America, 1918-1939 3**
 - HIST 4143 - The New South 3**
 - HIST 4163 - U.S. History since 1945 3**
 - HIST 4613 - The American West, 1803-1890 3**
 - HIST 4983 – Special Topics in Military History 3**

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HIST 4933 – Special Topics in History 3

- **3 hours in Non U.S./European History**

HIST 3833 – Colonial Latin America 3

HIST 3843 - Latin American History, Republican Period-Nineteenth Century 3

HIST 4173 - History of Mexico 3

HIST 4183 - Latin America: Nationalism in the Twentieth Century 3

HIST 4193 - Vietnam Wars: A Vietnamese History 3

HIST 4203 - Caribbean History 3

HIST 4543 - History of the Middle East 3

HIST 4573 – Imperialism in Asia 3

HIST 4983 – Special Topics in Military History 3

HIST 4933 – Special Topics in History 3

7. Dr. Watson submitted the below undergraduate items for approval. Dr. Killion seconded the motion and the items were approved.

Political Science, B.A.

The requirements for the degree of Bachelor of Arts with a major in political science are as follows:

General

(See General Requirements for all Bachelor's Degrees)

Academic Foundations and Core Curriculum - 42 semester hours

(See Academic Foundations and Core Curriculum - 42 semester hours)

Bachelor of Arts

(See Requirements for the Bachelor of Arts Degree)

Program Requirements

Major - 33 semester hours

- POLS 1333 - American Government 3
- POLS 1433 - American Government 3
- POLS 2523 - Foundations of Government and Politics 3
- POLS 3213 - Research Methods 3

3 hours from:

- POLS 3313 - Introduction to Political Theory 3
- POLS 4543 - Feminist Political Theory 3
- POLS 4553 - Contemporary Political Theory 3

3 hours from:

- POLS 3533 - European Politics 3
- POLS 3553 - Government and Politics of Central Eurasia 3
- **POLS 3563 – Middle East Politics 3**
- POLS 3583 - Latin American Politics 3
- POLS 3593 - Asian Politics 3
- POLS 4453 - Political Protest and Revolutions 3

3 hours from:

- POLS 3523 - Global Development and NGOs 3
- POLS 3653 - International Relations 3
- POLS 3923 - Human Rights 3
- POLS 4333 - International Law 3
- **POLS 4383 – Global Environmental Politics 3**

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- POLS 4653 - International Political Economy 3
- POLS 4773 - International Conflict 3
- POLS 4853 - Contemporary American Foreign Policy 3

3 hours from:

- POLS 3933 - Law and Politics 3
- POLS 4133 - Public Administration 3
- POLS 4173 - Organizational Behavior and Decision Making 3
- POLS 4233 - American Constitutional Law 3
- POLS 4243 - Civil Rights and Civil Liberties 3
- POLS 4953 - Public Personnel Administration 3

3 hours from:

- POLS 3443 - Municipal Government and Metropolitan Problems 3
- POLS 3753 - Campaigns and Elections 3
- POLS 3843 - The Presidency 3
- POLS 4043 - Congress 3
- POLS 4463 - American Public Opinions 3

Additional Advanced Courses - 6 hours

Note:

POLS 4903, **and** POLS 4933, ~~and POLS 4973~~ can be used to fulfill cluster requirements based on their subject matter in a given semester.

Minor Requirement

All Political Science majors must complete a minor of at least 18 semester hours of which at least 6 must be advanced. The minor field selected must be acceptable to the chairs of major and minor programs.

8. Dr. Watson submitted the below undergraduate items for approval. Dr. Stambaugh seconded the motion and the items were approved.

Course Inventory Updates – Effective Fall 2024:

New Course Addition & Change of Course Title:

Course Prefix: **POLS**

Course Number: **3563**

Course Title: ~~Government and Politics of the~~ **Middle East Politics**

Prerequisite(s): **6 hours of political science or global studies**

Description: **This course is a comparative exploration of political institutions, sociopolitical movements, governmental processes, and policies of countries of the Middle East and North Africa.**

Lec/Lab Hrs: **3**

Type of Course: **Lecture**

Course Objectives:

- **Apply major theories and concepts of political science towards topics regarding the Middle East.**
- **Demonstrate critical thinking skills towards political research concerning the strengths and weaknesses of various methods of inquiry.**
- **Evaluate the appropriateness of rival political explanations to contemporary political issues in Middle East politics.**
- **Demonstrate effective communication skills in written and oral communication.**
- **Develop data literacy in understanding political science research.**
- **Demonstrate the ability to use political science data and methods.**

New Course Addition:

Course Prefix: **POLS**

Course Number: **4383**

Course Title: **Global Environmental Politics**

Prerequisite(s): **6 hours of political science or global studies**

Description: **This course explores cooperation and conflict between national governments over shared environmental problems and the political factors that shape a country's domestic and foreign environmental policy. Examples of issues covered include water resource conflicts, trash trades, air quality, nuclear site fights, and more. The analytical tools of political science are used to examine the political, scientific, and social complexities of topics.**

Lec/Lab Hrs: **3**

Type of Course: **Lecture**

Course Objectives:

- **Apply major theories and concepts of political science towards topics in global environmental politics.**
- **Demonstrate critical thinking skills towards political research concerning the strengths and weaknesses of various methods of inquiry.**
- **Evaluate the appropriateness of rival political explanations to contemporary political issues in environmental politics.**
- **Demonstrate effective communication skills in written and oral communication.**
- **Develop data literacy in understanding political science research.**
- **Demonstrate the ability to use political science data and methods.**

McCoy College of Science, Mathematics and Engineering – Dr. Cobb

9. Dr. Cobb submitted the below undergraduate items for approval. Ms. Gose seconded the motion and the items were approved.

Undergraduate Catalog Change

Computer Science

Catherine Stringfellow, Chair (Bolin Hall 126A)

Professors: Johnson, Passos, Stringfellow

Associate Professors: Colmenares-**Diaz**, Griffin, Roychoudhuri

Instructors: ~~Mika~~ Morgan

Professors Emeriti:; Donovan, Halverson, Simpson

Graduate Catalog Change

Computer Science

Catherine Stringfellow

Chair, Computer Science Department

Nelson Passos

Graduate Coordinator

Graduate Faculty: Colmenares-**Diaz**, Griffin, Johnson, **Morgan**, Passos, **Roychoudhuri**, Stringfellow

Emeriti Faculty:—~~Carpenter~~, Donovan, Halverson, Simpson

Addition to graduate faculty listing:

MORGAN, MIKA L., **Instructor of Computer Science**, 2021.

B.S., M.Ed., M.S., Midwestern State University.

10. Dr. Cobb submitted the below undergraduate items for approval. Dr. Killion seconded the motion and the items were approved.

Catalog changes to the Industrial Technology major:

Core Curriculum Specifics

ENGL 1143 - Introduction to Critical Reading and Academic Writing 3

SPCH 1133 - Fundamentals of Speech Communication 3

OR

SPCH 2423 - Interpersonal Communication 3

MATH 1233 - College Algebra 3

~~PHYS 1144 - General Physics 4~~

~~PHYS 1244 - General Physics 4~~

OR

~~PHYS 1624 - Mechanics, Wave Motion, and Heat 4~~

~~PHYS 2644 - Electricity and Magnetism and Optics 4~~

PHYS 1144 - General Physics 4 or PHYS 1624 - Mechanics, Wave Motion, and Heat 4

AND

PHYS 1244 - General Physics 4 or PHYS 2644 - Electricity and Magnetism and Optics 4

CMPS 1023 - The Digital Culture 3

It should now be:

Bachelor of Science Specifics

MATH 1433 - Plane Trigonometry 3 or MATH 1534 - Precalculus

STAT 3573 - Probability and Statistics 3

GEOS 1134 - Physical Geology 4

GEOS 1234 - Historical Geology 4

~~PHYS 1144 - General Physics 4~~

~~PHYS 1244 - General Physics 4~~

OR

~~PHYS 1624 - Mechanics, Wave Motion, and Heat 4~~

~~PHYS 2644 - Electricity and Magnetism and Optics 4~~

PHYS 1144 - General Physics 4 or PHYS 1624 - Mechanics, Wave Motion, and Heat 4

AND

PHYS 1244 - General Physics 4 or PHYS 2644 - Electricity and Magnetism and Optics

All proposed changes are marked as such: deleted items are marked with a strikethrough line and new items are in bold and underlined. Italicized wording is justification or clarification from the proposing department/college.

11. Dr. Cobb submitted the below undergraduate items for approval. Dr. Ziegler seconded the motion and the items were approved.

Course Inventory Updates – Effective Fall 2023:

Change of Lecture/Lab Hours:

Course Prefix: CHEM
Course Number: 1141
Course Title: General Chemistry Laboratory
Lec/Lab Hrs: **1(0-4)** ~~+(1-3)~~
Type of Course: Lab

Course Prefix: CHEM
Course Number: 1241
Course Title: General Chemistry Laboratory
Lec/Lab Hrs: **1(0-4)** ~~+(1-3)~~
Type of Course: Lab

Course Prefix: CHEM
Course Number: 2001
Course Title: Organic Chemistry I Laboratory
Lec/Lab Hrs: **1(0-4)** ~~+(1-3)~~
Type of Course: Lab

Course Prefix: CHEM
Course Number: 2011
Course Title: Organic Chemistry II Laboratory
Lec/Lab Hrs: **1(0-4)** ~~+(1-3)~~
Type of Course: Lab

12. Dr. Cobb submitted the below undergraduate items for approval. Dr. Ziegler seconded the motion and the items were approved.

Change of Course Title, Prerequisite, and Description – Effective Spring 2024

Course Prefix: GEOS

Course Number: 3084

Course Title: Computing in ~~Geospatial Sciences~~ **Geoscience and Engineering**

Prerequisite(s): **CMPS 1023 or CMPS 1044**, MATH 1233 or MATH 1534 or MATH 1634 or permission of the instructor

Description: This course will introduce upper-level geoscience ~~and~~, environmental science, **and engineering** students to geospatial science **computer programming**, with a focus on ~~analyzing geoscience and environmental science data~~ **analyzing scientific problems**. The course will teach the students how to use software to create scientific graphics, to perform mathematical calculations, and to analyze scientific data using MATLAB or other high-level programming tools. Coursework emphasizes logic and scientific approach towards ~~research and~~ practical applications. Topics are integrated with practical experience to maximize the amount of time spent computing. Exercises will focus on programming, data analysis, computer graphics, and other practical methods for analyzing ~~geoscience and environmental~~ **scientific** data.

Lec/Lab Hrs: 4(2-4)

Type of Course: Lecture and Lab

Course Objectives:

Students will:

- Learn the basics of scientific computing
- Be able to develop MATLAB code and construct scientific programs to perform data manipulation tasks
- Know how to use commonly available MATLAB built-in functions and toolboxes
- Write efficient, well-structured and commented MATLAB scripts for a range of scientific data analysis tasks and mathematical calculations
- Use available documentation and internet resources to learn more advanced skills

Course Prefix: GEOS

Course Number: 4084

Course Title: **Fundamentals of Geospatial Data Analysis Programming**

Prerequisite(s): **CMPS 1023 or CMPS 1044, GEOS 3044** ~~MATH 1233 or MATH 1534 or MATH 1634~~

Description: This course will introduce students to ~~data analysis and visualization through the Python programming language and related skills~~. Students will learn how to install python and download the various packages, as well as how to download the remote sensing, climate, and modeling datasets that will be analyzed. Lectures will initially cover a broad range of topics related to reviewing and fundamental concepts in Python (e.g. data types, data structures, indexing, sub-setting, looping over data) useful for handling large volumes of data. **automate data preparation, workflow, spatial processing (via Python), basic programming, Python syntax, variables, strings, keywords, integrated development environments, exporting ModelBuilder models to scripts, programming components of flow control, built- in data structures, debugging, file**

All proposed changes are marked as such: deleted items are marked with a strikethrough line and new items are in bold and underlined. Italicized wording is justification or clarification from the proposing department/college.

i/o, user-defined functions and modules, built-in modules, introduction to object-oriented programming and using object classes. ~~Course work covers data analyses techniques on large geospatial datasets, including: applying basic statistics to large datasets, interpolation and smoothing, regression, function fitting for extracting information from time series data, change detection, image classification and spatial clustering, and dimensionality reduction. Throughout, the course will focus on developing the most fundamental and useful data science skills, such as cleaning and tidying raw data in preparation for analysis, and elegant and efficient code writing.~~ **Coursework also covers performing GIS analysis, batch processing, manipulating attribute tables, customizing ArcGIS Pro with script tools and buttons, managing map layers, adding layers to maps with Python and customizing ArcGIS Pro with script tools.**

Lec/Lab Hrs: 4(2-4)

Type of Course: Lecture and Lab

Course Objectives:

The course will help students:

- Perform geoprocessing tasks using scripting in a GIS environment.
- Apply programming best practices using scripting in a GIS environment.
- Develop and implement scripting solutions to typical GIS workflows.
- Create custom functions and classes using scripting.
- Demonstrate competency in applying computer programming concepts to GIS tasks.

Graduate Course and Catalog Changes – Dr. Ziegler

13. Dr. Ziegler submitted the below graduate program updates for approval. Dr. Killion seconded the motion and the items were approved.

Effective Fall 2024

Program Changes/Catalog Changes – EXPH

Exercise Physiology, M.S.E.P. Program Changes

Thesis Option and Non-Thesis Option: 30 semester hours

EXPH Department Core Requirements (mandatory)

EXPH 5003 Research and Design

EXPH 5013 Applied Research Statistics

Select 24 credit hours from the following

EXPH 5023 Advanced Exercise Physiology and Assessment

EXPH 5033 Clinical Exercise Physiology: Chronic Disease and Prevention

EXPH 5043 Advanced Biomechanics

EXPH 5063 Graduate Seminar in Exercise Physiology

EXPH 5083 The Science Behind Injury and Rehabilitation

EXPH 5093 Molecular and Cellular Exercise Physiology

EXPH 6013 Myocardial Physiology & ECG Analysis

*EXPH 6113 Research Thesis Preparation

*EXPH 6983 Thesis I

*EXPH 6993 Thesis II

*mandatory for Thesis Option

Elective course work with Graduate Coordinator approval

EXPH 5073 Graduate Topics in Exercise Physiology

EXPH 6003 Graduate Internship in Exercise Physiology

EXPH 6103 Research Independent Study

Non-Thesis Option requires a comprehensive exam comprised of questions from **the two (2) mandatory classes and additional four (4) courses** listed above under “selected” credit hours **for a total of six (6) courses comprising the comprehensive exam.**

Effective Fall 2024

Exercise Physiology, M.S.E.P. Graduate Catalog Changes

Exercise Physiology, M.S.E.P.

The Master of Science in Exercise Physiology prepares students for a number of careers in exercise science and related fields.

Mission Statement

All proposed changes are marked as such: deleted items are marked with a strikethrough line and new items are in bold and underlined. Italicized wording is justification or clarification from the proposing department/college.

The goal of the graduate program in Exercise Physiology is to encourage critical and reflective thinking in students and enable them to synthesize the knowledge and skills necessary to apply the principles of human movement in a variety of community, research, clinical, or athletic settings, or to pursue advanced study at the doctoral level.

Requirements for completion of a Master of Science in Exercise Physiology

Thesis Option - 30 semester hours

Non-thesis option – 30 semester hours with a comprehensive examination

EXPH Department Core Requirements (Mandatory):

- EXPH 5003 - Research and Design
- EXPH 5013 - Applied Research Statistics
- ~~EXPH 5023 - Advanced Exercise Physiology and Assessment~~
- ~~EXPH 5093 - Molecular and Cellular Exercise Physiology~~
- ~~EXPH 6113 - Research Thesis Preparations~~
- ~~EXPH 6983 - Thesis~~
- ~~EXPH 6993 - Thesis~~

Select ~~9~~ **24** hours from the following:

EXPH 5023-Advanced Exercise Physiology and Assessment

EXPH 5033 - Clinical Exercise Physiology; Chronic Disease and Prevention

- EXPH 5043 - Advanced Biomechanics
- EXPH 5063 - Graduate Seminar in Exercise Physiology
- EXPH 5073 - Graduate Topics in Exercise Physiology
- EXPH 5083 - The Science Behind Injury & Rehabilitation

EXPH 5093-Molecular and Cellular Exercise Physiology

- EXPH 6003 - Graduate Internship in Exercise Physiology
- EXPH 6013 - Myocardial Physiology & ECG Analysis
- EXPH 6103 - Research Independent Study

* **EXPH 6113 - Research Thesis Preparation**

* **EXPH 6983 - Thesis**

* **EXPH 6993 - Thesis**

* **indicates courses for the thesis option only**

Non-Thesis Option requires a comprehensive exam comprised of questions from the two (2) mandatory classes and additional four (4) listed above under “selected” credit hours for a total of six (6) courses comprising the comprehensive exam.

~~Non-Thesis Option – 36 semester hours~~

~~EXPH Department Core Requirements (Mandatory)~~

~~EXPH 5003 – Research and Design~~

~~EXPH 5013 – Applied Research Statistics~~

~~EXPH 5023 – Advanced Exercise Physiology and Assessment~~

All proposed changes are marked as such: deleted items are marked with a strikethrough line and new items are in bold and underlined. Italicized wording is justification or clarification from the proposing department/college.

~~EXPH 5093—Molecular and Cellular Exercise Physiology~~

~~EXPH Additional Requirements (Select 24 hours from the following):~~

~~EXPH 5033—Clinical Exercise Physiology; Chronic Disease and Prevention~~

~~EXPH 5043—Advanced Biomechanics~~

~~EXPH Graduate Seminar in Exercise Physiology~~

~~EXPH Graduate Topics in Exercise Physiology (6 hours)~~

~~EXPH 5083—The Science Behind Injury & Rehabilitation~~

~~EXPH 6003 Graduate Internship in Exercise Physiology~~

~~EXPH 6013—Myocardial Physiology & ECG Analysis~~

~~EXPH 6103—Research Independent Study~~

14. Dr. Ziegler submitted the below graduate program updates for approval. Dr. Killion seconded the motion and the items were approved.

Effective Fall 2024

Program Changes/Catalog Changes – M.H.A.

Health Services Administration, M.H.A. Program Change/Catalog Change

Health Services Administration

← Return to: Robert D. & Carol Gunn College of Health Sciences and Human Services

Degrees/Certificates

Graduation Requirements

Vision, Mission, Goals, and Objectives

Admission to Candidacy

Graduate Admission Requirements

Degree Requirements and Courses

Structure of Programs

~~Nathan R. Moran~~

~~Chair, Health Services Administration~~

~~Roe Roberts~~

Jennifer Anderson

Interim Graduate Coordinator

Graduate Faculty: ~~Fidelie, Moran, Roberts~~

Emeritus Faculty: Harlow

Degrees/Certificates

The Health Services Administration Graduate Program offers the following:

Master of Health Administration (MHA) with a major in Health Services Administration (45 semester hours)

The MHA major must choose from among four concentration areas:

- A. Health Information Management
- B. Medical Practice Management
- C. Public and Community Sector Health Care Management
- D. Rural and Urban Hospital Management

The MHA Graduate Coordinator will design a degree plan including required courses and electives to meet the requirements for the selected area of concentration. For further information on the concentration areas refer to the department website.

Health Services Administration Graduate Certificate (GCHSA - 18 semester hours)

An MHA degree is offered for those who want to continue to work full-time and complete a master's degree in two to three years. Full-time students who take advantage of this unique MHA should be able to complete the degree in five semesters. Each course is offered fully online and includes Internet based discussions and written assignments. Face to face workshops and seminars are offered on campus during the academic terms for interested students; while attendance is optional for domestic students it is required for all international students with F1 visas.

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The Health Services Administration program is a Graduate Associate member of the Association of University Programs in Health Administration (AUPHA).

For more information about the MHA, please click [here](#).

Vision, Mission, Goals, and Objectives

Vision: To be a high value provider of health services administration education at the regional, state, national, and international levels to all types of clinical and non-clinical individuals.

Mission: The mission of the Master of Health Administration program is to effectively prepare students to operate in leadership roles in the complex and changing environment of health services administration. We strive to provide students with a cross-section of knowledge, skills, and abilities that prepare them to meet the health services administration needs of the larger community, as well as to assist them in accomplishing their career goals. Through ongoing faculty research and development, we aim to incorporate current theory and practice to provide an educational experience that effectively prepares students with diverse backgrounds and experiences to take on administrative roles within the health services delivery system.

Program Goal: Prepare students with the essential competencies to work in mid-level administrative positions at larger health services organizations or upper level positions in smaller health services organizations.

Program Objectives: (1) Develop critical thinking and problem-solving skills to apply within a range of health services organizations; (2) Develop leadership and human resource management skills to respond effectively in diverse health services settings; (3) Apply core tools in the financial management of health services to support organizational success; (4) Apply quantitative and qualitative analysis techniques to enable effective organizational decision-making and problem solving; (5) Understand and apply health care ethics to issues that arise in the changing health services environment; (6) Analyze and synthesize information for effective market-related and strategic decision-making and planning; and (7) Be knowledgeable about the regulatory and legal environment in which health services operate.

~~Graduate~~ Health Services Administration MHA Admissions Requirements

An applicant who meets each of the following admission criteria may become eligible for unconditional admission:

1. **A bachelor's degree from a regionally accredited institution. The McAda Graduate School must receive an official transcript, including one on which a bachelor's degree is posted, directly from each institution the applicant has attended. MSU requests that international graduate student transcripts be evaluated by a preferred third party for degree clarification. MSU will also accept evaluations from NACES members.**
2. **A cumulative undergraduate GPA of at least 3.0 from the student's graduating institution.**
3. **A competitive score on the standardized graduate test, if required by the graduate program. The requirement for standardized test scores is decided at the college level. The student should contact the graduate coordinator of the intended graduate program for information. The McAda Graduate School must receive official admissions test scores directly from the organization that administers the test.**

All proposed changes are marked as such: deleted items are marked with a strikethrough line and new items are in bold and underlined. Italicized wording is justification or clarification from the proposing department/college.

An undergraduate background judged by the graduate faculty of the student's intended major to be adequate for success in the student's intended major.

All Candidates are required to complete and submit the following items to the Office of Graduate Admissions:

- **Graduate application and processing fee**
- **Official transcripts from all higher education institutions attended by the applicant**
- **Resume**

The following are considered in the admission process:

- **GPA**
- **Working in healthcare (or related) experience**

Applicants must complete an application for admission to the Midwestern State University Graduate Programs. In addition to completing MSU admission application materials, **each applicant must also complete a separate application for admission to the Health Services Administration Program.** Links to the application forms can be obtained from the program website. The MHA program is open to students with varied educational backgrounds, and entrance into the MHA program is competitive. No specific baccalaureate degree is required.

The applicant must have a bachelor's degree from a regionally accredited institution and meet the respective admission requirements for the program. All applicants are required to submit GRE scores as part of the application process, or scores from an equivalent exam approved by the Program Chair. Students who have obtained a graduate degree from a regionally accredited program—master's or doctoral—are exempt from standards above and are admitted with unconditional status.

Unconditional Admission Guidelines

Unconditional admission may be granted to an applicant who meets the general admission requirements of Midwestern State University graduate admission and who has met the department's minimum competency requirements including consideration of the following:

1. ~~Competitive scores on the GRE, see the table below; and~~
2. ~~A basic knowledge of Excel, Word, and PowerPoint to enable the student to adequately prepare assignments and effectively function within the Web-based instructional modes used in instruction;~~
3. ~~Undergraduate GPA of 3.0 or better; and~~
4. ~~Paid or voluntary work experience in the health field OR clinical training at the bachelor's level.~~

GRE Scores Required for Unconditional/Full Admission*

Graduate Record Exam (GRE)	Minimum Scores Required
Verbal Reasoning	50th percentile or greater**

All proposed changes are marked as such: deleted items are marked with a strikethrough line and new items are in bold and underlined. Italicized wording is justification or clarification from the proposing department/college.

Quantitative Reasoning	50th percentile or greater**
Analytical Writing	3.5

~~*Exceptions to the minimum score requirements may be made based on work experience, or other qualifying situations, but exceptions will be made on a case by case basis at the discretion of the program's admissions committee. Also, an Analytical Writing Score of 3.5 or greater may substitute for a GRE Verbal Reasoning score of less than 50th percentile or greater when considering a student for Unconditional Admission; again this will be on a case by case basis.~~

~~**When compared to other test takers.~~

Conditional Admission Guidelines

~~Applicants who do not meet the requirements of unconditional admission may be admitted conditionally. The minimum GRE scores for conditional admission are shown in the table below. As a general rule,~~

- ~~1. — Conditional admission shall continue through the first 12 hours of graduate study.~~
- ~~2. — If the conditional admission requires leveling courses, they must be completed in the first semester of attendance with a grade of B or better, unless the department agrees otherwise.~~
- ~~3. — Upon successful completion of 12 semester hours of graduate courses with a grade point average of 3.2 and no grade lower than a B, the student's records will be reviewed to determine eligibility for full admission status.~~
- ~~4. — Any student removed from the program for academic reasons or rejected for admission to the MHA program may apply for a waiver according to directions below.~~

Conditional Admission Requirements

~~Conditional admission may be granted to an applicant who meets the general admission requirements of Midwestern State University graduation admission and who has met the department's minimum competency requirements for conditional admission including consideration of the following:~~

- ~~1. — GRE scores, see the table below; and~~
- ~~2. — A basic knowledge of Excel, Word, and PowerPoint to enable the student to adequately prepare assignments and effectively function within the Web-based instructional modes used in instruction;~~
- ~~3. — Undergraduate GPA of 2.6 or better; and~~
- ~~4. — Paid or voluntary work experience in the health field OR clinical training at the bachelor's level OR work experience in a related field.~~

Conditional/Provisional GRE Admission Scores

Graduate Record Exam (GRE)	Minimum Scores Required*
Verbal Reasoning	25th to 49th percentile**
Quantitative Reasoning	25th to 49th percentile**
Analytical Writing	<u>2.0—3.4***</u>

~~*Exceptions to the minimum score requirements may be made based on work experience, or other qualifying situations, but exceptions will be made on a case by case basis at the discretion of the program's admissions committee.~~

All proposed changes are marked as such: deleted items are marked with a strikethrough line and new items are in bold and underlined. Italicized wording is justification or clarification from the proposing department/college.

~~**When compared to other test takers.~~

~~***An Analytical Writing Score of 3.5 or greater may substitute for a GRE Verbal Reasoning score of less than 50th percentile or greater when considering a student for Unconditional Admission; again this will be on a case by case basis.~~

Application for Re-Admittance

The department does recognize that in rare cases course grades may cause a student to be administratively dismissed from the program or who may have not met the requirements for provisional admission. In such cases, a student may apply to the department's academic review committee for re-admission after he or she has been officially dismissed from the program or for reconsideration if not granted conditional admission. The student must submit a letter requesting readmission with supporting documentation of ability to perform satisfactory academic work. Also, the student must submit a statement explaining why he did not perform up to departmental standards and how he intends to remedy this situation. Approval of the readmission request will be based upon the student's written essay in his or her original application, the trend of undergraduate and graduate grades, professional work experience, letter of request, ~~GRE analytical score~~, and consideration of letters of recommendation. Approval of a readmission request moves the student to conditional status with attendant requirements, which shall be evaluated based on a time schedule established by the department's academic review committee. ~~Students seeking reconsideration for provisional admission must write a letter to the committee explaining why their GRE and/or their undergraduate GPA did not meet the minimum program requirements and how they intend to work towards strengthening these identified areas of deficit.~~

Requirements for Academic Good Standing

Any student who receives two grades of C or less, or one F will be administratively removed from the program the term following the second C or D or the one F. The student in the master's or the graduate certificate programs may repeat one course in which a grade of C or lower has been earned with the approval of the department's academic review committee. A 3.0 overall grade point average is required for graduation, and students must have a grade of B or better in all courses in the major. Students who are seeking the graduate certificate must earn a grade of B or better in each of the courses to be awarded the certificate.

Structure of Programs

The MHA program is a 45-credit program which requires students to take some courses in a specific sequence. Although students are encouraged to start in the fall semester, exceptions are made for those who want to start in the spring or summer semesters. MHA part-time slots are available, but students are responsible for assuring that they complete the courses in an appropriate sequence.

Core Courses: All Health Services Administration students must complete the 33 semester credit hours specified below:

HSAD 5013 - Health Services Administration Foundations*

HSAD 5103 - Health Care Organization Behavior & Management Theories*

HSAD 5113 - Health Care Financial Management I

HSAD 5133 - Health Systems Engineering and Quantitative Methods

HSAD 5143 - Health Care and Personnel Law

HSAD 5203 - Health Care Marketing and Microeconomics

All proposed changes are marked as such: deleted items are marked with a strikethrough line and new items are in bold and underlined. Italicized wording is justification or clarification from the proposing department/college.

HSAD 5213 - Health Services Operational and Strategic Management

HSAD 5223 - Health Informatics

HSAD 5253 - Health Services Research

HSAD 5293 - Managerial Epidemiology and Biostatistics

HSAD 6063 - Graduate Seminar in Advanced Research**

**Must be taken during the first full academic semester in program.*

***Taken only one time after completing at least 30 semester credit hours and HSAD 5253.*

Electives: 12 semester credits of elective courses are to be defined by the student and the advisor, based on the student's desired career goals and their concentration area.

Students should contact their advisor to ensure courses are taken in the proper sequence. Typical course offerings each semester are as follows **(Electives will rotate, so if a student desires a specific elective be sure to take it the first semester it is offered as it may not be offered for several more semesters):**

Fall

HSAD 5013 - Health Services Administration Foundations*

HSAD 5103 - Health Care Organization Behavior & Management Theories*

HSAD 5113 - Health Care Financial Management I

HSAD 5203 - Health Care Marketing and Microeconomics

HSAD 5223 - Health Informatics

HSAD 5253 - Health Services Research

HSAD 6063 - Graduate Seminar in Advanced Research**

Spring

HSAD 5013 - Health Services Administration Foundations*

HSAD 5103 - Health Care Organization Behavior & Management Theories*

HSAD 5133 - Health Systems Engineering and Quantitative Methods

HSAD 5163 - Capstone: Health Administrative Problems

HSAD 5213 - Health Services Operational and Strategic Management

HSAD 5293 - Managerial Epidemiology and Biostatistics

HSAD 6063 - Graduate Seminar in Advanced Research**

Summer

HSAD 5143 - Health Care and Personnel Law

Graduation Requirements

Students must successfully complete all required courses with a grade of B or better. To graduate, all students must successfully complete all course work in a manner consistent with the guidelines for that course (Contact the Program Coordinator for more information). In addition, all MHA students must complete and successfully pass a written comprehensive examination in the semester in which they intend to graduate. A student who fails the comprehensive examination may be allowed one retake of the exam. The student will be notified by the Program Coordinator and/or the student's advisor if a retake is permitted. This retake cannot be completed until the next semester and will be comprised of new questions. If a student fails the retake of the examination, his/her degree candidacy will be terminated.

Note: These requirements are specific to MHA students. Students who are in other program areas and taking MHA courses should refer to the program requirements for the program for which they have been admitted.

Admission to Candidacy

Admission to Candidacy occurs when the student completes all courses with a grade of B or better.

All proposed changes are marked as such: deleted items are marked with a strikethrough line and new items are in bold and underlined. Italicized wording is justification or clarification from the proposing department/college.

Degree Requirements and Courses

Programs

Major

Health Services Administration, M.H.A.

Graduate Certificate

Health Services Administration Graduate Certificate

Courses

Health Services Administration

HSAD 5003 - Independent Graduate Study in Health Administration

HSAD 5013 - Health Services Administration Foundations

HSAD 5103 - Health Care Organization Behavior & Management Theories

HSAD 5113 - Health Care Financial Management I

HSAD 5123 - Health Care Personnel

HSAD 5133 - Health Systems Engineering and Quantitative Methods

HSAD 5143 - Health Care and Personnel Law

HSAD 5153 - Managed Care Organizational Structure in the 21st Century

HSAD 5163 - Capstone: Health Administrative Problems

HSAD 5173 - Introduction to Public Health Administration

HSAD 5203 - Health Care Marketing and Microeconomics

HSAD 5213 - Health Services Operational and Strategic Management

HSAD 5223 - Health Informatics

HSAD 5233 - Health Policy and Macroeconomics

HSAD 5253 - Health Services Research

HSAD 5273 - Health Care Ethics

HSAD 5283 - Health Care Financial Management II

HSAD 5293 - Managerial Epidemiology and Biostatistics

HSAD 5503 - Healthcare Demographic Analysis

HSAD 5603 - Prison Health Care

HSAD 6003 - Special Graduate Topics in Health Administration

HSAD 6063 - Graduate Seminar in Advanced Research

15. Dr. Ziegler submitted the below revisions to the operating policies and other forms as non-voting items for the committee's input. Changes will go through various other committees and approvals before adoption.

Effective Fall 2024

Policy Changes OP 42.01 Graduate Faculty Requirements and Procedures

University Operating Policy/Procedure (OP) OP 42.01: Graduate Faculty Requirements and Procedures

Approval Authority: President
Policy Type: University Operating Policy and Procedure
Policy Owner: Provost and Vice President of Academic Affairs
Responsible Office: Dean of Billie Doris McAda Graduate School
Next Scheduled Review: 03/01/2022

I. Policy Statement

Guidelines for graduate faculty membership are set by the Graduate Council, although departments and colleges may develop their own specific criteria for membership within the more general Graduate School guidelines. Both Graduate School and departmental (or collegiate) guidelines may be changed at any time, subject to the approval of the Graduate Council. The Graduate School policy regarding graduate faculty membership will be reviewed by the Dean of the Graduate School in October of even-numbered years with substantive revisions forwarded to the Provost and Senior Vice President.

II. Reason for Policy

This Operating Policy/Procedure (OP) outlines the roles and responsibilities of graduate faculty along with the criteria for membership in the graduate faculty.

III. Application of Policy

This OP applies to all University graduate faculty.

IV. Definition(s)

V. Policy/Procedures

A. General

~~Graduate faculty members are expected to establish and maintain a record of scholarly productivity, teaching excellence, and exemplary individual work with graduate students. The accomplishments of faculty who are teaching in the graduate programs at MSU are reviewed regularly to evaluate the effectiveness of each faculty member in~~

All proposed changes are marked as such: deleted items are marked with a strikethrough line and new items are in bold and underlined. Italicized wording is justification or clarification from the proposing department/college.

~~accord with published criteria, regardless of contractual or tenured status (SACSCOC 3.72). Evidence of such faculty performance should be included in the graduate faculty member's annual personnel report as well as on the faculty member's curriculum vitae (CV). For those holding graduate faculty status, the faculty member's performance as a member of the graduate faculty is evaluated by the faculty member, department chair and dean during annual performance review. If the faculty member's scholarship, teaching or independent work with graduate students does not meet the guidelines or standards established by the department, college and the graduate council, the faculty members graduate faculty appointment may be denied or reduced, which will result in the creation of a developmental plan. The performance of the faculty member as a member of the graduate faculty should have a substantial impact on the faculty member's annual performance evaluation and on the academic deans and chairs recommendation for merit, tenure, or promotion.~~

~~A. Graduate Faculty Status~~

~~4. Full graduate faculty status~~

~~Criteria for full graduate faculty status:~~

- ~~Hold a full-time faculty appointment at MSU.~~
- ~~Hold a terminal degree in the discipline or a related field; or provide clear evidence of exceptional scholarly achievement that obviates this requirement.~~
- ~~Demonstrate an ongoing record of a variety of scholarly activities as described in the research and scholarly activities sections of the Tenure and Promotion Policy defined by the faculty member's college and department.~~
- ~~Demonstrate successful graduate teaching and effective individual work with graduate students.~~
- ~~Be recommended by the faculty member's college.~~

~~Qualified to:~~

- ~~Teach graduate courses~~
- ~~Serve on Graduate Advisory (Thesis), Research Paper, and other Graduate Committees~~
- ~~Chair Graduate Advisory (Thesis), Research Paper, and other Graduate Committees.~~

~~Eligible for appointment as a Graduate Coordinator for the program~~

- ~~Term: Full graduate faculty are appointed for a five-year term and must reapply at the end of their appointed term.~~

~~19. Associate Graduate Faculty status~~

~~Criteria for associate graduate faculty status:~~

- ~~Hold a full-time or part-time faculty appointment at MSU. (Graduate faculty members of other accredited universities who meet the MSU criteria for appointment as graduate faculty may, with the recommendation of the graduate program coordinator and through the Graduate Faculty approval process, be appointed as associate graduate faculty.)~~

- ~~— Hold, or be actively pursuing, a terminal degree in the discipline or a related field; or provide clear evidence of exceptional scholarly achievement that obviates this requirement.~~
- ~~— Begin and continue a record of scholarly activity.~~
- ~~— Be recommended by the faculty member's college.~~
- ~~— Qualified to:~~
 - ~~— Teach graduate courses~~
 - ~~— Serve on Graduate Advisory (Thesis), Research Paper, and other Graduate Committees~~
 - ~~— Chair Research Paper and other non-thesis committees~~
- ~~— MSU faculty holding a full-time appointment are eligible for appointment as a Graduate Coordinator for the program~~
- ~~— Term: Associate graduate faculty are appointed for a three year term and must reapply at the end of their appointed term.~~

31. Adjunct graduate faculty

- ~~— Criteria for adjunct graduate faculty status:~~
 - ~~— Hold an adjunct faculty appointment at MSU.~~
 - ~~— Hold or be actively pursuing a terminal degree in the discipline or a related field; or provide clear evidence of exceptional professional qualifications and experience.~~
- ~~— Qualified to:~~
 - ~~— Teach graduate courses~~
 - ~~— Serve on graduate committees~~
- ~~— Term: 1 year~~

A. Procedures for appointment as graduate faculty

~~40. Each College and Department will develop guidelines for the evaluation of satisfactory performance. Although these guidelines will reflect the individual nature of each graduate program, they will be consistent with the general guidelines for graduate faculty status outlined in this policy.~~

~~42. MSU full time, part time, or adjunct faculty who are being considered for an assignment to teach graduate courses as the faculty of record must be reviewed for appointment as graduate faculty at the rank of adjunct, associate, or full graduate faculty prior to the semester in which the first graduate course is slated to be taught. The process is as follows:~~

- ~~— A current curriculum vitae (CV) is supplied to the department chair by the faculty member.~~
- ~~— A letter of recommendation is written by the department chair to the Associate Vice President for Academic Affairs (AVPAA) and Dean of the McAda Graduate School.~~

~~— The Graduate Faculty Status Recommendation form is completed~~

and signed by department chair and graduate coordinator.

~~—The recommendation is reviewed by the academic dean of the college using the appropriate college and departmental guidelines for evaluation of satisfactory performance. When in agreement that the faculty member is eligible for consideration for graduate faculty status, the dean will sign, and annotate if desired, the Graduate Faculty Status Recommendation form and sent forward to the AVPAA/Dean of the McAda Graduate School.~~

~~—The AVPAA/Dean of the McAda Graduate School will review the recommendation of the college for the faculty member's appointment to the recommended status, assuring alignment of the faculty member's expertise and experience with guidance presented in this policy, making a recommendation to the Provost and Vice President for Academic Affairs, with whom the final decision rests. The full recommendation documentation, including department chair letter, faculty CV, and recommendation form with annotations will be provided to the Provost.~~

~~—The recommendation at the academic dean's or graduate deans, level may include approval as submitted, approval at an altered status, or denial. Recommendations for alteration or denial must include annotation regarding rationale for such recommendation.~~

~~—The decision at the provost's level may include approval as submitted, approval at an altered status, or denial.~~

~~—Should the appointment be denied, a written explanation of the decision shall be provided by the Dean of the McAda Graduate School, indicating specific aspects or deficits of scholarship, experience, or performance disqualifying the faculty from appointment.~~

~~—If a denial is issued, future efforts to achieve graduate faculty status will benefit from a personal statement from the faculty describing efforts to address any noted areas of deficit in scholarship, experience, or performance.~~

60.—New faculty joining MSU in a faculty position that includes teaching as a faculty of record for a graduate course must meet the requirements for graduate faculty status. When hiring documents are sent forward to the Office of the Provost, the Graduate Faculty Status Recommendation Form should be sent simultaneously to the Dean of the McAda Graduate School.

A. Procedures for advancement within the graduate faculty (i.e. from adjunct to associate or associate to full graduate status)

All proposed changes are marked as such: deleted items are marked with a strikethrough line and new items are in bold and underlined. Italicized wording is justification or clarification from the proposing department/college.

~~63. Faculty who wish to be considered for advancement within the graduate faculty must apply and submit a current CV to the department chair. Having considered the advice of the graduate coordinator, the department chair will review faculty performance and provide a written recommendation to the college dean.~~

~~64. —The recommendation will proceed as outlined in section C.2 above.~~

~~A. Procedures for renewal of graduate faculty status~~

~~66. —Faculty who wish to be considered for continued status within the graduate faculty must submit a request with a current CV to the department chair. Having considered the advice of the graduate coordinator, the department chair will review faculty performance and provide the Dean of the Graduate School with a written recommendation for the faculty member's continued standing.~~

~~67. —The recommendation will proceed as outlined in section C.2 above~~

~~A. Development of graduate faculty~~

~~If the faculty member's scholarship, teaching, or independent work with graduate students does not meet the guidelines or standards established by the department and college, the faculty member, the chair and the dean will develop a plan that they believe will result in the faculty members meeting those guidelines or standards. This plan will include actions to be undertaken by the faculty member and the support provided by the college for the faculty members successful and timely completion of those planned actions. (Graduate faculty status during the development period will be determined by the Dean of the Graduate School, based on the recommendations of the college dean.) The results of the plan will be a part of the faculty member's next annual performance review.~~

~~A. Procedures for Approval for Associate Graduate Faculty Members to Chair a Graduate Advisory Committee to Direct Thesis~~

~~71. —The Graduate Coordinator, in collaboration with the Department Chair, may recommend to the Academic Dean that a faculty member holding both a full-time appointment to the faculty at MSU and Associate Graduate Faculty Status may be approved to chair a student's Graduate Advisory Committee based upon alignment of the Associate Graduate Faculty Member's specialized knowledge in a particular area of study.~~

~~72. —The College will recommend the appointment through completion of the Graduate Advisory Committee Chair for One-Time Thesis Appointment form, providing ample rationale to support the appropriateness of, and need for, such an appointment.~~

~~73. —The designated form, faculty member's CV, a detailed letter, and a plan for mentorship by a faculty member holding Full Graduate Faculty Status shall be sent forward to the Graduate Dean's Office for recommendation to the Provost and Vice President for Academic Affairs, who holds final authority for approval.~~

~~74. —This process is to be used only for a singular appointment on a case-by-case basis, as its rationale resides with the faculty member's expertise to a singular thesis.~~

~~A. Procedures for Monitoring Graduate Faculty Appointment of those Teaching Courses for which Graduate Credit is awarded~~

~~76. The Associate Vice President for Academic Affairs and Dean of the Billie Doris McAda Graduate School will monitor graduate faculty status, assuring~~

~~that faculty appointments are congruent with teaching assignments, graduate advisory committee roles, and research paper roles in compliance with authorized graduate faculty responsibilities.~~

~~77.—The process is as follows:~~

~~—The roster of graduate classes, 3000–4000 courses taken for graduate credit, dual-listed courses, and thesis sections will be reviewed to assure that the faculty of record holds the required graduate faculty status. This review occurs each semester.~~

~~—If there are any discrepancies, the Dean of the Graduate School will follow up with the appropriate graduate coordinator, department chair, and academic dean to assure that proper action is taken, including either seeking graduate faculty status for the faculty of record or changing teaching assignments.~~

~~1. The outcomes of this review process will be communicated to the Provost and Vice President for Academic Affairs.~~

1. Roles and Responsibilities of Graduate Faculty Members

Graduate faculty membership is a means of recognizing members of the faculty for scholarly activities, creativity, direction of graduate research and study, and other contributions to the graduate programs. Therefore, such membership is neither pro forma nor automatic.

Graduate faculty are involved in:

- a. developing policies and procedures related to graduate education;
 - b. reviewing and making recommendations on applications for admission to graduate certificate and degree programs;
 - c. teaching graduate courses;
 - d. serving as graduate program directors;
 - e. advising students on curricular matters;
 - f. participating in qualifying, comprehensive, and other examinations;
 - g. directing graduate students in their research and creative activities;
 - h. serving as chair on master's and doctoral committees;
 - i. serving as member or co-chair on master's and doctoral committees;
- and/or
- j. serving as the Graduate Dean's representatives at doctoral dissertation defenses.

No member of the graduate faculty shall chair the advisory committee directing a student to a degree higher than the level of the highest degree earned by the member of the faculty.

2. Criteria for Membership

The criteria for membership on the graduate faculty include both university-wide and departmental (or collegiate in the case of some colleges) standards. The university-wide criteria for membership are as follows:

- a. Possession of the terminal academic degree in the field or recognition for substantive and distinctive contributions to the discipline involved. For

All proposed changes are marked as such: deleted items are marked with a strikethrough line and new items are in bold and underlined. Italicized wording is justification or clarification from the proposing department/college.

individuals in the process of obtaining a terminal degree, certification by their graduate school that all requirements for the degree have been met will be treated as equivalent to possession of the degree.

b. Evidence of current interest and involvement in scholarly research and/or creative activity.

c. For continuing graduate faculty, successful experience in the teaching, counseling, and/or direction of students at the graduate level. This requirement does not apply to individuals who have recently completed their terminal degrees.

d. Similarly, departments (or colleges) may have specific guidelines for graduate faculty membership within the general university-wide criteria listed above.

3. Graduate Faculty Membership

All members of the full-time tenure/tenure track faculty of graduate degree-conferring units of Midwestern State University become members of the graduate faculty upon appointment to the university unless the Graduate School receives notification from the college of the faculty member that he or she should not be included—e.g., because they do not satisfy the Criteria for Membership (see Section 2).

Faculty with other types of appointments at Midwestern State University (e.g., adjunct or visiting faculty, faculty with administrative assignments and/or ex officio appointments, international exchange faculty) may be conferred graduate faculty membership upon nomination by their academic department, unit, or college. If approved by the Graduate Council, the individual will be designated as adjunct graduate faculty. Depending on the extent they meet the criteria in section 2 (above), individuals will be permitted to:

- (1) participate in qualifying, comprehensive, and other examinations;
- (2) direct graduate students in their research and creative activities;
- (3) serve as co-chair on master's and doctoral committees;
- (4) serve as a member of master's and doctoral committees;
- (5) teach graduate courses related to their discipline; and
- (6) serve as the Dean's representative on doctoral dissertation defenses.

Nominations are reviewed by the Graduate Council and approved by majority vote by the Graduate Council. Approval is for a maximum of five years aligning with the department/unit's graduate program review cycle, but individuals may be nominated for continued appointments subject to approval by the Graduate Council.

Any additional restrictions upon duties performed by such faculty beyond those stated in this policy should be stated by the department or unit chair on the application form. Conversely, for those duties that are not restricted, the application form should present strong reasons why graduate faculty status should be conferred. Professors of practice who teach, for example, should be individuals whose extensive professional experience makes them valuable for teaching select profession-oriented courses.

Faculty who have retired from Midwestern State University appointments may apply for continuation as graduate faculty members subject to recommendation by the department and approval by the academic dean and Graduate Council. Upon retirement, the individual can no longer serve as sole chair of a master's or doctoral committee nor teach graduate courses. Any additional restrictions upon duties performed by such faculty should be stated by the department or unit chair on the application form.

4. Exceptions for Specific Duties

Those faculty members who are not appointed to the graduate faculty of Midwestern State University may not serve as instructors of record for graduate-level courses, including tandem courses, nor participate in comprehensive/qualifying exams/advisory committees for either master's or doctoral students. This includes individuals who had graduate faculty status but left Midwestern State University for other employment. Exceptions for the requirement to be a member of the graduate faculty may be granted for the following circumstances:

a. Teaching Waiver

Exceptions may be made to teach graduate courses under unusual circumstances and then only upon recommendation of the administrator of the instructional unit and with subsequent approval of the Dean of the Graduate School or designee. Requests should be made for specific courses only, be based on unusual programmatic need, and indicate the qualifications for the individual for whom a request is made. Approvals are granted for a two-year period but can be renewed.

b. Advisory Committee Membership

Exceptions may be granted by the Dean of the Graduate School for individuals serving on advisory committees (but not as chair) when their expertise clearly is required for enhancement of this student's scholarship. Such exemption may be extended to individuals internal or external to Midwestern State University. There may be no more than one non-graduate faculty member on a given advisory committee. Requests are made by the chair of the student's master's/doctoral committee to the Dean of the Graduate School. Approvals are student-specific.

c. Direction of Non-thesis Students in a Terminal Master's Degree Program
Faculty with a master's degree only can supervise non-thesis students to degree completion in a terminal master's degree program in which the faculty member is certified to teach upon recommendation of the administrator of the instructional unit and with subsequent approval of the Dean of the Graduate School or designee. Approvals are granted for a three-year period but can be renewed.

5. Review of Graduate Faculty Status

All proposed changes are marked as such: deleted items are marked with a strikethrough line and new items are in bold and underlined. Italicized wording is justification or clarification from the proposing department/college.

Graduate faculty members should be reviewed periodically by their departments and/or colleges, regardless of contractual or tenured status (SACSCOC 3.72). Such a review would include the faculty member's research, creative activity, and involvement in graduate education. In most cases, this review would be done as part of the regular graduate program review cycle.

A request for suspension of a graduate faculty member who receives a negative review must first be voted on by the graduate faculty of the individual's academic unit.

Any recommendation for suspension of a member from the graduate faculty must be presented with evidence of just cause, with the burden of proof on the unit chair or college dean.

The faculty member recommended for suspension must be informed of the vote and allowed to provide a rebuttal (in writing or in person) before any decision is made final.

Should a faculty member receive a negative vote for graduate faculty status in his or her department, unit, or college and wish to appeal that decision, he or she would send such an appeal to the Graduate Council, which would then forward their recommendation to the full body for a vote. The same procedure will apply in cases where a request is made by a department and/or college to remove an individual from the graduate faculty.

Upon a Graduate Council vote to reinstate or grant graduate faculty membership to the individual, the individual's graduate faculty membership role will be reinstated immediately.

VI. Related Constitutional Provisions, Statutes, Rules, Policies, Forms, and Websites

Responsible Office

Contact:

Phone:

Email:

Revision History

02/13/2015: MSU Policy 3.147 (Graduate Faculty Requirements and Procedures is adopted by the MSU Board of Regents as MSU Policy and Procedure 3.147)

11/06/2009

Effective Fall 2024

Changes to Midwestern State University Certification of Faculty Qualifications

Midwestern State University Certification of Faculty Qualifications

Faculty Name: _____

Position/ Title: _____

College: _____

Department: _____

List of courses faculty member is expected to teach (list course and title of course):

Course Prefix	Course Number	Title of Course
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Qualification Level (Check one and provide appropriate documentation/justification)

Faculty and/or Teaching Assistants meeting the Certification of Faculty Qualifications as outlined in OP ...

Faculty and/or Teaching Assistants not meeting the Certification of Faculty Qualifications as outlined in OP ... (Please attach justification addressing qualifications to teach)

Other Qualifications, i.e., Professional Experience, Special Non-Academic Training or Experience, etc. (Please attach justification addressing qualifications to teach)

Transcript attached

Certified by: _____

Department Chair or Designee	Date	Dean	Date
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_____	Date
-------	------

(Provost Signature will not be required for Instructor, GPTI, and Teaching Assistant titles)

Effective Fall 2024

Changes to graduate Faculty Application Form

Graduate Faculty Application Form

Graduate Faculty Application Form OP 42.01 grants graduate faculty status to all members of the full-time tenure/tenure track faculty of graduate degree-conferring units of Midwestern State University. These individuals become members of the graduate faculty upon appointment to the university unless the Graduate School receives notification from the college of the faculty member that he or she should not be included.

Those being nominated for graduate faculty must meet the university-wide criteria of: (a) possession of the terminal academic degree in the field or recognition for substantive and distinctive contributions to the discipline involved; (b) evidence of current interest and involvement in scholarly research and/or creative activity; and (c) successful experience in the teaching, counseling, and/or direction of students at the graduate level (this requirement does not apply to individuals who have recently completed their terminal degrees).

Faculty with other types of appointments at Midwestern State University (e.g., adjunct faculty, faculty with administrative assignments and/or ex officio appointments, international exchange faculty) may be conferred graduate faculty membership upon nomination by their academic department, unit, or college. If conferred, these individuals cannot chair but can co-chair master's and doctoral committees. Additional permissions are described in section 3.b of the OP.

Submitting an Application

Applications for adjunct graduate faculty status are reviewed by the Graduate Council and approved by majority vote by the Graduate Council. This is a limited five-year appointment with the length of the approval aligning with the department's graduate program review cycle. At the time of the review, previously approved individuals may be nominated for continued appointments subject to approval by the Graduate Council.

Completed applications are submitted to the Assistant of the Dean of Graduate School. The applications are initially reviewed by the Graduate Dean. If the application is deemed to meet the requirements of OP 42.01, the application is advanced to the Graduate Council for final consideration and possible approval.

Instructions

1. Fully complete application prior to peer faculty voting and administrative signatures to ensure full information is provided prior to decisions being made. Fields outlined in red are required fields.
2. Additional restrictions placed on this individual by the Department or home College should be listed on the application before the peer evaluation voting process.
3. Unless otherwise noted, responses to professional history sections for the applicant should be limited to the past five years.

Graduate Faculty Application Form
Confirmation/Reappointment

Name:

Department/Unit:

Title:

Date Submitted:

Appointment Type:

Email:

Phone:

Address:

City:

State:

Zip code:

Added Restrictions:

Rationale for Request (*to be completed by Chair or Program Coordinator*):

Approvals

Chair or Program Coordinator

Approve	Disapprove	Signature
---------	------------	-----------

College Dean

Approve	Disapprove	Signature
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Dean of the Graduate School

Approve	Disapprove	Signature
---------	------------	-----------

Graduate Council

Approve	Disapprove	Signature
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Please include complete and specific information in each category. Please type your responses. Do not handwrite. Where indicated, limit responses to the last five years.

I. Academic Background. (Begin with last degree; include post-doctoral work. Include degree, field/major, institution, and year awarded.)

II. Professional Experience – Academic and Non-academic. (Begin with present position. Include position title, institution/ agency, and years in position.)

All proposed changes are marked as such: deleted items are marked with a strikethrough line and new items are in bold and underlined. Italicized wording is justification or clarification from the proposing department/college.

- III. Direction of Graduate Students. (List completed theses and dissertations directed / chaired in the last five years. Include student's name, degree, institution, and year completed.)
- IV. Other Service on Graduate Committees. (Exclude those listed in Section III above. Include student's name, degree, institution, and year completed during the past five years.)
- V. Graduate Courses Taught. (List courses taught during the past five years listing each course number only once Include the institution, course numbers, course title, and year(s) taught.)
- VI. Published Research and Creative Activity. (List articles, books, and creative activities pertinent to your discipline completed during the past five years. Do not include in-house reports. List abstracts and papers presented at professional meetings in VII below. For publications and creative activities, provide complete authorship information and titles and dates. For performances, fully describe performances, showings, compositions, etc., for items in the Fine Arts and related areas to help Graduate Council understand the significance/impact of the work.)
- VII. Professional Papers and Abstracts.
- VIII. Grant and Contract Activity. (List grants, contracts or other types of sponsored research activity in the last five years. Include title of the proposal, date, and the sponsoring agency; dollar amount is optional. Include proposals that (a) were evaluated by an appropriate peer group, (b) made a contribution to graduate education, and (c) indicate which ones were funded.
- IX. Current Participation in Professional Associations. (Include association name; years meetings attended; offices, participation, etc.; editorial positions; referee for journals, proposals, etc.; service on award panels, juries, etc.)
- X. Other Professional Activities that Contribute to Graduate Education. (List items such as software development, new course development, adjudications, service on government panels, symposia or conferences organized, consulting for state and federal organizations, honors and awards received, etc.)

Effective Fall 2024

Graduate Teaching Assistant Evaluation Form

Graduate Teaching Assistants Evaluation Form
(College)
(Academic Year and Semester)

This is a CONFIDENTIAL document.

Name:

Last First

Department:

Statement of Graduate Teaching Assistant:

I certify that my Department Chair has reviewed their evaluative comments with me. I understand that I will receive a copy of this document.

Name Date

Note: Upon completion of the evaluation, if the graduate teaching assistant declines to sign, the Department Chair will indicate as much on the signature line and enter the date of the evaluation on the dateline.

Statement of the Department Chair:

I have reviewed with the Graduate Teaching Assistant my written comments and evaluative judgments contained in this document, and have provided him/her a copy.

Name Date

College Dean's Verification:

This document has been officially filed in the Dean's Office, and copies have been provided to the Department Chair, Program Coordinator (if applicable) and the Graduate Teaching Assistant.

Name Date

All proposed changes are marked as such: deleted items are marked with a strikethrough line and new items are in bold and underlined. Italicized wording is justification or clarification from the proposing department/college.

Department Chair's Evaluation of Graduate Teaching Assistant

Graduate Teaching Assistants will be evaluated using multiple measures, for example review of syllabus to make sure it meets MSU expectations and student evaluations, and may include periodic course observation by the department chair.

Guiding Principle

The Graduate Teaching Assistant is both student and employee. They are continually involved, as students, in the scholarship of their discipline. As students, they have a natural understanding of the needs and perspectives of other students, which enhances their role as employee. As employees, teaching assistants and graduate part-time instructors make an important contribution to the teaching mission of the university.

Just as “faculty members should conduct themselves in a respectful, civil, and courteous manner with other faculty, staff, administrators, and students in attaining the goals of the department, college, and University,” so too should Graduate Teaching Assistants.

The Department Chair should complete the following:

___ For the reporting period, the Graduate Teaching Assistant has complied with the MSU Guiding Principles

___ For the reporting period, the Graduate Teaching Assistant has failed to comply with the MSU Guiding Principles as follows:

The Department Chair should complete the following:

1. The Graduate Teaching Assistant is effective as an instructor (either online or on campus).
 - Meets expectations Does not meet expectations
2. The Graduate Teaching Assistant's course materials are appropriate.
 - Meets expectations Does not meet expectations
3. The Graduate Teaching Assistant is compliant with all necessary academic deadlines including grade submission.
 - Meets expectations Does not meet expectations

4. The Graduate Teaching Assistant provides a syllabus to each student that makes clear their expectations, requirements, and policies. In addition, the Graduate Teaching Assistant posted the syllabus and C.V. on the MSU directory no later than the Friday of the first week of MSU classes.

Meets expectations Does not meet expectations

5. The Graduate Teaching Assistant member makes themselves reasonably available to students.

Meets expectations Does not meet expectations

6. The Graduate Teaching Assistant is making steady progress toward the completion of an advanced degree.

7.

Yes

8. The Graduate Teaching Assistant is in good academic standing.

Yes

9. The Graduate Teaching Assistant is enrolled full time in MSU classes.

Yes

Chair Comments:

Compliance with MSU Policies and Procedures

The Department Chair should complete the following:

_____ For the reporting period, the Graduate Teaching Assistant has complied with the MSU regulations.

_____ For the reporting period, the Graduate Teaching Assistant has failed to comply with the MSU regulations noted below:

Graduate Teaching Assistant Response Section

Please check one of the following items and provide any comments you may have in the space below.

- I agree with the comments provided by the Department Chair.
- I disagree with the comments provided by the Department Chair (*if you disagree, you are required to provide reasons why you disagree with the evaluation*).

Graduate Teaching Assistant Comments:

If this is your final evaluation as a Graduate Teaching Assistant, please attach a short essay highlighting how the Assistantship enhanced your learning experience.

Effective Fall 2024**Certificate of Completion**

The Graduate Council voted to present those students in certificate programs a Certificate of Completion once all requirements are met. It will be awarded each semester. Ms. Amanda Raines is designing the official copy which will include signatures from the program Dean, the Registrar, the Interim Dean of the Grad School, and the Provost.

Adjournment:

There being no other business, the meeting was adjourned at 4:28 p.m.

Respectfully submitted,
Melissa Boerma
Assistant to the Provost