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Minutes & Agendas   Faculty Senate

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Faculty Senate Minutes 2003 - 2004

Missouri University of Science and Technology Faculty Senate

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ACADEMIC COUNCIL

Volume XXXIII, Number 7

Minutes of the June 17, 2004 Academic Council Meeting

XXXIII, 7   The meeting was called to order at 1:35 P.M. by President Todd Hubing. Roll call was not taken due to time constraints. The President of the UM system, Elson Floyd, was in attendance.

1. REPORTS AND RESPONSES

   A. PRESIDENT'S REPORT –Todd Hubing opened the meeting by introducing UM System President, Elson S. Floyd and announcing that President Floyd would be reporting to the council and answering questions after the Provost's Report.

   B. CHANCELLOR'S REPORT – This report was presented by Y.T. Shah.
      1. University Development
         a. A draft of the UMR Strategic Action Plan was handed out. One aspect of the UMR Strategic Plan is that it will be aligned with the UM System Strategic Plan.
         b. The FY 2005 State Appropriations increase was discussed.
            1. The UM System has set aside for UMR $750,000 for need-based scholarships. The campuses will be required to match the amount they receive from the UM System.
            2. Each campus will initially be allotted two endowed chairs with two additional chairs being sent on a first come first serve basis. The campus   must match the chairs with $1.5 million each plus a regular faculty position. If the campus does not provide the match by July, 2005 the chaired positions will be returned to the UM System.
            3. UMR needs identify two or three Strategic areas in which we can achieve national prominence by September. The campus will need to match any funds received from the UM System that are allocated to achieve these goals.
            4. One goal that the university should strive to meet if for UMR to become a top 10, and eventually, the top technological university in the country.

   C. PROVOST'S REPORT – This report was presented by Y.T Shah.
      1. Enrollment Management
         a. Despite the general decline in interest in science and engineering among high school students, UMR continues to experience significant interest

among potential students in these areas. However, the general decline in interest means that we will need to capture a larger share of the market.

 b. We will attain our target enrollment goal this year.

 c. The new ID cards are now available.

 d. ACT (AIM & EIS) training is now available for faculty and staff.

 e. Freshman enrollment is doing well, but we may need to shift the composition of the class. Transfer enrollment is down, but we are working more with community colleges in the St. Louis area.

 f. A concern continues to be graduate enrollment because of INS and Sevis issues. A steering committee consisting of the Vice Provosts and the four Associate Deans will work to identify strategies we must adopt to capture more of the US market, to address the international market, particularly China, where we used to recruit heavily.

 g. Distance education will continue to place an emphasis on graduate education.

2. Research

 a. New awards through the end of June are expected to be $35M, an increase of 16% over FY03 new awards. We are on target to reach our goal of $50M within the next couple of years.

 b. Through the end of May, new proposal submissions stand at $125M, up 7% over FY03.

 c. We are partnering with the Shaw Group to submit a $400M/year proposal to manage the Idaho Education National Lab. This would be a 10 year contract.

 d. On June 2, we had inaugurations for the Center for Aerospace Manufacturing Technologies (CAMT), which is an $8.8M plus up project. This is a joint project with Boeing, the Air Force, and UMR.

 e. The Missouri Transportation Institute has established a search committee for an Executive Director. Two candidates have been identified and a verbal agreement has been obtained with the leading candidate.

3. Undergraduate and Graduate Studies

 a. CERTI is planning to start up July 1st.

 b. 13 UMR faculty members have applied for the new campus-wide Dean's Teaching Scholar Award.

 c. There has been a significant increase (29%) in the number of OURE Student Research Proposals submitted for the 2004/2005 academic year.

 d. The new Residential College, will house a significant number of students. There will be three main areas of emphasis in the College: Leadership, Design and Research, and Entrepreneurship.

4. UMR Global

 a. New Homeland Security regulations are impacting all international students.

 b. We are trying to get the UMR Global structure aligned with the other Universities. There is a proposal before the Curricula committee about creating a school of extended learning.

 c. Because of the workload at the Writing Center, there will be no more "free editing" of theses and dissertations.

d. Over $400,000 was distributed to the four School/College deans earlier this month for redistribution to their departments. This amount brings the total distribution to the academic units for the year to over $900,000.
5. Information Technology – All projects are on schedule
   a. Issues discussed included power stability, information security, E-mail stability, networking and telecommunications, and consolidation of multiple web environments.
   b. Five task forces chaired by faculty members have been formed to address various IT issues. One committee is focused on the library, which continues to be impacted by increasing journal costs. It appears that journal subscriptions will be reduced by 25%.
   c. Another committee is working to improve the operation of PeopleSoft at UMR.

2. PRESIDENT ELSON FLOYD
President Floyd responded to questions that were posed to him by members of the Academic Council. Prior to answering questions, President Floyd also provided an update on the legislative session.

A. Legislative update
   1. The UM System has been engaged in thoughtful discussion with the State Legislature, particularly regarding the life sciences area. If the University of Missouri System is to become an economic engine for our state, we need to make sure that we provide academic quality across this spectrum and have a lot of ground that we need to make up very quickly. To facilitate this progress, the proposal to the State Legislature started with a requested commitment from the legislature of approximately $190M. Six projects constituted this request. This request was increased to $350M, but this level of support was considered too aggressive by the Legislature.
   2. The addition of Northwest Missouri State University to the UM System was also considered during this legislative term. This issue has not yet been resolved.
   3. Funding for the UM System stabilized during the last term. The General Assembly was able to include a modest increase to higher education funding. An increase of $20M was appropriate, of which $12M came to the UM System. The $12M will be distributed as follows:
      a. $2.7M will be allocated to UMSL to address equity issues.
      b. $1M will be allocated for the establishment of an endowed chairs program. This will require a matching commitment from private donors.
      c. $4M will be used to establish a new financial aid program that will require matching funds from the universities.
      d. $4M will be allocated to help support Strategic Initiatives. Each campus will make a contribution to meeting the Strategic Goals of the UM System. One of these goals is that by 2010, we would like to have an increase of 10,000 students.

B. Questions and Answers with President Elson Floyd.

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a. Can you comment on the reasons for the addition of Northwest Missouri State University to the UM System and on the financial support of five research institutions within the state? Will the accreditation of the other schools be compromised?

The addition of Northwest Missouri State University to the UM System is important since it gives us a presence in the northern part of the state, where we are currently only represented with extension and outreach, so that we can serve all Missourians. The UM System needs to be as efficient as possible with regard to the total educational package that it offers. Instead of a downfall in accreditation for the four campuses, the accreditation process for NWMSU will be improved. With regard to supporting five research institutions, NWMSU will not become a full fledged research university, but will offer selected doctoral programs.

b. Can the funding level that was historically allocated to the UMRB program be restored.

The allocated funding level for this program was reduced, in part, due to the financial crisis that the UM System has experienced the past several years. It is a hope, and expectation, that this will be funded at a higher level in the future

c. Where do you see UMR fitting within the UM System and what are, and are not, our roles?

UMR is the technological University for the state of Missouri. There will be continued support for this role for UMR and for this institution to play a world class role in this area.

3. REPORTS OF STANDING AND SPECIAL COMMITTEES
   A. CURRICULA – This report was presented by Charles Chusuei.
      1. The committee moved to approve a name change from the School of Mines and Metallurgy to the School of Materials, Energy and Earth Resources. The motion passed.
      2. The Curricula committee asked the Academic Council to accept the changes on the DC forms distributed with the agenda. The motion passed.
      3. The Curricula committee asked the Academic Council to accept the changes on the CC forms distributed with the agenda. The motion passed.
      4. There is a listing of experimental courses that was provided to Academic Council for information purposes.
   B. BUDGETARY AFFAIRS- No report.
   C. STUDENT AFFAIRS – No report.
   D. ACTION ITEM – Global - This report was given by Henry Wiebe.
      1. A draft revision of the memorandum has been given to Budgetary Affairs. The action item in now closed.

4. NEW BUSINESS
   A. ANNOUNCEMENTS - Mike Hilgers.
      1. There will be a steering committee formed to look at UMR's Strategic Planning Process and coupled budget model. This committee will work with the Budgetary Affairs committee. Mike has solicited and received nominations for this committee via e-mail. All faculty nominated will be invited to serve on this committee.
      2. A web site will be established to keep everyone informed of progress in this area.
   B. STAFF COUNCIL – A new representative will be elected for the coming academic year.
   C. STUDENT COUNCIL – No report.
   D. COUNCIL OF GRADUATE STUDIES - No report.
   E. REFERRALS – Draft memorandum from UMR Global was referred to the Budgetary Affairs committee for comment.

The meeting adjourned at 2:30 P.M.

Respectfully submitted,

Robert Schwartz, Secretary
(Electronically submitted, 6/21/04 –12:30 p.m.)

*Minutes of the Academic Council are considered official notification and documentation of actions approved.

PROVOST'S REPORT
ACADEMIC COUNCIL
JUNE 17, 2004

ENROLLMENT MANAGEMENT

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Continued interest in engineering leads to freshman enrollment cap

By <u>UMR PUBLIC RELATIONS</u>

For the second year in a row, UMR will close admissions to its freshman engineering program this summer due to a larger-than-expected interest in the academic programs.

Effective July 1, UMR will close admission to its freshman engineering program for the fall 2004 semester. Qualified engineering students who apply after July 1 will be admitted for the winter 2005 semester, which begins in January.

UMR will continue to accept applications after July 1 for admission into UMR's other academic programs in arts and sciences and management and information systems. UMR also will continue to accept applications for its transfer and graduate programs.

The need to cap the freshman engineering applications is due to the freshmen registration deposits exceeding the enrollment goals, as well as resource constraints due in part to state budget reductions from prior years.

"We know the increased demand to attend UMR is based on the university's national reputation," says UMR Provost Y.T. Shah. "The high quality of all of our programs continues to attract more talented students at a time when interest in engineering degrees continues to wane."

Also contributing to the increased student demand is the opening this fall of a new residential college that will be housed in the university's all-suite styled residence halls. The residential college program will start this August with three learning communities emphasizing entrepreneurship, research and women in leadership. The residential college is part of a leadership development emphasis on the campus.

The enrollment cap also ensures that the university can better meet the needs of the freshman class, says UMR Chancellor Gary Thomas. By controlling the size of the classes we can better ensure that our students will have a successful first-year experience and graduate with a UMR degree."

UMR's enrollment has been growing quickly over the past few years. The fall 2004 freshmen class is expected to be up to 30 percent larger than the fall class of 2000.

This fall, about 890 freshmen are expected; 690 freshmen were enrolled in 2000. The university's total enrollment in 2000 was 4,748. Enrollment could reach 5,600 by fall.

"Most of the new students are attracted to the wonderful Rolla campus and the strong value of a UMR degree," says Jay Goff, dean of enrollment management at UMR. "Our graduates continue to be recruited by some of the top corporations and start with outstanding salaries. UMR's 2003 graduates reported an average starting salary of over $47,300."

Students currently admitted to UMR as freshmen for the fall semester, but who have not submitted a registration deposit by July 1, will be placed on a waiting list for enrollment and housing assignments.

NEW ID CARDS NOW AVAILABLE

Benefit-eligible faculty and staff can now receive a free Miner Card until Aug. 1 by bringing their current ID or driver's license to Room 101 of the University Center-West between 8:30 a.m. and 4 p.m. Monday through Friday.

Faculty and staff can select from six different backgrounds for their gold cards. Other cards for non-benefit eligible employees, visitors, dependents, visiting scholars, retirees, and alumni are blue with a background of Stonehenge and cost $5.

Passport and OPT (optional practical training) pictures are now available through the new ID system for $10.

Starting Aug. 1, UMR will transition to the new campus ID system, which will require encoding changes to ID swipe systems across campus. Each department that uses campus IDs for departmental swipe systems – for building and security access, computers, bookstore charges, food service, etc. – will have to change their numeric encoding system on Aug. 1. Contact Kerry Allen, IT support manager, at <u>allenkj@umr.edu</u> for more information concerning this transition. Faculty and staff should use their current ID cards until Aug. 1.

For more information about the Miner Card after July 1, 2004, stop by the office of new student programs in the Carver-Turner Rooms of the University Center-East.

AIM & EIS Training for UMR Faculty & Staff

Learn Ways to Improve Your Department's
New Student Recruitment Efforts with Market Data
SUMMER 2004, Released 6-11-2004

As part of our continuing effort to enhance and target our recruitment of quality students, we have incorporated ACT's AIM (ACT Information Manager) and EIS (Enrollment Information Service) student databases into our recruiting process.

To assist all faculty, administrators and staff members involved in freshmen recruitment, Enrollment Management has organized a summer training schedule for each software package.

The training sessions will be scheduled for 1:00-4:00 p.m. on the days listed below in 106 Parker Hall. These "hands-on" sessions are composed of two parts: AIM training from 1:00-2:30 with EIS following immediately after from 2:30-4:00. Training materials will be provided to each participant and attendees do not need to attend both parts of the training.

AIM & EIS Training Dates
Tuesday, June 22nd — \
Tuesday, July 13th
Tuesday, July 27th
Tuesday, August 10th

HOW TO REGISTER
The training sessions, materials, software, and student data is free of charge to all appropriate UMR faculty, administrators and staff.

To register for a session, contact:
>Rachel Morris,
>Enrollment Management Data & Technology Coordinator
>rachelm@umr.edu
>341-5552
>102 Parker Hall

If we encounter greater than anticipated demand, additional training sessions will be provided.

PROGRAM OVERVIEWS

AIM is used to help identify hot prospects and recruit current high school seniors interested in UMR. AIM provides a probability assessment of students' likelihood to attend UMR based on the profiles of students who enrolled at UMR in 2000, 2001, & 2002. The system helps in our strategic planning and territory management by allowing users to group and view ACT assessment data by geographic regions, market segments, counties, school districts, and high schools. With this software, recruiters are able to view a student's overall ACT record, i.e. scores, demographic profile data, and personal interest inventory. Users will have access to the entire academic and interest profiles of all high school seniors who send their ACT scores to UMR.

EIS is used for assessing current and potential student markets in recruitment planning. EIS helps with recruitment planning by providing specific annual data about UMR's market potential, market penetration/yield, and market position/competition. This database does not provide individual student names; instead it provides student profile data for every student tested in the nation in previous years. This information is invaluable for strategic enrollment planning and setting realistic enrollment goals.

**Please note:** All student information shared in the sessions and via the databases is to only be used for legitimate university purposes and cannot be shared with outside or unauthorized parties. The student information is considered confidential and federally protected by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) standards.

QUESTIONS
Additional questions, comments, or suggestions regarding the training schedule, should be forwarded to Rachel Morris at rachelm@umr.edu or by phone 341-4452.

UMR - Enrollment Management Services WEEKLY ENROLLMENT REPORT			Fall 2000 (ADMs) 6/15/2000	Fall 2001 (PS Conv) 6/15/2001	Fall 2002 (PS) 6/15/2002	Fall 2003 (PS) 6/15/2003	Fall 2004 (PS) 6/15/2004
FRESHMEN	Prospects	Beg. Fr. Prospects	139181	42816	65159	42359	24115
		HS Jr. Prospects	10454	10704	10296	18735	14971
	Inquiries	Beg. Fr. Inquiries	20539	9071	13512	11142	10100
		HS Jr. Inquiries	3590	1009	7758	6698	5432
	Applications		1805	1786	1925	1825	1858
		Pending	144	122	67	55	53
		Withdrawn Apps	2	22	24	14	6
	Admitted		1587	1583	1727	1685	1713
		Cancelled Admits	668	202	428	222	556
		Denied	72	59	107	71	86
	Enrolled		0	0	753	770	838
TRANSFERS	Inquiries		867	639	660	655	1017
	Applications		347	394	414	400	377
		Pending	73	129	120	72	78
		Withdrawn Apps	12	3	1	0	7
	Admitted		247	252	283	316	279
		Cancelled Admits	23	3	8	9	9
		Denied	15	10	10	12	13
	Enrolled		0	0	135	186	N/A
GRADUATES	Inquiries		6895	4447	3349	2372	1256
	Applications		1762	2256	3189	2471	1269
		Pending	724	687	920	570	244
		Withdrawn Apps	6	10	31	21	7
	Admitted		674	1097	1573	1184	641
		Cancelled Admits	11	0	0	0	0
		Denied	358	462	665	696	377
	Enrolled		0	0	60	68	55
ORIENTATION	Freshmen	Total Reservations	636	664	803	864	849
	Transfer	Total Reservations	N/A	N/A	N/A	90	110
HOUSING CONTRACTS		Upperclassmen	604	642	609	662	687
		Beginning Freshmen	547	521	722	772	761
		Transfers	N/A	N/A	N/A	N/A	0
		TOTAL	1,151	1,163	1,331	1,434	1,448
4TH WEEK CENSUS		Beginning Freshmen	696	715	815	897	0
		Transfers	195	231	261	281	0
		Graduates	348	395	423	348	0
		TOTAL	1,239	1,341	1,499	1,526	0

Unofficial Internal Planning Data - not intended for public release.

ADMs - data from ADMs system

PS Conv - PeopleSoft conversion data

PS - data from PeopleSoft system

UNIVERSITY OF MISSOURI-ROLLA
3 YEAR COMPARISON

JUNE 9, 2004 - SUMMER CLOSE OF REGISTRATION

	2004					2003					2002				
	TOTAL UG	TOTAL GRAD	TOTAL MALE	TOTAL FEMALE	TOTAL	TOTAL UG	TOTAL GRAD	TOTAL MALE	TOTAL FEMALE	TOTAL	TOTAL UG	TOTAL GRAD	TOTAL MALE	TOTAL FEMALE	TOTAL
ROLLA CAMPUS															
A&S UND	14	0	7	7	14	24	0	11	13	24	24	0	15	9	24
BIO SC	21	9	9	21	30	17	7	10	14	24	11	1	2	10	12
CHEM	10	50	40	20	60	10	51	38	23	61	10	53	36	27	63
CP SC	51	31	68	14	82	55	30	73	12	85	53	27	66	14	80
ENGL	12	0	5	7	12	20	0	2	18	20	18	0	0	18	18
HIST	26	0	12	14	26	24	0	13	11	24	18	0	12	6	18
MATH	12	17	15	14	29	18	17	18	17	35	11	17	11	17	28
PHIL	0	0	0	0	0	1	0	0	1	1	0	0	0	0	0
PHYS	3	22	19	6	25	10	17	22	5	27	10	14	17	7	24
PSYCH	24	0	3	21	24	20	0	2	18	20	14	0	2	12	14
A&S	173	129	178	124	302	199	122	189	132	321	169	112	161	120	281
AERO E	20	13	25	8	33	17	6	16	7	23	16	9	24	1	25
ARCH E	12	0	8	4	12	10	0	6	4	10	2	0	0	2	2
CHEM E	18	21	28	11	39	22	25	33	14	47	29	30	39	20	59
CIV E	30	53	65	18	83	31	71	84	18	102	32	63	69	26	95
COMP E	31	20	47	4	51	39	19	55	3	58	42	35	68	9	77
ELEC E	78	85	144	19	163	76	117	164	29	193	73	85	136	22	158
E MGT	26	33	42	17	59	45	42	64	23	87	50	55	73	32	105
E MECH	0	3	2	1	3	0	9	8	1	9	0	6	5	1	6
ENGR UND	7	0	6	1	7	6	0	5	1	6	6	0	5	1	6
ENVR E	1	11	6	6	12	1	8	4	5	9	0	7	3	4	7
MANF E	0	14	10	4	14	0	25	24	1	25	0	20	18	2	20
MECH E	96	78	153	21	174	87	81	147	21	168	79	72	138	13	151
SYS E	0	1	1	0	1	0	3	2	1	3	0	0	0	0	0
FR ENGR	73	0	61	12	73	65	0	52	13	65	66	0	52	14	66
ENGR	392	332	598	126	724	399	406	664	141	805	395	383	631	147	778
BUS&MS	22	0	9	13	22	18	0	12	6	18	0	0	0	0	0
ECON	5	0	3	2	5	5	0	2	3	5	5	0	5	0	5
IS&T	20	16	27	9	36	13	8	16	5	21	4	3	6	1	7
MGT SYS	2	0	1	1	2	7	0	6	1	7	29	0	19	10	29
M&IS UND	3	0	2	1	3	3	0	3	0	3	0	0	0	0	0
M&IS	52	16	42	26	68	46	8	39	15	54	38	3	30	11	41
CER E	6	23	19	10	29	9	29	28	10	38	11	23	23	11	34
GEOL E	4	7	6	5	11	4	10	9	5	14	15	10	17	8	25
GEO & GP	26	12	26	12	38	5	16	11	10	21	16	23	24	15	39
MET E	12	31	32	11	43	10	25	30	5	35	8	25	27	6	33
M&M UND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MIN E	8	8	13	3	16	3	10	11	2	13	7	7	11	3	14
NUCL E	10	5	11	4	15	9	9	13	5	18	10	8	13	5	18
PETR E	4	1	3	2	5	3	7	9	1	10	4	6	8	2	10
FR ENGR	17	0	13	4	17	15	0	13	2	15	8	0	7	1	8
M&M	87	87	123	51	174	58	106	124	40	164	79	102	130	51	181
NON DG	23	4	12	15	27	12	6	12	6	18	20	4	12	12	24
CAMPUS TOTAL	727	568	953	342	1295	714	648	1028	334	1362	701	604	964	341	1305
DISTANCE EDUCATION															
AERO E	0	0	0	0	0	0	1	1	0	1	0	0	0	0	0
CIV E	0	8	6	2	8	0	0	0	0	0	0	0	6	0	6
COMP E	0	0	0	0	0	0	0	0	0	0	0	2	2	0	2
CP SC	0	1	1	0	1	0	1	1	0	1	0	0	0	0	0
ELEC E	0	0	0	0	0	0	1	1	0	1	0	0	1	0	1
E MGT	0	44	34	10	44	0	39	33	6	39	0	88	79	9	88
E MECH	0	2	2	0	2	0	1	1	0	1	0	0	0	0	0
ENVR E	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1
GEOL E	0	1	1	0	1	0	3	2	1	3	0	9	7	2	9
GEO & GP	0	8	7	1	8	0	14	11	3	14	0	7	7	0	7
MANF E	0	2	2	0	2	0	0	0	0	0	0	0	0	0	0
MATH	0	0	0	0	0	0	1	0	1	1	0	0	0	0	0
MECH E	0	4	4	0	4	0	0	0	0	0	0	0	0	0	0
MET E	0	0	0	0	0	0	3	3	0	3	0	2	2	0	2
MIN E	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0
SYS E	0	61	47	14	61	0	50	44	6	50	0	49	44	5	49
NON DG	57	16	38	35	73	83	16	51	48	99	21	14	35	0	35
DISTANCE TOTAL	57	148	143	62	205	83	131	148	66	214	21	172	183	17	200
UMR TOTAL	784	716	1096	404	1500	797	779	1176	400	1576	722	783	1147	358	1505

RESEARCH

Research

1. New awards through the end of June are expected to be $35M, an increase of 16% over FY03 new awards

2. Through the end of May new proposal submissions stand at $125M, up 7% over FY03

3. We are partners with the Shaw Group to submit a $500M/year proposal to manage the Idaho National Lab. If successful this is a 10 year contract.

4. On June 3rd we held the kickoff meeting for the newly formed Center for Aerospace Manufacturing Technologies. Over 40 Boeing, Air Force and UMR personnel participated in the event.

UNDERGRADUATE AND GRADUATE STUDIES

Undergraduate and Graduate Studies

1) UMR's New Center for Educational Research and Teaching Innovation (CERTI) is planning to start up July 1st! A slate of programs and activities will be announced to the campus very soon. This is an exciting opportunity for UMR to comprehensively begin addressing some important learning environment and student learning outcomes issues.

2) A total of 13 UMR faculty members have made application for the new campus-wide Dean's Teaching Scholar Award. Announcements for the 3-year appointments will occur at the beginning of the Fall 2004 semester.

3) There has been a significant (29%) increase (compared to last year) in the number of OURE Student Research Proposals submitted for the 2004/2005 academic year. This is a good signal of the importance of experiential learning experiences desired by students and a great opportunity for UMR to highlight even more the outstanding educational experience provided by the campus.

UMR GLOBAL

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UMR Global

New Homeland Security Regulations Impact International Students:

New Homeland Security regulations impacting all international students are making it more difficult to issue Social Security numbers. The impact of not having a Social Security number is that students can not:

- Be entered into People Soft for payroll purposes,
- Be employed by UMR as a graduate assistant, and
- Open a bank account.

One of the conditions of getting a Social Security card is to be enrolled as a full time student. New international students arrive for orientation on August 9, 2004. We are proposing that each school or college make provision for an advisor to be present the week of August 9 to enroll new international students in a full time program. If possible, this program should consist of courses that will fulfill degree requirements. If this is not possible, courses such as Special Problems 300 could be used with the idea that the student would go through a drop and add sequence at the start of classes to get in the courses actually needed. However, this drop and add process will create a hardship within the Registrar's Office and should be avoided if at all possible. The enrollment process should work if advisors are available for 2 or 3 hours each day from August 9 through August 12.

Distance Education Distributions:

Slightly over $400,000 was distributed to the four School/College deans earlier this month for redistribution to their departments. The distribution of these funds was made possible by the department's efforts in conducting distance education credit courses. This amount brings the total distribution to the academic units for the year to over $900,000. A distribution of additional funds will be made at year end reflecting activity from non-credit courses. Departments wishing to participate in activities of this type are encouraged to contact Distance and Continuing Education to explore the possibilities for both credit and non-credit opportunities.

Changing the Name of UMR Global:

An official request has been submitted to the Curriculum Committee using the "Name Change Form" to change the name of UMR Global to the School of Extended Learning. If approved by the committee, this request will come before the Academic Council later in the year.

Elimination of Free Editing Services:

The free editing services extended to graduate students (primarily international) by the Writing Center will be eliminated at the start of FS2004. A proposal to replace this service with a fee based editing service has been endorsed by the Provost's Cabinet. Implementation of the proposal will involve testing all new international graduate students to determine their level of writing proficiency and classifying these students into three levels. This requirement would be made of all students that require a TOEFL as a condition of entrance to UMR. Students at the lowest level would be offered the opportunity to take a fee based non-credit writing course. Upon completion, these students would then be combined with students at the next level and offered the opportunity to take a three credit hour writing course. Upon completion of the course work, these students, along with the students in the highest scoring group, would be offered editing services at a relatively low fee. Students not scoring sufficiently high and not completing the course sequence, would be offered editing services at a higher fee.

INFORMATION TECHNOLOGY

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Information Technology

Power Stability/Heating Ventilation and Cooling (HVAC) in Data Center
- Data Center project moving forward on schedule. Construction underway to configure redundant power, redundant HVAC, and fire suppression.

Information Security
- Realizing great improvements in incident response time through new streamlined workflows.
- Network registration system upgraded to allow "no-click" registration of new devices. Full deployment wi occur in July.
- Testing and establishing tight access control for critical servers.
- Major modifications in network topology underway to improve defensibility and allow a more partitioned approach to threat management.
- Implementing a rogue device detection system to identify and contain unauthorized or ill-behaving network devices.

Email Stability
- Deployment of Windows 2k3 and Exchange 2k3 for the Unity messaging servers and Exchange protocol servers completed and all IT mailboxes moved to new service utilizing the Dell SAN.
- Upgrading to the SAN based Exchange service to a 3+1 Active/Passive cluster to improve reliability, uptime and performance and annual yearly operating costs.
- Spam Assassin has been upgraded to catch more spam and the Spam Assassin configuration utility has been upgraded to improve ease-of-use.

Networking and Telecommunication
- An expanded pilot project is underway working with SprintPCS to provide advanced wireless services to the UMR campus. Current pilots underway include UMR Exchange Server e-mail access, advance handsets based on Palm OS and Windows CE, the ReadyLink push to talk service, a unified dialing plan, and unified voice mail service.
- Redundant network routing services have been deployed between the primary and backup data centers allowing automatic fail-over of critical network services in the event of a network failure in the primary data center.
- Design for a redundant core network with redundant building links to major buildings has been completed and implementation is proceeding.

Consolidation of Multiple Web Environments – Unified Web Presence
- Work continues to finalize content and fine tune the 25 prototype sites that have been developed for all academic departments, schools and colleges.
- Prototype sites are on schedule for August 1st launch date.
- Currently developing training materials for end users of system.
- Training of content editors will begin prior to sites going live.
- Development of a prioritization schedule of other sites/content that will be migrated to new web platform.
- Actively researching ways the new system can improve the way the University delivers crucial content to its audiences.

Operating Issues
- New Dell VPA quarterly review resulted in standard systems updated from 2.8 to 3.2 Giga hertz.
- Developing a set of recommendations for student machine purchases.
- Remote computer assistance methods have deployed and utilized in approximately 100 cases to date.
- Scheduled support procedures for CLCs are being defined and initiated.
    1. CLCs are regularly being toured and evaluated for operational readiness.
        - Each pc system is checked for functionality and current build version.
        - Printers are checked for paper and toner.
        - CLC appearance is groomed if needed.
    2. A pilot automated CLC rebuild application is in place and being tested.
        - Application systematically refreshes software image on each machine and subsequently restarts that machine.

Preview, Registration and Orientation (PRO) (since Jan 2004)
- Created more than 1000 computer accounts for new students participating in PRO.
- Active IT representation and participation in 8 PRO sessions.
- Each student receives a hand delivered, personalized information sheet.

Blackboard
- Identified and resolved blackboard performance issues.
- Continue with migration to new version of blackboard software.

FsaAtlas
- Completed a major data laundering process which minimized undesirable effects to our international student population.
- Continue to migration FsaAtlas to new version of software.

User Accounts
- Finalized the creation of 'Local ADS Accounts', which allow students, enrolled for classes at UMR and other UM System campuses, full access to all UMR computing resources.
- Implemented enhanced spam filtering options.

ID Card Project
- Implemented chosen software solution within designated timelines.
- Continuing to provide support toward Aug 1 'go live' date.
- Continuing to work closely with new student programs to resolve pending and developing issues.

General
- 7th Business Review held on May 25th - scorecards available at http://campus.umr.edu/it/cio/
- Conducted the teacher evaluations for the spring semester and made several enhancements to the Web reporting for this activity.
- IT welcomes Christopher Dew to the role of Supervisor of Communications and Training. Christopher brings with him a Master's in Secondary Education and Curriculum Development and will be leading our Communications and Training Team into new areas of excellence.

cademic Council

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Volume XXXIII, Number 6
Minutes of the Academic Council Meeting
April 22, 2004

XXXIII, 6 The meeting was called to order at 1:35 P.M. by President Todd Hubing. Roll call was taken, and absentees noted were: S.N. Balakrishnan, Neil Book, K.M. Isaac, Roger LaBoube, Jennifer Leopold, Patrick Huber, Mark Mullin, Robert Stone, H.L. Tsai, Thomas Vojta, Paul Worsey, Robert Mitchell (sent sub), Debra Robinson, and Y.T Shah (sent sub).

There was a motion and second to approve the minutes of the February 19, 2004 Academic Council meeting. The Academic Council body voted to accept the minutes.

1 REPORTS AND RESPONSES
    A. PRESIDENT'S REPORT - This report was presented by Academic Council President Todd Hubing.

    1. The Provost has approached Academic Council about forming a strategic planning committee whose goals would include establishing a long range vision for the University with regard to strategic vision and enrollment. This committee will have four or five administrators on it. Faculty members will be appointed by RP&A. Nominations are welcomed. This committee will be formed before the end of this semester and will start convening over the summer.
    2. At the upcoming General faculty meeting three individuals will be elected to the Public Occasions committee. One person Student Awards and Financial Aid committee and one to the Student Scholastic Appeals committee. If you would like to serve please inform Lenn or Todd.
    3. The IFC has met twice since the last Academic Council meeting and there are two issues to report:

        a. The Board of Curators approved

the revised Workload policy so it is now in effect.

b. An inter-campus committee has been investigating the establishment of conflict of interest guidelines and policies for UM System employees. Their report will be placed on the Academic Council website.

B. CHANCELLOR'S REPORT - This report was presented by Gary Thomas.

1. University Development

a. We had a successful weekend with the Academies including celebrations with major donors of UMR.

2. Budget

a. It appears that the budget recommended by the House is virtually the same as last year. Because the Senate added about $20M to the budget, a compromise budget is expected. Therefore, we are possibly looking at an appropriation that is a little bit higher or the same, as last year.

b. In structuring the budget, it was based on the amount expected from the state, not the amount appropriated, to account for withholdings in prior years. Due to improving economic conditions in the state, we may have perhaps $1M dollars more than anticipated.

3. Building

a. The Mechanical and Aerospace building started out as a Life Sciences initiative but that bill is unlikely to pass.

b. There are some other bills within will perhaps become law.

One is to create a series of matching funds for chaired position in the Life science areas. UMR anticipated this and submitted a list of eight potential chairs in Life Science and biomaterials that have been approved, if the bill passes. The bill could create as many as 100 chairs if it passes. It is open to all colleges within the state.

c. The Jobs now bill is also unlikely to pass. Therefore, new facilities will most likely need to be paid for by the University.

4. Flat tuition

a. In 2001, The Curators of the University of Missouri passed a policy change that would allow UMR and UMC to have a flat tuition rate. All full time students would pay the same fee regardless of the number of hours taken, with a cap of either 17 or 18 hours. This would allow students to enroll in courses they might be interested in exploring in addition to those required for their degree program. This will be discussed in Student Council over the next few months.

C. PROVOST'S REPORT - This report was presented by Harvest Collier.

1. Information Technology

a. Power stability, heating, ventilation, and cooling in the data center are moving ahead. Construction is progressing to separate the old and new data centers.

b. Information Security has improved and testing of critical servers is in progress.

c. New streamlined work flows

have resulted in great improvements in request response time.

d. There has been a consolidation of multiple web environments. This should be completed in the next 12 to 16 months.

e. E-mail stability deployment of Windows 2k3 has been completed. All IT mailboxes have been moved to the new server utilizing the Dell SAN.

f. Fundamental operating issues- the solutions desk has been very helpful in solving problems on a timely basis. The evaluations of request responses have been generally positive. The helpdesk resolved 813 client requests in an average response time of 15 minutes.

g. The IT department is looking into providing anti-virus software for all students.

h. Support for the CLC is being evaluated.

i. Wireless access is being considered from cost and location perspectives. It is estimated that the cost to install will be about $190 per office.

j. Server consolidation and Inventory are still ongoing. It is estimated that the consolidation is more than 50% complete.

2. Research

a. Proposal submissions through March have increased 10.2% from last year, from $93.8M to

$103.3M.

b. Proposals awarded to date are up 1.1%. Funded research totals $21.4M.b.

c. The Missouri Transportation institute will launch on July 1, 2004, with a $2.5M contribution from MODOT.

d. The $8.6M proposal for the Center of Aerospace Manufacturing Technologies (CAMT) has been submitted. Hopefully, the University will be informed of the decision in May.

e. More than 100 OURE applications were submitted by UMR undergraduates. It should be possible to place all students.

f. Eleven UMR students served as Ambassadors at the UM wide Undergraduate Research day held at the Capital. One student received a commendation.

3.Education

a. The Missouri Department of Higher Education has developed a new consortium on Measuring Valued Added Student Learning. More information will be forthcoming about this consortium that will survey 100 freshman and seniors to assess student learning during higher education. Twenty eight institutions across the state have joined the consortium.

b. There is a new Deans teaching scholar award.

c. We are looking into having mandatory Tuberculosis testing for international students based on the significant increases in Tuberculosis that have occurred recently worldwide.

2 REPORTS OF STANDING AND SPECIAL COMMITTEES

A.BUDGETARY AFFAIRS- This report was presented by Don Myers.

1. The committee met with Carol Heddinghaus and Steve Malott, to discuss the revised guideline impact on the budget model. Where there was a $4.9M deficit it is now showing a $2.7M deficit based on the new assumptions. This includes going from a 4% salary increase pool to about 2%.

2. The Provost has asked the committee to look at developing a model for allocation of resources.

3. The results of the budget reduction survey were sent to all faculty.

4. The committee handed out a paper copy of their recommendations to the Academic council concerning the Budget. A copy can be found at: AC Budget Reduction Recommendations

5. There was a motion to accept the recommendations made by the committee. The motion passed.

B. CURRICULA- This report was presented by Charles Chusuei

1. The Curricula committee asked the Academic Council to accept the changes on the DC forms. The motion passed.

2. The Curricula committee asked the Academic Council to accept the changes on the CC forms. The motion passed.

3. There was a motion to approve the name changes for the

following departments. The Department of English is requesting its name to be changed to the Department of English and Technical Communication. The Departments of Mining Engineering and Nuclear Engineering are merging into one department to be called: Department of Mining and Nuclear Engineering. The Departments of Geology and Geophysics and Geological and Petroleum Engineering are merging into one department to be called: the Department of Geological Sciences and Engineering. The departments of Ceramic and Metallurgical Engineering proposed changing the department name to Materials Science and Engineering. (Ceramic and Metallurgical are merging). The motion passed.

4. The EC forms have been submitted by University departments for experimental courses that will be offered in the near future.

C. STUDENT AFFAIRS - This report was presented by Hal Nystrom.
1.There were four constitutions submitted for approval.

a. Marshall Society

b. Amnesty International

c. The Financial Management Association

d. UMR Skydiving Clubd.

There was a motion to accept the constitutions as a group. There was then discussion regarding waivers, legality of waivers, and University liability for high risk clubs. There was then a motion to amend the original motion to contain the request that the committee investigate campus liability. The motion passed. The motion to accept the constitutions as amended by the previous motion then passed.

3 NEW BUSINESS

      A. ANNOUNCEMENTS-Mike Hilgers

            1. Mike is the representative to the Faculty Accomplishment System wide task force. There is an effort to have our entire faculty reporting activity to be electronic.

            2.FAS met will move forward and have a reporting mechanism in place by this Fall

            3.There will be a meeting on May 10 to discuss any last minute system changes. There will be an open seminar on April 29, 2004 to address any concerns.

B. STAFF COUNCIL - No Report Given.

C. STUDENT COUNCIL- The results from the survey on offering an MBA program will be distributed.

D. COUNCIL OF GRADUATE STUDIES- No report submitted.

E. REFERRALS-None

There was a motion and second to adjourn the meeting. The motion passed at 3:00 P.M.

Respectfully submitted,
(electronically submitted, 5/24/04 - 12:30 p.m.)
Robert Schwartz, Secretary

*Minutes of the Academic Council are considered official notification and documentation of actions approved.

Meeting Minutes | Bylaws

Last updated: by acadcoun@umr.edu
Web Site Design by the UMR Web Group

CONSTITUTION
For The
STUDENT BRANCH
Of The
American Society for Quality
At The
UNIVERSITY OF MISSOURI-ROLLA
Rolla, Missouri

Prepared January 1991
Revised April, 2004

AMERICAN SOCIETY FOR (ASQ)
MILWAUKEE, WISCONSIN

ASQ STUDENT BRANCH CONSTITUTION

1. NAME, OBJECTIVE, AND AFFILIATION

Section 1.1   Name

     1.1.1   The name of this organization shall be the Student Branch of the American Society for Quality at the University of Missouri-Rolla, hereafter referred to as the Student Branch.

Section 1.2   Sponsoring Section

     1.2.1   The Sponsoring Section of this Student Branch shall be Section 1310 of the Society, otherwise known as the Mid-Missouri Section.

     1.2.2   This Student Branch recognizes the right of the Sponsoring Section to terminate sponsorship for any reason provided that the Student Branch Executive Committee is notified.

Section 1.3   Objectives

     1.3.1   The objectives of this Student Branch shall be the advancement of the theory and practice of Quality and of the allied arts and sciences, and the maintenance of high professional standing among its members. To this end, its purposes shall be those set forth in Article I Section 1.b of the Society's Constitution.

     1.3.2   This Student Branch shall have a two-fold purpose of (1) encouraging and providing the means for the development of high professional skills in students, and (2) enlightening the students of the UMR as to the nature and importance of the profession of Quality.

Section 1.4   Affiliation

     1.4.1   This Student Branch is formed and governed under the provisions of the Constitution and Bylaws of the American Society for Quality (ASQ) referred to herein as the Society.

     1.4.2   The sponsoring section of this Student Branch shall be the Mid-Missouri section of ASQ. The sponsoring section shall make available resources of the section, particularly financial.

2. MEMBERSHIP/PARTICIPATION

Section 2.1   **Non-Members**

2.1.1   Any student or faculty/staff of the University of Missouri-Rolla or a guest of this Student Branch who is not a member of the Society or this Student Branch may attend any regular meeting of this Student Branch but may not vote.

2.1.2   The attendance of the non-member at special activities of this Student Branch is to be allowed at the discretion of the Student Branch Executive Committee.

Section 2.2   **Student Members**

2.2.1   Any enrolled student of the University of Missouri-Rolla who meets the requirements set forth in the ASQ National Constitution for student membership may become a Student Member.

2.2.2   Those students enrolled in the Society as a Student Member are referred to as such in this document.

2.2.3   A potential member of this Student Branch must apply to become a Student Members of the Society. Any potential member who applies to become a Member or Associate Member of the Society shall become a member of an ASQ Section and not this Student Branch. A Member or Associate Member may attend and participate in activities of this Student Branch, but still will not be a member of this Student Branch. Members and Associate Members are ineligible for membership in this Student Branch.

Section 2.3   **Removal of Student Members**

2.3.1   A Student Member's membership may be revoked from this Student Branch if that student inappropriately negatively reflects upon this Student Branch of ASQ, the University of Missouri - Rolla, or the American Society for Quality including other sections and branches; breaks a rule or regulation of UMR while attending an activity, function, program, or meeting sponsored in any way by the American Society for Quality; or breaks any state or federal laws while attending an activity, function, program, or meeting sponsored in any way by the American Society for Quality.

2.3.2   Student Members will be removed using the following procedure:

1.   A motion is to be made to remove a particular member.

2.   Explanation is given as to the reasons for the motion to remove the member.

3.   If there is a 2nd to the motion, the motion is automatically tabled to the next Regular Student Branch meeting.

4.   At the next meeting, the person in question and others are allowed to speak on the person's behalf and those who made the motions to remove the member and those who support the motion to remove the member may speak.

5.   The motion is then called to a vote and if the motion is passed by a 2/3 majority vote, the member loses all privileges and rights as a Student Branch member.

6.   If the motion does not pass by a 2/3 majority vote, the member remains a member.

3. FINANCIAL

Section 3.1   **Dues**

3.1.1   Dues shall be the amount stipulated in the Bylaws of the Society and shall ordinarily be paid directly to the Society. Dues for the current fiscal year shall accompany all applications for membership as Students in the Society.

3.1.2   The membership of a Student shall cease as of September 30 of any subsequent fiscal year unless dues in full for said subsequent fiscal year are received before September 30 (ASQ B-L Sec. 8).

4. STUDENT BRANCH OFFICERS (INCLUDING COUNSELOR)

Section 4.1   **Student Branch Officers**

4.1.1   The officers of this Student Branch shall be:

Student Chairperson
Student Vice Chairperson
Student Branch Secretary
Student Branch Counselor

Section 4.2   **Selection of Student Branch Officers**

4.2.1   Student Branch Officers shall be selected by an election at the last regular Student Branch meeting of the spring semester. Student Branch Officers must be in good standing with the university. Nominations will be held at the meeting prior to the last meeting of the spring semester. Student Branch Officers must first be nominated from the floor. The election shall be at the last regular Student Branch meeting. The nominated persons are allowed to speak and answer questions at the last regular Student Branch meeting. Candidates must leave the room after answering questions. Election is determined by a majority vote. Duly elected Officers shall assume their duties at the next meeting of the Student Branch Executive Committee. The term of office shall be for one year.

4.2.2   Selection of the Student Branch Counselor to the Regional Director of the Society, as prescribed in Section 5.1 of the Constitution of this Student Branch, shall be determined by a vote at the last regular Student Branch meeting of the spring semester. The counselor must first be nominated and then elected. Election requires a majority vote. The term of the Counselor position is one year.

4.2.3   Vacancies are filled by the next officer moving up to the next position (i.e. Vice Chairperson takes position of Chairperson). The lowest position is filled by the election process outlined in Section 4.2.1 of this constitution, but as necessary and the election process is to occur during one meeting instead of two.

4.2.4   Officers may be impeached for not fulfilling the responsibilities of their respective office or for doing any of the violations mentioned in Section 2.3.1 of this Constitution. Officers are impeached following the process prescribed in Section 2.3.2.

4.2.5   The Student Branch Secretary is responsible for including the nomination and selection of the Counselor in the Annual Report of the Student Branch as prescribed in Section 2 of the Bylaws.

Section 4.3   **Temporary Student Branch Officers**

4.3.1   The Student Branch Executive Committee, as stated in Section 6.2.3 of this Constitution, shall have the power to create Temporary Student Branch Offices and select persons to hold these positions.

4.3.2   Temporary offices are to last no longer than two semesters unless appropriate amendments are made to the rules and regulations.

5. POWERS AND DUTIES OF COUNSELOR AND STUDENT BRANCH OFFICERS

Section 5.1   **Counselor (Faculty Advisor)**

5.1.1   The Counselor of this Student Branch is to be a member of the University of Missouri-Rolla faculty/staff and a member of the American Society for Quality.

5.1.2   The Counselor of this Student Branch is responsible for providing advice and guidance to this Student Branch, as well as for overseeing the operations of this Student Branch.

Section 5.2   **Student Branch Officers**

5.2.1   **Student Chairperson**

The duties of the chairperson shall include chairpersonship of the Executive Committee, presiding at all Student Branch meetings, and general administration of the operations of the Student Branch.

5.2.2   **Student Vice Chairperson**

The duties of the Student Vice Chairperson of the Student Branch shall be performing all of the duties and being vested with all the powers of the Student Chairperson in his absence; fulfilling the roles of Program Chairperson and Program Committee Chairperson; and assisting the Student Chairperson with general administration of the operations of the Student Branch.

5.2.3   **Student Secretary**

The duties of the Student Secretary of the Student Branch shall be giving notice of all meetings of the Student Branch in at least 24 hours in advance and of the Student Branch Executive Committee, and the keeping of a true and complete record of the proceedings at all such meetings.

The Student Branch Secretary shall prepare an Annual Report of the activities, attendance, membership, and any other pertinent information of the Student Branch. This report shall be presented to the Student Branch Counselor.

The Student Secretary shall act as Student Branch Parliamentarian in all meetings of this Student Branch.

5.2.4   Temporary Officers

The Counselor shall give advice as to the necessity and duties of any Temporary Officers. The duties of any Temporary officers shall be determined by the Student Branch Executive Committee. The person to fulfill the role of any temporary office shall be nominated and elected by the members of this Student Branch. The selection of a temporary officer is determined by a majority vote of those members present.

6. STUDENT BRANCH EXECUTIVE COMMITTEE

Section 6.1   Composition

6.1.1   The Student Branch Executive Committee shall consist of:

- The Counselor of this Student Branch
- All of the Officers of this Student Branch as set forth in Section 4.1 of this Constitution.
- Student Chairperson of other Committees as authorized in Section 7.1 of this Constitution.

Section 6.2   Powers and Duties

6.2.1   The Student Branch Executive Committee shall have the general management and oversight of the affairs of the Student Branch and of its relations with the Society.

6.2.2   The members of the Student Branch Executive Committee shall serve until the offices have been filled by election or appointment and the officers have been qualified. The term of office shall be for one academic semester.

6.2.3   The Student Branch Executive Committee shall have the power to create Temporary Offices for the purpose of improving Student Branch operations.

7. OTHER COMMITTEES

Section 7.1   Qualifications, Appointment, and General Duties

7.1.1   The Student Branch Chairman, with the concurrence of the Student Branch Executive Committee, shall appoint all other Committees of the Student Branch and shall designate the Chairman of each.

7.1.2   Chairman of all other Committees shall be Student Members of this Student Branch.

7.1.3   All members of all other Committees of this Student Branch shall be Student Members of the Society and a member of this Student Branch or shall be a Regular or Associate member of the Society.

7.1.4   The Student Branch Executive Committee may fix rules of procedure which shall govern any or all other Committees of the Student Branch at any time.

7.1.5   The Student Branch Executive Committee may remove any or all members of any other Committee of the Student Branch at any time.

8. MEETINGS OF THE STUDENT BRANCH

Section 8.1   Regular Student Branch Meetings

8.1.1   Regular Student Branch meetings shall be held at least four times per semester.

8.1.2   A regular meeting time shall be incorporated into the Bylaws of this Student Branch within one year of approval of both this Constitution and the Bylaws by both the Society and the University.

Section 8.2   Special Student Branch Meetings

8.2.1   A special meeting of this Student Branch may be called by either the Student Chairman or the Counselor. Notice of the special meeting must be given 24 hours in advance.

Section 8.3   Parliamentary Authority/Quorum

8.3.1   Robert's Rules of Order (Revised) shall be followed in conducting business in Student Branch meetings.

8.3.2   A quorum shall be determined at meetings with fifty per cent (50%) or more of the active Student Members of the Student Branch present.

9. RULES AND REGULATIONS

Section 9.1   **State Laws and University Rules**

     9.1.1   This organization is to follow the laws of this state and the rules of the university.

10. THE CONSTITUTION AND BYLAWS

Section 10.1   **Adoption**

     10.1.1   The Constitution and Bylaws shall be adopted by the membership of this Student Branch by a ¾ majority of those enrolled students present after having been approved by a majority of the Executive Committee.

     10.1.2   This Constitution shall be approved by both the University of Missouri-Rolla Student Affairs Committee or its representative and Academic Council after having been approved by the membership of the Student Branch.

Section 10.2   **Amendments**

     10.2.1   Amendments to this Constitution may be proposed by any Student Member of this Student Branch, or by any Regular or Associate Member of the Society, to the Student Branch Executive Committee.

     10.2.2   Upon approval by a majority of the Student Branch Executive Committee, the proposed amendment shall be read at the next regular meeting of this Student Branch and automatically tabled.

     10.2.3   The proposed amendment shall be discussed and approved or disapproved at the next regular meeting. Approval requires a ¾ favorable vote of those Student Members present.

     10.2.4   Amendments shall be approved by the University of Missouri-Rolla Student Affairs Committee or its representative after having been approved by the membership of the Student Branch.

Section 10.3   **Bylaws**

10.3.1   Any Student Member of this Student Branch or any Regular or Associate Member of the Society may propose a new Bylaw or change in the Bylaws to the Student Branch Executive Committee.

10.3.2   Upon approval by a majority of the Student Branch Executive Committee, the proposed Bylaw shall be read at the next regular meeting of this Student Branch.

10.3.3   Approval requires a majority vote of those Student Members present.

10.3.4   Bylaws shall be approved by both the University of Missouri-Rolla Student Affairs Committee or its representative and Academic Council after having been approved by the membership of the Student Branch.

10.3.5   Upon approval, must be provided to the Department of Student Life.

Section 10.4   **Miscellaneous**

10.4.1   Any section(s) of this Constitution or Bylaws of this Student Branch is null and void if, in the opinion of the Student Branch Executive Committee, the section(s) conflicts with the Constitution or Bylaws of the Society.

Bylaws for the Student Branch of the American Society for Quality At the University of Missouri-Rolla

1. ATTENDANCE AND VOTING PRIVILEDGES

Section 1.1   Student Members

1.1.1   Student Members may attend all meetings of the Student Branch and of Other Committees

a.   Each Student Member in attendance of a regular meeting of the Student Branch is allowed one vote.

b.   Voting privileges within committees are limited to members of the respective committee.

c.   Voting by proxy will be allowed only with prior approval of the Chairman of the Student Branch or the Chairman of the respective committee.

1.1.2   Student Members may attend Student Branch Executive Committee meetings with the following stipulations:

a.   Student Members who are not members of the Student Branch Executive Committee must obtain permission to attend from either the Student Chairman or the Student Branch Counselor.

b.   Student Members who are not members of the Student Branch Executive Committee have no vote.

Section 1.2   Regular or Associate Members

1.2.1   Any regular or Associate Member of the Society may attend any meeting of the Student Branch, and any Student Branch Executive Committee or other committee meeting.

1.2.2   No Regular or Associate Member of the Society shall have any voting privileges at any Student Branch meeting or Student Branch Executive Committee meeting, except for the Counselor where expressly permitted by the Constitution of this Student Branch.

1.2.3   Regular or Associate Members of the Society in attendance may have a vote at the meetings of other committees if deemed appropriate by the Chair of the Committee.

Section 1.3   **Non-Members**

    1.3.1   Any enrolled student of this University, member of Faculty of this University, or guest of this Student Branch who is not a Student Member of this Student Branch or of the Society may attend any regular meeting of the Student Branch, but may not have a vote.

    1.3.2   The Student Branch reserves the right to assess non-members an appropriate fee for attendance at a regular meeting only if student funds have been allocated for the meeting.

2. ANNUAL REPORT OF THE STUDENT BRANCH

Section 2.1   **Distribution**

    2.1.1   Copies of the Annual Report of this Student Branch shall, upon review and approval of the Counselor, be distributed by the Student Branch Secretary to the following:

        a. Chairman of the Sponsoring Section

        b. Treasurer of the Sponsoring Section

        c. Regional Director of the Society

        d. Chair of Student Chapter Organization of the Society

Section 2.2   **Deadline**

    2.2.1   The Annual Report of this Student Branch shall be completed by May 1.

ACADEMIC COUNCIL

Volume XXXIII, Number 5

Minutes of the February 19, 2004 Academic Council Meeting

XXXIII, 5   The meeting was called to order at 1:35 P.M. by President Elect Mike Hilgers. Roll call was taken, and absentees noted were: Levent Acar, S.N Balakrishnan, Neil Book, Paul Hamacher, Todd Hubing, K.M. Isaac, Roger LaBoube, Patrick Huber, Mark Mullin, Chad Pense, Greg Story, Pericles Stravropoulos, H.L. Tsai, Trent Watts, Paul Worsey, Paula Lutz, and Y.T Shah.

There was a motion and second to approve the minutes of the January 22, 2004 Academic Council meeting. The Academic Council body voted to accept the minutes.

1. REPORTS AND RESPONSES

   A. PRESIDENT'S REPORT – This report was presented by Academic Council President Elect Mike Hilgers.
      1. Mr. Hilgers attended the Missouri Association of Faculty senate Conference (MAFS) in Jefferson City held February 2 and 3. He met with Senator Sarah Steelman and the following concerns were raised:
         a. There is a fundamental disconnect between the public's view and true financial health of the universities within the state. New construction projects and other salary issues make it difficult for the legislature to recognize the financial difficulties.
         b. The name change for SMSU is a major distraction to the legislature.
         c. Developing legislation is difficult because three different revenue models are used by various branches of state government.
         d. The legislature is divided in two camps: those that believe financial difficulties arise on the revenues side and those that believe it is on the expenditure side. There is hope in that some of the more conservative forces are beginning to acknowledge that changes may be needed in Medicaid or mandatory sentencing.
      2. There was a discussion at the conference for the need for faculty to send personal notes to their legislators emphasizing the need for support for higher education.
      3. Mr. Hilgers attended the Partners in Prevention for Environmental change meeting. There was a presentation on the impact of alcohol use among students. As faculty we were encouraged to do the following:
         a. Schedule tests on Friday.
         b. Don't cancel class when you travel; someone from Student Health services would use the lecture time to talk about campus life and its relationship to substance abuse.

c. Be good role models, don't use jokes or examples about the use of alcohol.

d. We were challenged to have class on the Thursday and Friday of St. Pat's.

4. Faculty Accomplishment System - Mr. Hilgers met with IT to discuss the requirement gathering process.

5. Academic Information Architecture - Mr. Hilgers met with the committee and discussed various information technology issues. Their goal is to prioritize system development activity to best address long range faculty goals.

6. Intercampus Faculty Council - Todd Hubing and Mike Hilgers met with IFC. The following items were discussed:

a. The Memorandum of Understanding between UM System and Northwest was reviewed. IFC questioned the benefit to the UM System. Quality of undergraduate education and innovations in distance learning were considered to be strengths that would benefit the UM System. It is hoped that UM System involvement will revitalize this portion of the state.

b. The state of the consolidation between UM System Presidency and the UMC Chancellorship was discussed. President Floyd's final word on the matter is still pending.

c. Chancellors' raises were discussed. The current gifts that enabled these raises are only for one year.

d. VP Hutchinson was asked to supply a comparison of faculty salaries with other peer institutions.

e. IFC gave final approval of the revised faculty workload policy 310.080 document. It will go to the Board of curators for entry into the collected rules and regulations after review by legal.

B. CHANCELLOR'S REPORT – This report was presented by Gary Thomas.

1. Budget

a. The House and Senate have agreed with Governor Holden on the revenue of $6.4 billion, but the level of expenditures has not been agreed upon. There is still a deficit projection of about $500 million, though the actual amount will not be known until April tax collections.

b. The Governor presented a proposed budget for the state that totals $7 billion. There is a $2.4 million increase proposed for the UMR budget.

c. In terms of construction, there are two competitive bills in the legislature. One is the universities capital budget. UMR would receive about 10 percent of the $90 million for the Mechanical and Aerospace building. There is also a competitive bill called Jobs Now. At this point the funding of this bill is uncertain.

d. The average salary for UMR is 20 – 25% below that of private research institutions. Salaries need to be raised to be more in-line with other schools. Recruiting salaries will be addressed first.

C. PROVOST'S REPORT – This report was presented by Provost Harvest Collier.

1. Information Technology

a. Power stability, heating, ventilation, and cooling in the data center are being studied. IT has launched a 6 to 9 month construction project to address shortcomings in these areas.

b. Information Security is a critical issue for all of us; the IT department is currently addressing this issue.
c. Another concern is the consolidation of the multiple web environments.
d. E-mail stability is also being addressed due to the large number of computer viruses.
e. Fundamental operating issues- the solutions desk has been very helpful in solving problems on a timely basis.
f. The wireless network is being researched. There are some policies in progress to have test sites in the Civil Engineering and Physics buildings.
g. Review of Inventory and registration of application software has begun.
h. Paper evaluations of teachers have been suspended due to progress with web-based evaluations.

2. Research
a. New Proposal awards through January: $17.1 M
b. Proposal submissions through December: $ 70.9M.
c. A new FAA center on Cloud and Aerosol Science will be developed at UMR.

3. Education
a. We are still trying to support our international students in light of all the regulations that have changed. The International Student Office is prepared to answer questions in this area.
b. The renovation of space for the center for Educational Research and Teaching Innovations has begun. We are looking to employ a coordinator soon.

2. REPORTS OF STANDING AND SPECIAL COMMITTEES
A. TENURE– This report was presented by Jerry Cohen.
   1. There was a motion to approve the changes made to the Campus Promotion and Tenure review Committee Member Requirements. There was a motion to amend the wording on the document. After discussion the motion was retracted and the original motion was put back on the floor. The motion passed.

B. BUDGETARY AFFAIRS– This report was presented by Don Myers.
   1. The committee has met several times to discuss mechanisms by which the faculty can have meaningful faculty input into the UMR budget process. A questionnaire was developed to solicit faculty recommendations for the fiscal year 2005 budget reduction considerations. The form will be posted on the web in the near future to solicit input from the faculty.
   2. Due to timing issues regarding the budgetary process, the committee motioned that the questionnaire, which was completed by seven of the committee members, be endorsed by Academic Council as an interim report.
   3. During discussion of this motion, it was suggested that there were insufficient faculty that had completed the survey to constitute a report that was representative of the recommendations of the faculty.
   4. There was a motion to amend the report by removing recommendation # 7. It was seconded. The motion failed.
   5. The original motion was placed back on the floor. There were a motion and second to postpone endorsement of the report until the next meeting. The motion passed.

C. CURRICULA – This report was presented by Charles Chusuei.
  1. A written report was submitted.
      a. There was a request to change the name of "Mechanical and Aerospace Engineering and Engineering Mechanics" to "Mechanical and Aerospace Engineering." The motion passed.
      b. The Curricula committee asked the Academic Council to accept the changes on the DC forms. The motion passed.
      c. The curricula committee asked the Academic Council to accept the changes on the CC forms. The motion passed.
      d. The EC forms will be distributed for review later.
      e. The Name Change (NC) form has been modified. There was a motion to approve the modified NC form. The motion passed.

C. STUDENT AFFAIRS – This report was given by Hal Nystrom.
  There were two constitutions submitted for approval.
  1. Miners in Space
  2. Phi Sigma Rho
  The motion passed to accept the Constitutions.

D. PARKING - This report was given by Diana Ahmed.
  1. There was a call for quorum; it was denied because the call for quorum came from a non-voting member of the Academic Council.
  2. Numbered lots are being grouped.
  3. The parking committee explained how the parking lots were going to be reclassified alphabetically rather than numerically.
  4. Diagrams presented to explain the new lot configuration. There will no longer restrictions to one lot associated with a specific parking permit. If there are no spaces in your designated lot, you will be able to park anywhere in your designated section with an honor.
  5. The changes will go into affect in August 1, 2004.
  6. Gold, Silver and Red lots will no longer exist.
  7. You can still park at the Gym (Lot X) without being issued a ticket irrespective of your specific lot decal.
  8. There will be a small increase in price of parking stickers.

3. UNFINISHED BUSINESS AND OLD BUSINESS
  A. ACTION ITEMS
      1. Written Policy for Distribution of Distance Learning Funds-Global
         The policy is still under discussion.

4. NEW BUSINESS
  A. ANNOUNCEMENTS - Mike Hilgers.
      1. Nominees are still required to fill some Academic Council committees.
      2. There is a motion and a second to accept the list of nominees in its present form. There was an amendment to the motion to accept a candidate from the school of Management and Information Systems at a later date. The motion passed.
      3. All other announcements were bypassed due to time constraints.

4

B. STAFF COUNCIL – No report.

C. STUDENT COUNCIL – No report.

D. COUNCIL OF GRADUATE STUDIES - No report.

E. REFERRALS – None.

The meeting adjourned at 3:45 P.M.

Respectfully submitted,

Robert Schwartz, Secretary
(Electronically submitted, 3/11/04 –4:30 p.m.)

*Minutes of the Academic Council are considered official notification and documentation of actions approved.

President's Report

Missouri Association of Faculty Senates: I attend the spring meeting held during February 2 and 3 in Jefferson City as UMR's campus representative. Tuesday evening we met with Senator Sarah Steelman. During conversation she raised the following concerns and challenges for Missouri Universities:

1. She believes that there is a fundamental disconnect between public's perception of its universities and the school's true financial health. She observed that many campuses have new construction projects and that UM's top administrator's received significant pay increases in the last year. This makes it hard for the legislature to recognize the financial difficulties.
2. She observed that the legislature is inappropriately distracted by the debate of SMSU's name change, keeping it from focusing on deeper issues.
3. She commented extensively on the difficulties of developing legislation when the state uses three different revenue models.
4. She noted that the legislature is divided into two camps: those who believe the problems of the state are due to failures on the revenue side and those who believe the problem is on the expenditure side. She said that there is hope in that some of the more conservative forces are beginning to acknowledge that changes may be needed in Medicaid or mandatory sentencing.

The next day we were to meet with legislatures. I made a couple of attempts to visit Kathlyn Fares who is the head of the House Appropriations Committee along with another Professor from her district. We were unsuccessful in seeing her. That afternoon MAFS met and we discussed the need for faculty to send personal notes to their legislators emphasizing the need for support for higher education.

Partners in Prevention: I attended a meeting of Partners in Prevention for Environmental change on February 13, 2004 as the faculty representative. We were given a presentation highlighting the impact of alcohol use and abuse among students. It was a good report that showed the majority of crimes, physical and sexual abuse cases, and property damage incidents involving students also involved alcohol. As faculty, we were encouraged to do the following:

1. Survey's show that the most common reason for students to not drink is academic commitments. Faculty were encourage to schedule tests on Friday.
2. UMC has a program called "Don't Cancel that Class". When a faculty member knows he or she will need to miss a class, someone from Student Health lectures instead on campus life and its relationship to substance abuse. Student Health services here has offered to do the same for us.
3. We were encouraged to be good role models and refrain from joking about the use of alcohol during our classes.
4. UMR was "challenged" to considering changing the St. Pat's environment by having class on those days.

Faculty Accomplishment System: As our campus representative on this issue, I met with Dean Mitchell and Meg Brady (from IT) to discuss the requirement gathering

process. We had a good discussion about Rolla's needs and how they might differ from system needs. In particular, we discussed the need to be able to customize either the front or back ends of the system. The UM System committee being chair by Vice Provost Lori Franz from UMC has not met yet.

Academic Information Architecture: In a related matter, I am UMR's campus representative to a UM System committee that is chair by Vice President Ralph Caruso. We met yesterday. We brainstormed various information technology issues associated with topics ranging from faculty web pages and activity reports to course management. His goal appears to be to prioritize system development activity in order to best address long range faculty goals. It was a fruitful discussion in that he was not aware that most faculty reports are based on the calendar year and not the academic or budget year...

Intercampus Faculty Council: Todd Hubing and I met with the IFC yesterday. We discussed numerous items:

1. The Memorandum of Understanding between UM System and Northwest was signed last Friday. This was reviewed. IFC questioned what is the benefit to the UM System other than the obvious strengthening of a political position. We were told that Maryville is well-known for the quality of its undergraduate education and innovations in distance learning, which we could use elsewhere. They will have a limit PhD offering and will confine their efforts primarily to undergraduate education. We questioned whether this was creating two tiers in the UM, since we are the state's research institution. University officials seemed to concede this point. We were told that northwest MO has economic problems and that the UM system has little impact "north of the river". St. Joseph has seen little growth lately and it is hoped that UM Systems involvement will revitalize this portion of the state.

2. The state of the consolidation between UM System presidency and UMC chancellorship was discussed. UMSL has taken a strong stance against and made it know at the meeting. President Floyd indicated that he has been given very few tools with which to cope with the current financial crisis, though he understands our concerns. His final word on this matter is still pending.

3. The issue of the chancellor raises was discussed. President Floyd reviewed the process he followed in reaching this decision, which was supported by the Board of Curators. He dispelled the popular belief in the media that additional funds are being supplied by private secret donors. He supplied us with the official press release. He did acknowledge that the current gifts are only for one year and he did not comment on how the matter will be handled in upcoming years.

4. Todd and I asked VP Hutchison to supply a comparison of faculty salaries with comparator institutions. He said that he and Chancellor Thomas have already been working on such a study and he agreed to forward this information to us.

5. We gave final approval to the revised faculty workload policy 310.080 document that has been underdevelopment for nearly two years. After it goes through legal it will move to the Board of Curators for entry into the collected rules and regulations.

For Academic Council meeting,
February 19, 2004

From the Academic Council's Tenure Committee
(not the same as the Promotion/Tenure Committee)

Latest version:

"Membership of the Campus Promotion and Tenure Review Committee shall consist of full tenured professors exclusive of department chairs, assistant/associate deans, deans and other administrators with 50% or more administrative appointment. Schools and colleges with an insufficient number of eligible full professors may substitute tenured associate professors who will recuse themselves from voting on tenure for full professors and promotion to full professor."

RECOMMENDATIONS FOR FY2005 BUDGET REDUCTION CONSIDERATIONS

1. All budget reductions should be based on the following principles.
   a. Equity—there should be sense of equity in the budget reduction with budget cuts spread through all campus units.
   b. Communication—there should be open discussions at all levels
   c. Strategic priorities—there should be priority given to strategic objectives. Such priorities should be communicated and discussed.

2. Implementation proposals for budget reductions at each organizational level shall be communicated to the faculty.

3. Competitive market salaries should be maintained at all levels to the extent possible. Any priorities/differentiation among the categories administration, faculty, and staff in implementing this goal should be communicated.

4. Open position reductions should apply not only to the academic units but also to administrative, professional, and executive units by establishing an unfilled position pool similar to that implemented for the faculty.

5. It is proposed to tax the roll-over accounts 3-4% in order to obtain a $500K savings. Approximately 30% of the estimated $13M of roll-overs are in faculty self-generated accounts such as SRI, grant release, fixed-price, etc., thus providing approximately $140K of the proposed savings. It is proposed further decreasing the above discussed overhead recovery (item number 5) another 2% for a total reduction from 40% to 28% in order to avoid the tax on faculty roll-over accounts.

6. The order of the Provost recommended budget reductions priorities should be revised as follows:

Provost		Recommend
1	Reduce campus raise pool by 1% (Rate)	3
2	Permanent Reduction of open positions (Rate)	1
3	Computing and Information Services (Rate)	2
4	Reduce campus raise pool by another 1% (Rate)	5
5	Reduce overhead recovery by 10% (Cost)	4
6	3-4% Tax on Carry-Forward in accounts at end of FY04 * (Cost)	6
	Others:_____	___

7. Forty percent (40%) of the overhead recovery on grants is currently distributed as follows: 15% Research Sponsored Programs, 7.5% Dean, 7.5% Chair, and 10% PI. A $700K savings from overhead recovery can be realized by reducing the current 40% distribution to a proposed 30%. The recommended revised distribution is:

Research Sponsored Programs	__14_ %
Dean	__3_ %
Chair	__3_ %
PI	__10_ %
Total	30.0 %

Budgetary Affairs Committee Report
February 16, 2004

<u>The UM System Collected Rules & Regulations Section 140.020B states:</u>

<u>Faculty must be meaningful involved</u> through on-going mechanisms with the total University fiscal situation. Appropriate <u>committees with faculty members at the</u> system and <u>campus levels</u> <u>shall</u> be created or designated to advise in educational planning, to appraise resource needs and fiscal conditions, and to <u>advise on allocation and reallocation of resources</u>.

<u>The UMR Faculty Bylaws provide:</u>

(1) This [Budgetary Affairs] committee makes recommendations to the Academic Council, the Chancellor and the Vice-Chancellor of Administrative Services on matters concerning: the long-range vision of the campus; plans to fulfill this vision; and budgetary matters as a consequence of the vision. This includes, but is not limited to: all matters of a budgetary nature; and policies and priorities for strategic action plans. It studies the Campus budget, keeps informed of its preparation and status, and consults with and advises the Chancellor on all matters pertaining to budgetary affairs.

<u>Situation Statement:</u>

Over the past few years, the state support for UMR has fallen from a high of $52 million to the current $44 million. When the decline began, the campus was confident of overcoming those first cuts through growth in enrollments and funded research activity, and growth has more than off set those first cuts. However, the cutting deepened and has reached a level that growth alone cannot overcome if we are to continue to progress. It is important to note that during the period that our state support has dropped by $8 million, our total general fund expenditures has risen by nearly $6 million. Thus, it is clear that growth in enrollment, increases in research support, and increases in student fees have had a very significant impact but not enough to overcome a 15% decline in state support.

Budget planning is at best an imprecise science and our planning for Fiscal Year 2005 (starting July 1, 2004) is largely based on guesses about the outcome of a highly politicized state legislative process, guesses about the Curators' decisions on student fees, guesses about how those rising fees and more onerous visa requirements for international students will impact our final enrollments, guesses about outside support for research activities, guesses about the impact of spiraling health care costs and uncertain stock market returns on benefit program costs, and guesses about fuel, utility, and dozens of other costs beyond UMR's control. Clearly, there are a lot of guesses being made and we have to plan on the basis of some estimates mandated by system management and some made by UMR staff with experience at making them. Some of the key estimates the administration is using for FY 2005 planning include state support at the FY 2004 level, continued modest enrollment increases, a salary increase pool of 4%, a 5% increase in student fees, and an 16% increase in employee benefit costs.

Given all the above limitations and assumptions, the administration concluded that simply to adjust the FY 2004 budget to reflect the planning adjustments would leave the campus $4.9 million short of revenue. As a result, the Chancellor asked that plans be drawn up for how that shortage could be met from some combination of permanent ("rate") cuts and one-time expenditure reductions ("cost"). The budget does include a so-called Chancellor's Reserve, currently $1.7 million, intended to cover unexpected one-time costs that arise each year. He told the provost's cabinet that we could assume that the first $1.7 million of the shortfall would be met by that reserve and the non-academic units (the academic units account for 75% of UMR's general operating budget). He asked the Provost's cabinet to give him their recommendations for a prioritized list of cost and rate savings totaling $3.2 million to be implemented if required to balance the books once the full budget picture is known.

Provost's Budget Planning Retreat

The Provost convened his cabinet and other invited participants on December 16th to develop a plan for achieving the $3.2 million budget reduction. As a result of that planning, the following recommendations were made.

The areas identified for cost and rate savings for FY 2005 are as follows in priority order:

$ 650,000	Reduce campus raise pool by 1% (Rate)*
500,000	Permanent Reduction of open positions (Rate)
200,000	Computing and Information Services (Rate)
650,000	Reduce campus raise pool by another 1% (Rate)*
700,000	Reduce overhead recovery by 10% (Cost)
500,000	3-4% Tax on Carry-Forward in accounts at end of FY04 ** (Cost)
$3,200,000	

* This would apply to all academic and nonacademic units
** This includes accounts under the jurisdiction of all UMR officers

Budgetary Affairs Committee Recommendations:

1. All budget reductions should be based on the following principles.
    a. Equity—there should be sense of equity in the budget reduction with budget cuts spread through all campus units.
    b. Communication—there should be open discussions at all levels
    c. Strategic priorities—there should be priority given to strategic objectives. Such priorities should be communicated and discussed.

    Strongly Agree   Agree   Not Sure   Disagree   Strongly Disagree

2. The Provost has recommended the budget reductions be taken in the order listed above (the first reduction to be taken would be to decrease the campus raise pool by 1%, the second reduction is a permanent decrease in open positions, etc.) if less that $3.2 million reductions are necessary.

Strongly Agree   Agree   Not Sure **xxx** Disagree   Strongly Disagree

3. If you disagree with the order of budget reductions, please indicate your recommendations by putting "1" for the first item for budget reduction, "2" for the second, etc.

Provost		Respondent
1	Reduce campus raise pool by 1% (Rate)	**3**
2	Permanent Reduction of open positions (Rate)	**1**
3	Computing and Information Services (Rate)	**2**
4	Reduce campus raise pool by another 1% (Rate)	**5**
5	Reduce overhead recovery by 10% (Cost)	**4**
6	3-4% Tax on Carry-Forward in accounts at end of FY04 * (Cost)	**6**
	Others:_____	_____

4. Open position reductions should apply not only to the academic units but also to administrative, professional, and executive units by establishing an unfilled position pool similar to that implemented for the faculty.

Strongly Agree**xxx**   Agree   Not Sure   Disagree   Strongly Disagree

5. Forty percent (40%) of the overhead recovery on grants is currently distributed as follows: 15% Research Sponsored Programs, 7.5% Dean, 7.5% Chair, and 10% PI. A $700K savings from overhead recovery can be realized by reducing the current 40% distribution to a proposed 30%. Should the reduction be prorated?

Strongly Agree   Agree   Indifferent **xxx** Disagree   Strongly Disagree

6. If these cuts are not prorated, how should they be prioritized?

Research Sponsored Programs	**14** %
Dean	**3** %
Chair	**3** %
PI	**10** %
Total	30.0%

7. It is proposed to tax the roll-over accounts 3-4% in order to obtain a $500K savings. Approximately 30% of the estimated $13M of roll-overs are in faculty self-generated accounts such as SRI, grant release, fixed-price, etc., thus providing approximately $140K of the proposed savings. Would you propose further decreasing the above discussed overhead recovery (item number 5) another 2% for a total reduction from 40% to 28% in order to avoid the tax on faculty roll-over accounts?

   Strongly Agree   **Agree**   Indifferent   Disagree   Strongly Disagree

8. Competitive market salaries should be maintained at all levels to the extent possible. Any priorities/differentiation among the categories administration, faculty, and staff in implementing this goal should be communicated.

   Strongly Agree **xxx** Agree   Not Sure   Disagree   Strongly Disagree

9. Implementation proposals for budget reductions at each organizational level shall be communicated to the faculty.

   Strongly Agree   Agree   Not Sure   Disagree   Strongly Disagree

Comments (especially other possibilities for budget reductions):

SuBSTITUTE

Name Change Form (NC)

This form is to be used to propose a change in name for a department or School/College.

This form should be submitted through the appropriate Dean's office to the UMR Curricula Committee, where it will also be referred to the UMR Budgetary Affairs Committee.

School/College – Present:
            Proposed:

Department – Present:
            Proposed:

Discuss the rationale for this name change. In particular, address the financial and curricular implications.

In addition, it would be helpful if you would address the following questions:
1) To what extent does the name change have the support of the faculty of the academic unit involved?
2) What are the anticipated positive and negative effects to the affected academic unit, as well as to the rest of the campus?
3) Does the name change imply a new program, or the expansion of an existing one?
4) Will the name change require new resources or the redistribution of existing ones (faculty, labs, E&E, etc.)?

Recommended by Department: _____ Date: _____
                        (Chair signature for Department name changes only)

Recommended by School/College: _____ Date: _____
                          (Dean signature)

Recommended by UMR Curricula Committee: _____ Date: _____
                          (Chair signature)   (Action)

Recommended by Academic Council:_____ Date: _____
                          (Chair signature)   (Action)

UMR

UNIVERSITY OF MISSOURI-ROLLA

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Memo To: Academic Council
From: UMR Campus Curriculum Committee Meeting
RE: February 5, 2004 Meeting

The UMR Campus Curricula Committee recommends to the Academic Council that the name changes on the following NC forms be approved.

Approved NC forms:
NC 2, School of Engineering, Mechanical & Aerospace Engineering & Engineering Mechanics. A proposed name change to change the department of ME & AE & Engineering Mechanics to Mechanical & Aerospace Engineering. Approved effective July 1, 2004.

The UMR Campus Curricula Committee recommends to the Academic Council that the curriculum changes and degree proposals on the following DC forms be approved.

Approved DC forms:
DC 0098, SMIS, Business and Management Systems, approved effective Fall 2004. A proposed change to current curriculum for the BS in Business and Management Systems by removing Engineering Management course options. This DC is to correct CAPS to reflect what is in the current catalog.

DC 0099, SMIS, Information Science and Technology, approved effective Fall 2004. A proposed change to current curriculum for the BS in IST by removing Engineering Management course options. This DC is to correct CAPS to reflect what is in the current catalog.

DC 100, SMIS, Economics, approved effective Fall 2004. A proposed change to current curriculum for the BS in Economics by removing Engineering Management course options. This DC is to correct CAPS to reflect what is in the current catalog.

DC 0101, SMIS, Business and Management Systems, approved effective Fall 2004. Replacing the current list of Electives under Business Administration in the catalog.

The UMR Campus Curricula Committee recommends to the Academic Council that the course changes on the following CC forms be approved.

Approved CC forms:
CC 5768, ME 375, Mechanical Systems for Environmental Control. The following change is approved effective Fall 2004.
Prerequisites – Present: ME 221, 225
                          Proposed: ME 221 and 225; or ME 227 and CE 230

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UNIVERSITY OF MISSOURI-ROLLA

CC 5769, ME 371, Environmental Control. The following change is approved effective Fall 2004.
Prerequisites – Present: ME 221 and accompanied or preceded by ME 225
      Proposed: ME 221 and accompanied or preceded by ME 225; or ME 227 and CE 230

CC 5770, Cp Eng 448, High Speed Networks. New course approved effective Fall 2004.
Catalog Description: A state-of-the-art survey of high-speed networks, modeling and simulation, quality of service (QoS) for multimedia applications and management schemes, TCP congestion control, ATM and Internet traffic management, Internet Service Architecture (ISA), and Internet routing protocols.
Credit Hours: Lecture: 2 Lab: 1 Total: 3
Prerequisites: CpE 319 and hardware competency of ECE students, CmpSc 385 for computer science students, or consent of instructor

CC 5771,School of Mines and Metallurgy 101, Special Topics. New course approved effective Fall 2004.
Catalog Description: This course is designated to give the department an opportunity to test a new course. Variable title.
Credit Hours: 0-6 hour Lecture
Prerequisites: None

For the information of the Academic Council, the following EC forms have been submitted by the University departments for an experimental course that will be offered in the near future.

Approved EC forms:
EC 1520, EE 301, High-Speed Digital and RF Design Laboratory, approved effective Fall 2004.
Course Description: High-frequency and high-data rate circuits are impacted by layout and component parasitics that can compromise meeting the design specifications. This is a course designed around 6-8 laboratory experiments that emphasizes practical issues in digital and RF circuit layout and design.
Credit Hours: 3 hour Lab
Prerequisites: EE 271

EC 1521, EE 301, Photovoltaic Systems Engineering, approved effective Fall 2004.
Course Description: This course deals with the many factors one must consider in designing both large-and small-scale photovoltaic systems. Topics include the physics/characteristics of photovoltaic cell technologies, power quality, and distributed power generation concepts, code compliance, energy storage methods,

UMR

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grid-intertie systems, stand-alone systems, control methods, and legal/economic considerations.
Credit Hours: 3 hour Lecture
Prerequisites: Senior or Graduate Standing

EC 1522, EE 401, Integrated Microtransducer Systems Engineering, approved effective Fall 2004.
Course Description: This course is devoted to review current developments in miniaturized, intelligent, functionally-integrated System-on-a-Chip. The topics include: microfabrication technologies for integrated systems; microscale sensor/actuator devices and reviews of underlying physical, electromagnetic, (bio) chemical principles; case studies of state-of-the-art examples and future trends.
Credit Hours: 3 hour Lecture
Prerequisites: Consent of Instructor. Understanding of microelectronic devices is recommended, but not required.

EC 1523, EE 401, Stochastic Signal Analysis II, approved effective Fall 2004.
Course Description: A continuation of El Eng 344, with emphasis upon continuous-time stochastic signals, multi-dimensional signals, Wiener and matched filters, LMS equalization, non-linear systems with random inputs, spectral estimation and Markov chains.
Credit Hours: 3 hour Lecture
Prerequisites: El Eng 344

EC 1524, Cp Eng 301, El Eng 301, Mech Eng 301, AE 301, Engr Mgt 301, Computational Intelligence, approved effective Winter 2004.
Course Description: Introduction to Computational Intelligence, Artificial Neural Networks, Evolutionary Computing, Swarm Intelligence, Fuzzy Systems, and Hybrid Systems. Evolutionary Computing would be briefly introduced in order to utilize their techniques to train ANNs.
Credit Hours: 3 hour Lecture
Prerequisites: Statistics 217

EC 1525, Cp Eng 201, Linear Systems for Computer Engineers, approved effective Fall 2004.
Course Description: Time- and frequency-domain analysis of continuous- and discrete-time systems. Linearity, Time-invariance, delta functions, convolution, impulse and transfer functions, continuous and discrete-time Fourier series, Laplace and z-Transforms, various Fourier Transforms and inversion, sampling, A/D conversion, basic filer design.
Credit Hours: 3 hour Lecture
Prerequisites: EE 153 with C or better, Math 204 with C or better, and a passing grade on the EE Advancement Exam II.

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EC 1526, Cp Eng 301, El Eng 301, Wireless Networks, approved effective Fall 2004.
Course Description: Wireless communications and networking overview. Transmission fundamentals, wireless channel, signal coding techniques, error control, satellite communications, cellular networks, cordless systems, mobile IP, mobility management, multiple access techniques, wireless access protocols, wireless LAN, IEEE 802.11, introduction to wireless adhoc & sensor networks.
Credit Hours: Lecture: 2 Lab: 1 Total: 3
Prerequisites: EE 243 for EE students, CpE 213 for CpE students, or consent of instructor; Hardware Competency

EC 1527, Cp Eng 401, Literature Search Methods in Computer Research, approved effective Fall 2004.
Course Description: Techniques for effective literature search and survey using library, web, and subscription based services.
Credit Hours: 1 hour Lab
Prerequisites: At least one semester graduate research experience and consent of instructor

EC 1529, Eng Mgt 301, Operations Management Science, approved effective Fall 2004.
Course Description: Design and analysis of operations using concepts of management science. Systems are modeled and analyzed using quantitative and qualitative techniques and solved using modern information technology. Specific approaches include linear/non-linear, dynamic, and goal programming, simulation, and probabilistic/statistical analysis.
Credit Hours: 3 hour Lecture
Prerequisites: EMGT 282 with at least a C or graduate standing

EC 1530, School of Mines and Metallurgy 101, Global Research, approved effective Fall 2004.
Course Description: This course is offered as part of the residential college experience. Topics covered will include introduction to the importance of research in today's technological society, basic research methods, and participation in campus research teams. The course will include speakers, laboratory tours, hands-on experiences, and field trips.
Credit Hours: 0.5 hour Lecture
Prerequisites: None

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UNIVERSITY OF MISSOURI-ROLLA

OFFICE OF THE REGISTRAR
103 Parker Hall
1870 Miner Circle
Rolla, MO 65409-0930
Phone: 573.341.4181
Fax: 573.341.4362
registrar@umr.edu
campus.umr.edu/registrar

New Business
Discussed Name Change (NC) form. Revisions were made to the current form to include some of the wording that was originally agreed upon by the Ad Hoc committee. The revised copy of the form is attached.

_____

J. Keith Nisbett, Chair
UMR Campus Curricula Committee

Constitution of the RGSFOP Research Group: Miners in Space

University of Missouri - Rolla

Written: November 24, 2003
Ratified: _____

MISSION

The mission of the Reduced Gravity Student Flight Opportunities Program (RGSFOP) Research Group at the University of Missouri - Rolla (UMR): Miners in Space is to give students the opportunity to implement what is learned in the classroom, providing them with the experience, knowledge, and social skills needed for a successful career. The RGSFOP Research Group allows students to gain experience in team management, public relations, engineering design, fabrication, and the unique chance to experience a weightless environment.

ARTICLE I: NAME

The name of this organization shall be "Reduced Gravity Student Flight Opportunities Program Research Group at the University of Missouri - Rolla: Miners in Space " which hereafter shall be referred to as "MINERS IN SPACE."

ARTICLE II: PURPOSE

The purpose of this organization shall be to:

1. Promote technological advancement.
2. Expand MINERS IN SPACE members' knowledge of classroom concepts.
3. Encourage support for MINERS IN SPACE by the University of Missouri - Rolla.
4. Familiarize members with experiment development, execution, and analysis.
5. Provide skills that will prepare members for leadership roles in industry.
6. Provide interdisciplinary cooperation in advancing quality designs.

ARTICLE III: DUTIES AND RESPONSIBILITIES OF MINERS IN SPACE

It shall be the duty of MINERS IN SPACE to ensure the following:

1. Participate in the Reduced Gravity Student Flight Opportunities Program. MINERS IN SPACE is not affiliated with NASA, but exists for the purpose of participating in a NASA program which is open to such groups.
2. Promote the reputation of the University while performing government research.
3. Assist the project in designing and manufacturing the experimental apparatus.
4. Vote on subjects affecting MINERS IN SPACE as a whole.

ARTICLE IV: MEMBERSHIP

The membership shall consist of undergraduate and graduate students who are currently enrolled at UMR as well as high school students and shall meet all University requirements for student organizations.

Section A. Active Member Status

The requirements for the status of Active Member are as follows:
- Active members will be required to pay dues.
- Without prior approval from the Group Leader or the Chief Executive Officer as applicable, an active member can miss no more than 3 MINERS IN SPACE meetings per academic semester, with no more than 2 of those being consecutive, or otherwise the member shall be moved to the status of non-active.
- Active members will be required to contribute a minimum number of hours per week as determined by the Group Leader, or otherwise the member shall be moved to the status of non-active.
- Only UMR undergraduate and graduate students are eligible for the status of Active Member.

Active members have the following rights and receive the following benefit:
- Active members have the right to vote, hold office, and bring motions before MINERS IN SPACE.
- Only active members shall be considered for flyer positions. Only those active members who meet the flyer eligibility requirements of the RGSFOP program are eligible for flyer positions.

Section B. Associate Member Status

The requirements for the status of Associate Member are as follows:
- Associate members will be required to pay dues.
- Without prior approval from the Group Leader or the Chief Executive Officer as applicable, an associate member can miss no more than 3 MINERS IN SPACE meetings per academic semester, with no more than 2 of those being consecutive, or otherwise the member shall be moved to the status of non-active.
- Associate members will be required to contribute a minimum number of hours per week as determined by the Group Leader, or otherwise the member shall be moved to the status of non-active.
- Non-UMR students, including high school students, are eligible for the status of Associate Member.

Associate members have the following rights:
- Associate members have the right to vote and bring motions before MINERS IN SPACE, but do not have the right to hold office.
- Associate members shall not be considered for flyer positions unless that (those) member(s) meet the flyer eligibility requirements of the RGSFOP program.

Section C. Non-Active Member Status

The requirements for the status of Non-Active Member are as follows:
- Non-active members need not to meet the requirements for the status of Active Member as provided by Section A of Article IV in the Constitution, but must meet all qualifications for organization membership as provided by the preamble of Article IV in the Constitution.

Non-active members have the following rights:
- Non-active members do not have the right to vote, hold office, or bring motions before MINERS IN SPACE. Non-active members shall not be considered for flyer positions.

Section D. Reinstatement Policy

Non-active members may petition the oversight committee to regain active member status with or without stipulation at anytime during the academic semester. A simple majority vote of the officers at a committee meeting shall be required for MINERS IN SPACE member reinstatement. Petitions may be submitted personally or electronically preceding the next available officer meeting. The oversight committee can change the active status of any member as they see fit.

Section E. Advisory Board

The MINERS IN SPACE shall have advisors. MINERS IN SPACE shall nominate candidates as part of the advisory board from the UMR teaching and technical staff. Upon approval by MINERS IN SPACE, these nominees shall be instated as members of the advisory board to serve until replaced.

Advisors have the following rights and receive the following benefits:
- Advisors have the right to bring motions before MINERS IN SPACE, but do not have the right to vote or hold office.
- Advisors are exempt from paying dues and are exempt from the attendance policy.

Section F. Removal of Membership

MINERS IN SPACE or Group Officers must first be removed as officers, as provided by the Section F of Article V in the Constitution, before they may be removed as members. An active, associate, or non-active member may be removed by a two-thirds (2/3) majority vote of the appropriate Group and the assent of the CEO and XO. The vote shall take place at least one week after the motion is made at a Group meeting. The member under consideration for removal shall be given fair opportunity to speak his/her case to the group before the vote.

ARTICLE V: MINERS IN SPACE OFFICERS, GROUP LEADERS, GROUP OFFICERS, AND ADVISORS

Section A. Administrative Structure

Miners in Space

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                                              ┌──────────────────────────────────────────────────────────┐
Advisory Board ─┬─────────────────────── Chief Executive Officer ──────── Executive Officer
                │
Oversight Committee ─┬─── Group 1 Leader/Representative   Group 2 Leader/Representative   Group 3 Leader/Representative
                     │
Project Group ───────┤         Group 1 Chief Engineer ──────── Group 1 Secretary/Treasurer
                     │
                     │              Members
                     └──────────────
```
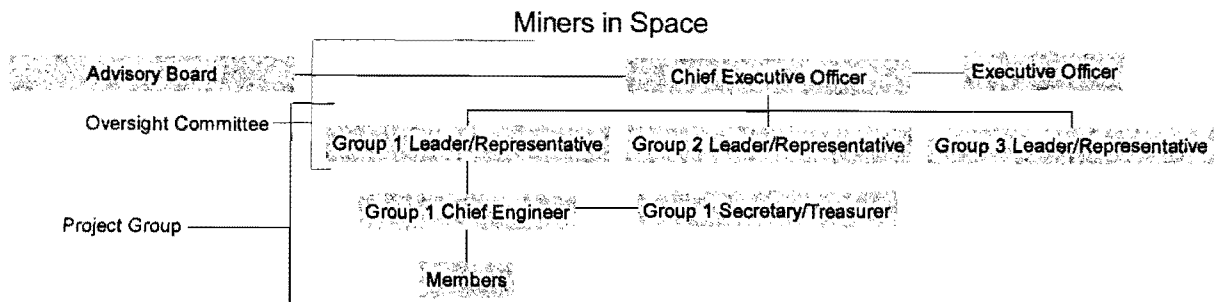
The officers of this organization shall be Chief Executive Officer (CEO), Executive Officer (XO), Group Leaders/Representatives, Group Chief Engineers, and Group Secretaries/Treasurers. The Oversight Committee (OC) shall consist of the CEO, the XO, and the Group Representatives (Group Leaders). Each Project Group shall consist of the Group Leader (Group Representative to the OC), the Group Chief Engineer, the Group Secretary/Treasurer, and the Group members.

Section B. Main Advisor

The MINERS IN SPACE shall have one main advisor. MINERS IN SPACE shall nominate a candidate for main advisor from the Advisory Board. Upon approval by MINERS IN SPACE, this Advisor shall be instated as the Main Advisor for MINERS IN SPACE to serve until replaced.

Section C. Duties and Responsibilities of MINERS IN SPACE Officers, Group Leaders, Group Officers, and Advisors

1. The Chief Executive Officer (CEO) shall be responsible for all internal business in which MINERS IN SPACE engages. The CEO presides over the general MINERS IN SPACE meetings. The CEO insures the timely completion of projects that have been assigned. The CEO can also call special meetings as needed.

2. The Executive Officer (XO) shall be responsible for all external and financial matters applicable to the MINERS IN SPACE. He or she is responsible for overseeing the business transactions made by the individual Group Secretaries/Treasurers. The XO shall also be the representative of MINERS IN SPACE to the UMR Student Design Competitions Center (USDCC). The XO shall also be responsible for insuring that a good image of MINERS IN SPACE is maintained through special events and public relations. The XO shall also be responsible for all matters dealing with MINERS IN SPACE membership and recruitment.

3. The Group Leaders/Representatives to the OC shall be responsible for all internal business in which their corresponding Group engages. The Group Leader presides over the group meetings. The Group Leader insures the timely completion of projects that have been assigned. The Group Leader can also call special meetings as needed.

4. The Group Chief Engineers shall be responsible for all matters pertaining to the design and construction of the corresponding Group experiment. This includes reviewing all designs, materials, and specifications created by Group members. The Group Chief Engineer is also responsible for assisting the Group Leader with the preparation of all documents to be submitted to the NASA RGO (Reduced Gravity Office).

5. The Group Secretaries/Treasurers shall be responsible for maintaining Group membership records, keeping attendance at Group meetings, recording individual work hours, and Group correspondence.

6. The Main Advisor shall be responsible for ensuring MINERS IN SPACE operates within the guidelines of the University, protecting the rights of the organization, interfacing with the University Administration, and ensuring the scholastic well being of MINERS IN SPACE members.

Section D. Filling of Vacant Offices

In the event that an office is vacated before the term is finished, the vacant office shall be filled as follows:

1. If the CEO office is vacated, the Main Advisor shall appoint an interim CEO from the rest of the Oversight Committee. The MINERS IN SPACE membership shall be informed of the opening at or before the next general MINERS IN SPACE meeting. The elections shall be held at least one week after being informed at a general MINERS IN SPACE meeting.

2. If the XO office is vacated, the CEO shall appoint an interim. The MINERS IN SPACE membership shall be informed of the opening at or before the next general MINERS IN SPACE meeting. The elections shall be held at least one week after being informed at a general MINERS IN SPACE meeting.

3. If a Group Leader's position is vacated, the CEO shall appoint an interim. The Group membership shall be informed of the opening at or before the next general Group meeting. The elections shall be held at least one week after being informed at a general Group meeting.

4. If another Group officer's position is vacated, the elections shall be held at the next general Group meeting. If a decision that would fall to the vacant office must be made in the meantime, the Group Leader shall contact the Oversight Committee and the Oversight Committee shall make the decision.

Section E. Term of Office and Elections

MINERS IN SPACE and Group officers shall serve one academic year. The officer elections shall be held during the first general MINERS IN SPACE meeting in April, unless a flight week falls on that day, in which case the elections shall be held during the next appropriate general MINERS IN SPACE meeting. Nominations are to be opened by the CEO at least one week prior to the elections. Officers shall assume their duties on August 7th. The election shall be held by secret ballot, administered by an appointed MINERS IN SPACE member with present membership approval. Said MINERS IN SPACE member shall be appointed by the CEO at a previous meeting prior to actual election. A one-half (1/2) majority vote shall be required to elect an officer.

Section F. Removal of Officers

The CEO and the XO may be removed by a two-thirds (2/3) majority vote of MINERS IN SPACE. Any Group officer, excepting Leaders, may be removed by a two-thirds (2/3) majority vote of the Group. Group Leaders may be removed by a two-thirds (2/3) majority vote of the Group and the assent of the CEO and of the XO. The vote shall take place at least one week after the motion is made at a general MINERS IN SPACE or Group meeting, as appropriate. The officer under consideration for removal shall be given fair opportunity to speak his/her case to a general assembly of MINERS IN SPACE or the Group as appropriate before the vote. If an officer is removed, said officer would be replaced as provided by the Section D of Article IV in the Constitution. A removed officer would revert to the status of active member if said officer meets the requirements for active member status as provided by the Section A of Article IV in the Constitution; otherwise, said officer would revert to the status of non-active member.

ARTICLE VI: GROUP PROPOSAL SELECTION AND FLYER SELECTION

Section A. Group Proposal Selection

As per NASA requirements, each Group must submit its own proposal to the Reduced Gravity Office (RGO). Should a Group's proposal not be accepted by the RGO, the Group's members may assist the Groups that submitted accepted proposals. 'Original Group members' is defined for the purposes of this Section as being those Group members who were members of the Group in question at the point in time that the Group's proposal was submitted to the RGO. Only original Group members are eligible for flyer positions. Original Group members are to decide by simple majority vote whether each added member will be allowed to travel to Ellington Field as a part of the Group.

Section B. Flyer Selection

Flyers will be selected by a simple majority vote of the appropriate Group. Inconclusive elections or disputes will be resolved by the Oversight Committee. As provided by Section A of Article IV, only active members will be considered for flyer positions.

ARTICLE VII: MEETINGS

Section A. Times and Places of Meetings

Regular and special MINERS IN SPACE meetings shall be held at such times and places as the Oversight Committee may delegate, however, at least one Oversight Committee meeting per academic month must be called. Regular and special Group meetings shall be held at such times and places as the Group Leader may delegate, however, at least two Group meetings per academic month must be called.

Section B. Quorum

When decisions affecting MINERS IN SPACE as a whole will be made at a general MINERS IN SPACE meeting, the quorum necessary for the transaction of business is one-half of all MINERS IN SPACE members. When decisions affecting an individual Group as a whole will be made at a general Group meeting, the quorum necessary for the transaction of business is one-half of all Group members.

Section C. Operating Procedure

Unless conflicting with this Constitution or the by-laws, the latest edition of Robert's Rules of Order shall be followed at MINERS IN SPACE meetings and Group meetings as necessary to maintain order.

ARTICLE VIII: AMENDMENTS

This Constitution may be amended at any time by a three-fourths (3/4) majority vote of the total active membership, provided that the amendment shall have been proposed in written form at least one MINERS IN SPACE meeting prior to the time of voting. All amendments are subject to the approval of the oversight committee before they are put to a vote. The Student Affairs Committee and the Academic Council or their designated representative must approve all amendments.

ARTICLE IX: COMPLIANCE

MINERS IN SPACE shall at all times adhere to all applicable rules and guidelines set forth by the State of Missouri, the University of Missouri-Rolla, the Student Affairs Committee, the Academic Council, the Reduced Gravity Office, the Microgravity University Office, and the Reduced Gravity Student Flight Opportunities Program. The MINERS IN SPACE Constitution and by-laws will at no time conflict with any applicable rules or guidelines set forth by the above-named entities.

ARTICLE X: BY-LAWS

MINERS IN SPACE shall adopt by-laws as necessary to fulfill the responsibilities and goal of MINERS IN SPACE. By-laws must be submitted in written form. A simple majority vote at a general MINERS IN SPACE meeting is required to approve or suspend a by-law. Amendment or revocation of a by-law requires a simple majority vote at a general MINERS IN SPACE meeting. By-laws must be provided to the Office of Student Activities upon approval.

ARTICLE XI: RATIFICATION

This Constitution shall go into effect immediately upon ratification by three-fourths (3/4) of the total active membership and approval by the Student Affairs Committee and the Academic Council or their designated representative. Upon ratification, this constitution shall supercede any other constitution previously in effect.

BY-LAWS OF PHI SIGMA RHO

1.01 Purposes and Objectives

The purpose of this Sorority shall be to foster and maintain the inspired ideals of friendship, scholarship, and encouragement upon which Phi Sigma Rho was founded.

The Sorority shall be conducted as a social sorority comprised of women in engineering and engineering technology.

1. To foster and provide the broadening experience of sorority living with its social and moral challenges and responsibilities for the individual and the chapter.

2. To develop the highest standard of personal integrity and character
3. To promote academic excellence and support personal achievement, while providing a social balance

4. To aid the individual in the transition from the academic environment to the professional community

5. To maintain Sorority involvement with the alma mater and the community through responsible participation

6. To maintain the bond of sisterhood with alumnae members through communications, consultation, and participation in Sorority functions.

1.02 Rules and Regulations of Campus and State

The Sorority shall follow all the laws of the state of Missouri, as well as the rules and regulations governing students of the University of Missouri-Rolla.

1.03 Meetings

Regular meetings shall be held weekly throughout the academic year at UMR as scheduled by the active membership. The president will call the first meeting of each semester.

Special meetings may be called by a majority of the Executive Council with at least two days posted notice and upon personal notification of each expected participant.

All members of the chapter are expected to attend all regular and special meetings, ceremonies, and projects of the sorority. A point system will be used to monitor involvement (see by-law 1.24).

The Parliamentarian shall be the official timekeeper at all meetings if necessary.

1.04 Ratification of By-Laws

In order to introduce an amendment, the proposed amendment must be brought to the Executive Council's attention at least three days prior to the meeting. The proposed amendment will then be placed on the Agenda for the next meeting.

A positive two-thirds vote of the total active membership with current voting rights shall be required to ratify or amend a by-law. The bylaw shall become effective immediately upon approval by the sorority. Bylaw changes shall be submitted to the sorority's advisor, Office of Student Activities, and the National organization.

These by-laws and national constitution shall be presented to the University of Missouri-Rolla Student Affairs Committee and the Academic Council or their designated representatives for approval. After said approval, it shall become operative and effective immediately.

1.05 Membership Classification

Members of the Sorority shall be classified as new member, active, alumni, honorary, in active, co-op, or disaffiliated.

1.06 New Members

A new member shall be defined as a member who has received and accepted her bid card and completed the induction ceremony, but has not yet attained active status.

New members represent the sorority at al times during the pledging process.

Any new member who has completed the induction ceremony may not accept an invitation to pledge another sorority while she is a candidate for initiation into the Sorority.

Once a candidate has de-pledged, she is not allowed to be given another bid card from the Sorority for one calendar year after she is officially de-pledged.

The Sorority will not extend a bid to any woman who has de-pledged any sorority within the last year.

1.07 Alumni Members

If a member of the sorority wishes to request early alumni status, she must present her case to National Council and prove her need sufficiently. The local chapter cannot grant early alumni status.

1.08 Co-Op Members

A co-op member of the sorority is only liable for half of her national dues. She is not responsible for paying local chapter dues.

1.09 Inactive Members

If a member chooses to become inactive, her national dues may be covered by the chapter if she presents her case to the Chair of the Standards Board and the Treasurer. If the inactive status is continued for more than one semester, the case must be re-evaluated. In-active members are not allowed to attend any sorority events, except chapter meetings and sisterhood events specified by a 2/3 vote of the chapter. An inactive member does not have voting or discussion rights. Their privileges may be revoked by a 2/3 vote of all active membership.

1.10 Disaffiliation

Members of the sorority may be disaffiliated from the Sorority by a vote of 80% of total active membership. A vote for disaffiliation may be initiated for any of the following reasons:

(1) The member fails to meet her financial obligations to the Sorority, fails to seek financial assistance or waivers from the Standards board due to extenuating circumstances, or compels the sorority to collect debts owed through small claims court or other legal action;

(2) Is classified as inactive for 3 semesters (excluding summer);

(3) Receives a level 4 or 5 consequence for problem behavior brought before the Standards Board for review;

(4) Terminates her affiliation with the University of Missouri – Rolla while she is classified as a suspended member;

(5) Has been charged with a felony;

(6) Has acted in a way that creates the risk of harm to the members of the Sorority.

The vote will be conducted using secret ballots. If there is not an 80% vote and active members are not present at the meeting, the additional votes will be collected by a phone vote. If a vote for disaffiliation is passed, it is final. No further motions about that member's status may be brought up in the future. The member will be notified of the status change and notified that all rights as a member of the sorority have been revoked.

If a member chooses to become disaffiliated, she must express her wishes to the President. She must sign the disaffiliation form in the president's file, relinquish her active manual (including the Constitution and By-Laws), and be in good financial standing with the sorority. The President will inform the rest of the chapter of the member's decision during the next Chapter meeting.

1.11 Advisor

In the event that the sorority's advisor (social or academic) is a woman, she may be initiated as an honorary member. She will attend at least on meeting per month, aid the sisters in represents the Sorority, check grades of all members, correspond with University officials, and perform other duties and responsibilities as required by the University. If there is more than one advisor, they will divide the duties equally among themselves.

Each semester the Sorority will evaluate the faculty/staff advisor(s) to see that they are meeting their duties. If they are not, elections for a new faculty/staff advisor will be held.

1.12 Officers

The standing officers of the _____ chapter shall be: President, Vice President of internal relations, Vice President of New Member Education, Secretary, Treasurer, Social Chair, and Historian. Refer to the duties manual of Phi Sigma Rho for specific duties of each officer.

Each officer shall be an active member of the sorority for at least one semester, who maintains a 2.5 cumulative GPA at the time of elections. She also will have earned 75% of points possible throughout the semester of election.

President, VP-I, and Treasurer shall hold terms of one year. They shall serve only one consecutive term. The VP-NME Secretary, Social Chair, and Historian shall serve for one semester, serving at most two consecutive semesters. Officers shall serve their terms without compensation.

1.13 Officer Elections

Officer elections will be held at the last regularly scheduled meeting of the fall and spring semesters. The office of President, VP-I, and Treasurer shall be voted on once a year, at the end of the fall semester. The elections will consist of an open pro/con discussion of each nominee in reverse order nominated. This discussion is limited to 2 minutes per candidate for each office. After the discussion, a compare/contrast session will take place. After the close of the discussion, the vote will be taken by secret ballot of all active members including the nominees.

Special elections will be held during the semester if and when vacancies occur. Two meetings shall be necessary for this purpose, the first for nominations and the second for further nominations and elections. During the time of vacancy the President shall appoint in interim officer, or in the case that the vacancy occurs in the Presidential office, the VP-Internal shall act as interim President as well as VP-Internal.

1.14 Executive Council Meetings

Executive council meetings shall be held weekly. The offices of Secretary and President shall retain their duties in the meeting. All members of executive council, excluding the chapter advisor(s), shall have voting privileges. The chapter advisor shall vote only in the case of a tie. Minutes from the executive council meetings shall be available upon request to any active member of the organization.

1.15 Agendas

The agenda of the Sorority Chapter meeting shall be voted on and approved by the executive council at a weekly meeting held no more than six days before the active meeting, which the agenda will govern. Any active member wishing to place an item on the agenda must bring that item to a member of executive council before this weekly executive council meeting. All items brought to executive council will be voted on, with a majority vote needed to place the item on the agenda. A final vote will be taken to establish the order of the items on the agenda, with a majority vote needed for approval. Any item not approved for the agenda, but which was brought to the council before their executive council meeting, may be brought to the group for approval at the end of new business at the next active meeting. Any item brought to executive council after the agenda has been approved will be voted on before the active meeting by executive council, with a majority vote placing it as the last item on the agenda.

1.16 Committees

The standing committees shall be Fundraising, Recruitment, Risk Management, Scholarship, Service, and Social. Refer to the duties manual of Phi Sigma Rho for individual committee head responsibilities.

The position of committee chairs shall be held by an active member and be elected by all the active members at the same time and in the same manner as officers. The position of co-chair will be decided upon within each individual committee.

Each active member shall be a member of at least one standing committee.

1.17 Special Positions

The following positions shall be classified as special positions: Student Council Representative, Pearl Sister, Points chair, Alumni Correspondent, and Panhellenic Representatives.

All active members shall elect special positions at the time opening is deemed available and in the same manner as officer elections and committee chair elections.

1.18 Voluntary Positions

The following positions shall be assumed on a voluntary basis with a majority vote needed in the case of multiple volunteers: IM Manager, Parliamentarian, Homecoming Steering Committee, Homecoming Judge, St. Pat's Committee Chair, Webmaster, and any other representative positions on the UMR campus. Voluntary positions shall be responsible for tallying points for events corresponding to her position to be turned into the point's chair at chapter meetings.

1.19 Honorary Positions

The honorary positions of St Pat's queen candidate, Homecoming queen candidate, St. Pat's student knight, and any other honorary representative positions on the UMR campus, shall be voted on by all members at the appropriate times during the year.

1.20 Bid Extension

A ¾ affirmative vote of all active members present at the designated selection session is required to extend a bid to join the Sorority.

1.21 New Membership Program

The new member program is entitled the SITI: Sisters in Training for Initiation. The program will consist of various activities, ceremonies, lessons, and quizzes to prepare each candidate for initiation.

The SITI program will last fifty-six days (8 weeks), beginning with the induction ceremony and culminating with the initiation ceremony.

SITI candidates will be expected to learn basic information concerning, but not limited to, the local chapter and it's members, the National organization, and the UMR Greek system. This information will be contained in their new member binder, which will contain the layout of the SITI and the Sorority issued new member manual.

The Vice President of New Member Education and the Pearl Sister will conduct SITI meetings. They will be held weekly throughout the pledging period.

SITI candidates are also expected to actively participate in activities sponsored by the active chapter, including, but not limited to: service, social, intramurals, and fundraising events. In addition, each new member class will work with the Service and Social Chairs to plan a service event and a social event that will involve the active chapter.

SITI candidates are expected to maintain their monthly house bills.

In order to be initiated, a candidate by must receive an 80% affirmative voted of total active membership and must complete the requirements for initiation as listed in her SITI program. The vote will be conducted by secret ballot at the Chapter meeting before initiation.

If a candidate does not fulfill all of the requirements to become initiated by the date set by the VP-NME, she will be allowed an extension of their pledge period by one semester, starting the next semester. This extension must be approved by an 80% affirmative vote of the active members. Their pledge period will not be repeated, but continued. When all the requirements are met, the candidate may

then be brought up to be voted on for initiation by the VP-NME. Candidates are only allowed a one-semester extension.

1.22 Standards Board

The Standards Board of the Sorority shall serve as a judicial body for the sorority. The board shall consist of five active members of the Sorority and the Faculty/Staff Advisor(s). The head of the board shall be the Vice President-Internal. The remaining four members of the Standards Board shall be elected each semester by the active membership. A secret ballot will be used for each active member to rank her four choices for members of the Board, with all members in good standing being eligible. The President shall disclose the outcome of the election to the Sorority as a whole at the beginning of the last Chapter meeting of each semester. If a member declines election to the Standards Board, the next highest ranked member shall be offered the position.

The duties of the chair shall include calling meetings of the board and presiding at such meetings. The chair will be responsible for taking written charges submitted to President or Advisor(s) by the active members and consulting Board members to determine if a meeting of the Standards Board is necessary.

Each of the five active members on the Standards Board, including the chair, shall have one vote at meetings of the Standards Board. The Advisor(s) shall serve as a non-voting member except in cases in which a member of the Standards Board is facing charges.

Guidelines for disciplinary action by the Standards Board are to be detailed in the Phi Sigma Rho Standards Book, which will be maintained and updated as necessary by the Board. The active membership shall be informed by the Executive Council of any changes to the Standards Book. A two-thirds (2/3) vote of the total active membership shall be required to delete or add any standard from the book.

Any member of the Sorority who fails to carry out her duties as designated by the national constitution and local by-laws, fails to earn enough points, violates any standard as set forth in the Standards Book, or conducts herself in a manner deemed inappropriate by another member of the sorority may be brought before the Standards Book for the purpose of disciplinary action.

Upon due cause, any member shall have the right to present charges by submitting a type-written formal charge as defined in the Standards Book to the President or Advisor, who will deliver the charge to the chair of the Standards Board. If charges presented warrant a meeting of the Standards Board, all involved parties must be informed with written notification a minimum of seven (7) days prior to the meeting at which the charges are to be discussed. Written notification shall include the meeting date, time, and location as well as a copy of the formal charge.

Upon being informed, the involved parties may appear at the meeting to speak on their own behalf.

All meetings of the Standards Board shall follow the specific procedure set forth in Section 8 of the Phi Sigma Rho Standards Book.

In cases involving suspension or removal of a member, unanimous decision by the Standards Board is required to recommend suspension or removal. The Standards Board shall submit a typewritten recommendation to the active membership stating the specific charge and an account of events but not disclosing the identity of the member in question. A three-fourths (3/4) vote of the total active membership is then required to suspend or remove that member.

1.23 Chapter Suspension

Chapter suspension means the temporary removal of a Sister's or new member's rights and privileges in the Sorority, i.e. a suspended Sister or new member is still in good standing, but is barred from:

- Voting and debate at all meetings
- Participation at sorority socials and intramural events.
- Purchase of anything on credit through the house bill.

1.24 Social Probation

A Sister or New Member placed on social probation may not participate in any social events for a period of time to be determined by the Standards Board. A Sister or New Member shall be placed on Social Probation after having the social transgression reviewed by the Standards Board and approved by 50% of all active membership.

1.25 Academic Enhancement Program

In the event that the University puts an active member on academic probation, the member is automatically place on an Academic Enhancement Program and shall personally restrict her social activities until she regains her normal status.

The Scholarship Committee and the sorority advisor will define the Academic Enhancement Program on a semester basis. It shall be voted on at the first meeting of each semester and approved by a 2/3 affirmative vote. The program shall be in place by the 3rd week of the semester or 1 week following the receipt of grades from the academic advisor.

Any member who is placed on AEP must sign a consent form allowing her status to be released to the President and points chair.

After mid-term grades a member on AEP may petition Standards Board to be taken off AEP. The member must submit a letter to the head of standards who will inform her of information needed for the hearing.

If a member goes on coop, grades from her last active semester will be used in determining AEP.

1.26 Dues

Dues shall be paid to the Treasurer by the fourth Friday of each semester. If not received by that time, she will be classified as an inactive member until the payment is received. If an alternative payment plan is set up between a member and the Treasurer, this must be documented and signed by the member, the Treasurer, and the President. A copy will be given to the member and to the Treasurer and President to put in their files.

1.27 Late Fees

If a member has not paid all of her house bill at the end of the semester, a late fee will be added to her house bill. The late fee will be defined by the interest rate for small loans at the bank that holds the sorority's accounts. The treasurer will check the bank's interest rate at the beginning of each semester, and the interest rate will be listed on the house bill contract. The interest will be applied to the unpaid balance of the member's house bill at the end of the semester, and it will be compounded monthly. The treasurer will continue to give/send the house bill to the member with the new balance owed until (1) the house bill is paid off or (2) three months after the original balance was owed.

When house bills are past due by 3 months or more, the member will be invited to participate in a review of her case by the Standards Board. The Standards Board may decide: (1) to waive the late fees due to extenuating circumstances; (2) renegotiate payment based on the member's circumstances; (3) to pursue bill collection through small claims court or other legal remedy.

Any waiver or extension of fee payment approved by the Standards Board will be documented and signed by the member, the Standards Board Chair, and the Treasurer, indicating agreement and acceptance of the terms therein. If the member does not participate in the review, or an alternative payment agreement cannot be reached, the Standards Board may recommend that bill collection be pursued. The Standards Board Chair, the Treasurer, and the President must maintain copies of all documentation. Copies of all financial agreements must be provided to the member.

1.28 House Bill

House Bill shall be defined as purchases made through the sorority, membership dues, and late fees. All members of the Sorority will sign a semesterly contract agreeing to pay for purchases, membership dues, and late fees accumulated on her house bill. The contract will list the late fee interest rate to be used for that semester. Any member not signing the contract will be classified as inactive.

House bill shall be paid to the treasurer by the last meeting of each month. If not received by that time, the delinquent member will be classified as a suspended member until payment is received.

1.29 Budget

The budget will be created every semester by the Treasurer. It must be approved by a simple majority vote of all active members at the beginning of each semester.

1.30 Calendar

The calendar shall be voted on by the second chapter meeting of the semester. To amend the calendar, a majority is required for non-mandatory events, and a 3/4 vote of total active members for mandatory events.

1.31 Participation

The point system will have the following points allotted for each area. If an acceptable excuse is turned in and approved by an officer at least two days in advance, half of the number of points will be awarded. In the instance of conflicting events, if the Sorority is being represented or if the member is attending a class or a test full points will be awarded. Events that only appear once in a semester will only be awarded once a semester. In order to receive full points for chapter, the member must be in attendance for one and one-half hours, or until the start of announcements, whichever requires the least amount of time. In order to receive points for any other event, the member must be in attendance within the first 15 minutes of the event and must stay for at least half of the scheduled event.

Each Chapter 200
Initiation . . . . 200 (mandatory)
Each Initiation practice . . . . . 100 (mandatory)
Each Sisterhood Event . . . . . 100 (mandatory)
Serving on a Committee . . . . 100 (Total points per month)
Each Fundraising Event . . . . .50 (mandatory)
Each Social Event 50
Each Service Event 50
Each Recruitment Event 50
Each Scholarship Event 50
Each Panhellenic Event 50
Each Intramural Event 50
Homecoming Events . . . . .50 (Total)
St. Pat's Events . . . . 50 (Total)

Points accumulated during the month of August shall be totaled with September Points. Points accumulated during the month of January shall be totaled with February Points.

1.32 Sisterhood Events

Sisterhood events may include, but are not limited to:

Induction, Plaque Signing, Pyramids, Founder's Day, Retreat, all Initiation activities, and Graduate Dinner. If an event other than those stated above is to be classified as a sisterhood event, it must be stated on the official calendar.

1.33 Pledge Participation

The participation requirements of all new members are shall be defined in the SITI manual.

1.34 Intramural Fines

Any member who commits herself to play an intramural sport and causes Sorority to have to forfeit a game and incur a fine will pay the fine. If more than one person is involved, then those people will split the fine.

1.35 Absences

An excused absence is defined as: two or more tests/quizzes/lab reports the next day, an illness that endangers the affected person or other members, personal or family emergencies, University planned activities, and pre-planned personal or family activities as approved by an officer. If a member does not have a constitutional excuse for a mandatory event, she will go before the standards board. Any active member who has two unexcused absences for chapter meetings during the current semester will be placed on chapter suspension until attending three chapter meetings in a row.

1.36 Participation

If a member does not receive 75% of total points possible at the end of any given month; she will be placed on suspension and will go before the Standards Board. Each individual case will be handled on a person-to-person basis. Any member who is graduating in the said semester shall only need to receive 60% of the total possible points per month.

1.37 Pager

The pager number will be distributed to ALL members of the Sorority and may be distributed to IMMEDIATE FAMILY only for cases of emergency use only. If the carrier of the pager is discovered to be intoxicated by any substance, regardless of age or status, they will be brought before Standards Board with a minimum of a level four consequence. A pager contract will be signed by the second meeting of each semester.

CODES: if intoxicated - no code after phone number, then your active number; all other emergencies - 911, phone number, your active number

A sign up will be by lowest active number, and that person will be responsible for making sure the shift is covered by a Sorority member. The Sorority member must report to the President (in cases where another Sorority member covers part of another's shift).

1.38 Insignia

In addition to the penguin and orchid, the local insignia for the _____ chapter shall also include the butterfly, the anchor, and the yellow rose. The _____ chapter colors and navy blue, gold, and hunter green.

UMR Parking Lot Designations
UNIVERSITY OF MISSOURI-ROLLA

W N
S E
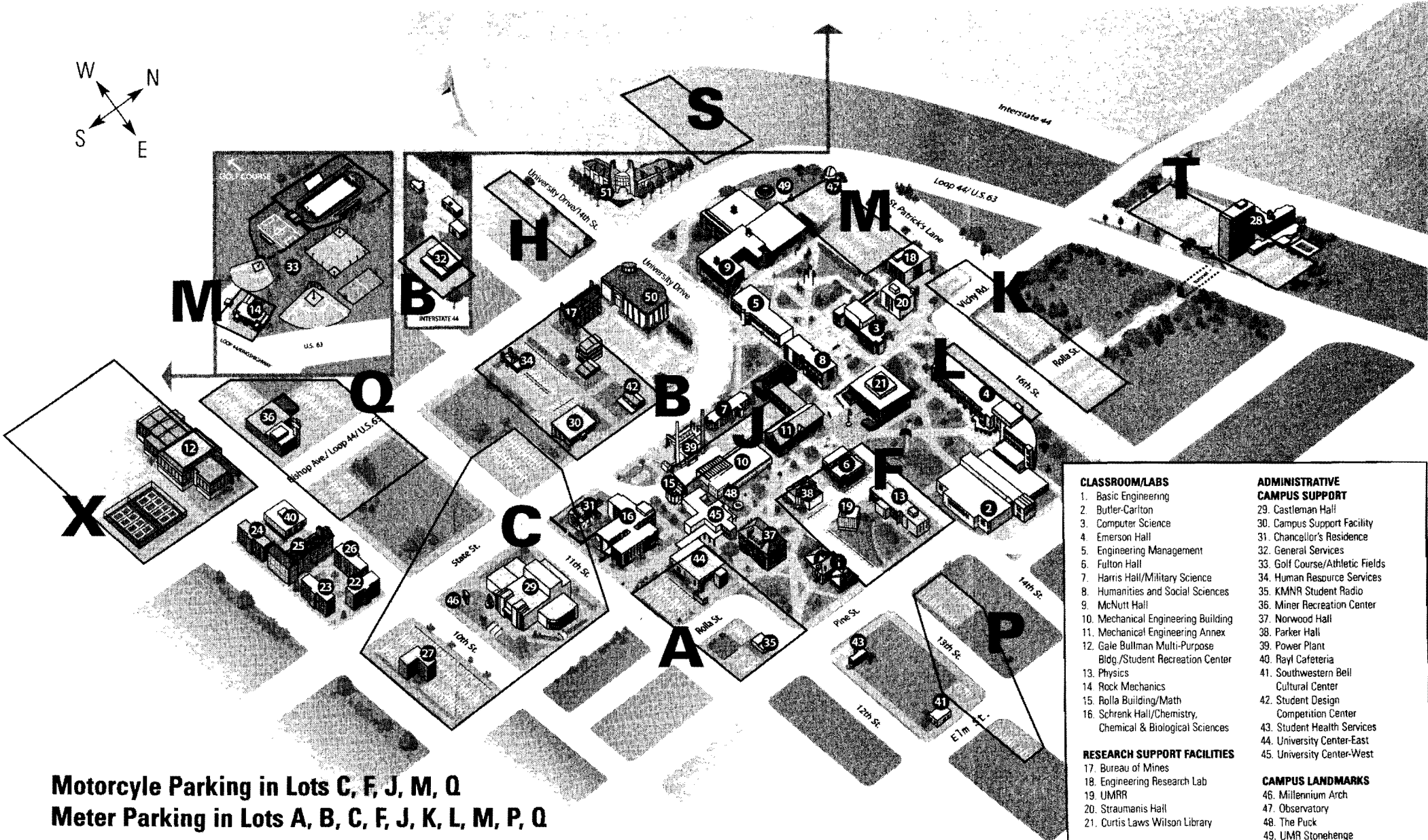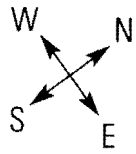
Motorcyle Parking in Lots C, F, J, M, Q
Meter Parking in Lots A, B, C, F, J, K, L, M, P, Q

For information call 573.341.4303 or Email: parking@umr.edu
To view Parking Lot Regulations see: campus.umr.edu/police/parking/parking.htm

CLASSROOM/LABS
1. Basic Engineering
2. Butler-Carlton
3. Computer Science
4. Emerson Hall
5. Engineering Management
6. Fulton Hall
7. Harris Hall/Military Science
8. Humanities and Social Sciences
9. McNutt Hall
10. Mechanical Engineering Building
11. Mechanical Engineering Annex
12. Gale Bullman Multi-Purpose
    Bldg./Student Recreation Center
13. Physics
14. Rock Mechanics
15. Rolla Building/Math
16. Schrenk Hall/Chemistry,
    Chemical & Biological Sciences

RESEARCH SUPPORT FACILITIES
17. Bureau of Mines
18. Engineering Research Lab
19. UMRR
20. Straumanis Hall
21. Curtis Laws Wilson Library

RESIDENCE HALLS
22. Altman Hall
23. Farrar Hall
24. Holtman Hall
25. Kelly Hall
26. McAnerney Hall
27. Stuart Apartments
28. Thomas Jefferson Hall

ADMINISTRATIVE
CAMPUS SUPPORT
29. Castleman Hall
30. Campus Support Facility
31. Chancellor's Residence
32. General Services
33. Golf Course/Athletic Fields
34. Human Resource Services
35. KMNR Student Radio
36. Miner Recreation Center
37. Norwood Hall
38. Parker Hall
39. Power Plant
40. Rayl Cafeteria
41. Southwestern Bell
    Cultural Center
42. Student Design
    Competition Center
43. Student Health Services
44. University Center-East
45. University Center-West

CAMPUS LANDMARKS
46. Millennium Arch
47. Observatory
48. The Puck
49. UMR Stonehenge

UNDER CONSTRUCTION
50. Havener Center
51. UMR's Residential College

Academic Council Agenda

Thursday, January 22, 2004
204 McNutt Hall; 1:30 P.M.

I. Approval of November 20, 2003 meeting minutes

II. Reports and Responses

    A. President's Report (5 minutes)   Todd Hubing

    B. Chancellor's Report (5 minutes)   Y.T. Shah
       1. Questions and Answers

    C. Provost's Report (5 minutes)   Y.T. Shah
       1. Questions and Answers

III. Reports of Standing and Special Committees

    A. Budgetary Affairs   Don Myers
    B. Curricula   Keith Nisbett
    C. Library- Journals to be dropped due to budget cuts   Andy Stewart
    D. Public Occasions - 2005-06 Calendar

IV. Old Business

    A. Action Items
        1. Written Policy for Joint Appointments – Provost
        2. Written Policy for Distribution of Distance Learning Funds – Global

V. New Business and Announcements

    A. Announcements

    B. Staff Council

    C. Student Council

    D. Council of Graduate Students

    E. Referrals

ACADEMIC COUNCIL

Volume XXXII, Number 4

Minutes of the January 22, 2004 Academic Council Meeting

XXXIII, 4   The meeting was called to order at 1:35 P.M. by President Todd Hubing. Roll call was taken, and absentees noted were: Neil Book, Charles Chusuei, Roger LaBoube, Mark Mullin, Chad Pense, V.A. Samaranayake, Robert Stone, H.L. Tsai, Trent Watts, Paul Worsey, Robert Mitchell, Mareisa Crow, and Gary Thomas.

There was a motion and second to approve the minutes of the November 20, 2003 Academic Council meeting. The Academic Council body voted to accept the minutes.

1. REPORTS AND RESPONSES

A. PRESIDENT'S REPORT – This report was presented by Academic Council President Todd Hubing.
   1. IFC has endorsed the adoption of a system wide standard to report faculty activities. The electronic form currently in use at UMC is under consideration. Whether the form is appropriate for all campuses is being discussed.
   2. The work load policy is under consideration by IFC.
   3. Program Viability Audit Committees at UMR and UMSL have submitted reports. UMC and UMKC are still involved in this process.
   4. Steve Lehmkuhle, UM VP for Academic Affairs, has assured the IFC that it is not necessary to cancel one academic program to get approval for another. They are aware of plans for 7 new academic programs at UMR, but have not received official proposals for any of these programs.

B. CHANCELLOR'S REPORT – This report was presented by Y.T. Shah.
   1. Budget
      a. The House and Senate have agreed with Governor Holden on the forecast of the revenue for FY 2005, which is $6.4 billion. They have also agreed that expenses from last year were about $7 billion. This indicates a $600M shortfall and the possibility of additional withholdings.
      b. The Provost's Cabinet met to discuss how to make the required budget cuts to meet the anticipated $3.2M shortfall in the budget. The proposed cuts were reviewed for at the Chairs' meeting and no significant changes were suggested. Faculty are encouraged to provide input regarding the University budget through the Budgetary Affairs committee.

2. Workload Policy
    a. There is agreement regarding the general format of the workload policy, but there are still issues to be resolved, such as the minimum number of student contact hours (currently 180) and courses taught per semester.
    b. The four Deans have been asked to work together to consider how the University can better use its resources.
3. Program Viability Audit and New Programs
    a. Recommendations from the committee have been submitted to the University Administration.
    b. How those programs that were identified in the audit can be helped is under consideration.
    c. Program self assessment will continue next year. Dr. Walt Eversman will serve as Chair of this committee.
    d. Jay Goff gave an update on the campus' progress with the new programs. Eight new programs were discussed.
        1. MBA
        2. Biology(PhD)
        3. Technical Communication
        4. Multi disciplinary Studies
        5. STEM (Science Technology Engineering Mathematics)
        6. Bio Engineering
        7. Architectural Engineering
        8. Interdisciplinary Engineering
4. Graduate Student Issues
    Graduate Student Enrollment is down, in part due to the new SEVIS requirements.
5. Mission Statement – UM system Campuses
    Each campus was asked to write a new mission statement. We are now recognized as the Technological University of the state of Missouri.

C. PROVOST'S REPORT – This report was presented by Provost Y.T. Shah
    1. Enrollment Management- Most of our growth is going to come from retention. Graduate student enrollment is decreasing. (China and India has the biggest decrease)
    2. Research
        a. Proposal awards through December: $15.4M   This is on-target to meet specified goals and is at the same level as last year. We should have > $30M in research expenditures this FY.
        b. Proposal submissions through December: $ 58.4M.
        c. The search for the MTI Executive Director is underway.
        d. The Center for Aerospace Manufacturing Technologies (CAMT) should be launched soon.
        e. There is steady progress on preparing the INL proposal with the Shaw Group.
    3. To improve utilization of resources on campus and foster more collaborations among faculty, seven Clusters of Excellence based on recognized strengths, need and campus priority will be developed. These will promote communications and

collaborations for education, research and outreach among departments. The seven clusters, which were identified based on areas of strength, need and priority, include:

    i.   Materials and Manufacturing
    ii.   Energy (power, nuclear, alternate energy sources etc.)
    iii.   Environment
    iv.   Transportation and Civil Infrastructures
    v.   Information , Communication and Perception Technologies
    vi.   Biotechnology
    vii.   Management (Engineering management, Business Administration, economics, finance, etc.)

4. Undergraduate and Graduate Studies
    a. CERTI is preparing to hire a new coordinator.
    b. The Residential College planning process is continuing and will have three major themes: Research, Entrepreneurship, and Leadership.
5. UMR Global
    a. There is interest in Graduate Course Certificates.
    b. The video communication center and MORENET have acquired additional software that makes interactive teaching over the internet easier and more effective.
    c. The list of PDH courses is growing.
6. Information Technology
    Progress continues to be made in policy development.

2. REPORTS OF STANDING AND SPECIAL COMMITTEES
    A. BUDGETARY AFFAIRS – This report was presented by Don Myers.
       1. The committee is reviewing the proposed 2005 budget.
       2. The role of the Faculty (and the Budgetary Affairs committee) regarding input to budgetary decisions was discussed. The by-laws of the UM system indicate that faculty must be meaningfully involved in budgetary planning.
       3. The Budgetary Affairs Committee has been working with Steve Malott to develop a better understanding of the process.
       4. The Chancellor and the Provost will include the committee when budgetary items are discussed in their meetings.
       5. Areas were targeted for the required cost and rate savings of $3.2M for FY 2005.

    B. CURRICULA- This report was presented by Richard Hall
       1. There were motions that Academic Council approve the DC and CC curriculum changes that were distributed with the agenda. The motions passed.
       2. The College of Arts and Sciences requested the name of the Department of Philosophy and Liberal Arts be changed to the Department of Arts, Languages and Philosophy. A motion was made to approve this change and the motion passed.
       3. The committee is working on a new Name Change form in conjunction with last year's ad hoc committee.
       4. EC forms were included in the official report of the committee.

C. LIBRARY– This report was presented by Andy Stewart
   1. A written report was submitted.
      a. Journals represent approximately 75% of the total acquisitions budget. Due to continued increases in journal prices, there will be a cut in journal subscriptions. The department library liaisons were requested to review the list of subscriptions and proposed cuts.
      b. On-line subscriptions continue to be given more consideration.

D. PUBLIC OCCASIONS-this report was given by Ron Kohser.
   The 2005-06 Academic Year Calendar and the Public Occasions Event dates for 2004-2005 were distributed. There was a motion to accept both calendars. The motion passed.

3. UNFINISHED BUSINESS AND OLD BUSINESS
   A. ACTION ITEMS
      1. Written Policy for Joint Appointments - Provost
         The policy has been prepared by the committee and will be distributed for review.
      2. Written Policy for Distribution of Distance Learning Funds-Global
         The policy is still under discussion. Policy 326 is in place.

4. NEW BUSINESS
   A. ANNOUNCEMENTS - Mike Hilgers.
      The Missouri Association of faculty Senate will be meeting February 2 and 3. Mike Hilgers will represent UMR. If there is anything Academic Council would like him to present, please let him know.

   B. STAFF COUNCIL
      1. Staff Awards Nominations Deadline is the end of February.
      2. Legislative day in Jefferson City is approaching.

   C. STUDENT COUNCIL
      1. Work on the new I.D. card continues.
      2. Elections will be in March.

   D. COUNCIL OF GRADUATE STUDIES- No report submitted

   E. REFERRALS – Composition f the Promotion and Tenure Committee was referred to the Tenure committee.

The meeting adjourned at 3:00 P.M.

Respectfully submitted,

Robert Schwartz, Secretary
(Electronically submitted, 2/2/04 –9:30 a.m.)

*Minutes of the Academic Council are considered official notification and documentation of actions approved.

PROVOST'S REPORT
ACADEMIC COUNCIL
JANUARY 22, 2004

ENROLLMENT MANAGEMENT

UMR - Enrollment Management Services WEEKLY ENROLLMENT REPORT			Fall 2000 (ADMs) 1/15/2000	Fall 2001 (PS Conv) 1/15/2001	Fall 2002 (PS) 1/15/2002	Fall 2003 (PS) 1/15/2003	Fall 2004 (PS) 1/15/2004
FRESHMEN	Prospects	Beg. Fr. Prospects	139181	42816	65172	42377	22388
		HS Jr. Prospects	10454	10704	10296	4955	3438
	Inquiries	Beg. Fr. Inquiries	18357	9071	12401	10582	9329
		HS Jr. Inquiries	1117	661	5023	3350	3144
	Applications		1439	1339	1497	1485	1554
		Pending	274	307	177	133	97
		Withdrawn Apps	2	0	1	9	0
	Admitted		1124	1031	1301	1315	1424
		Cancelled Admits	6	0	8	6	6
		Denied	39	1	18	28	33
	Enrolled		0	0	0	0	0
TRANSFERS	Inquiries		575	371	401	439	824
	Applications		146	89	119	113	116
		Pending	64	47	46	46	52
		Withdrawn Apps	8	0	0	0	0
	Admitted		69	41	71	67	61
		Cancelled Admits	1	0	0	0	0
		Denied	5	1	2	0	3
	Enrolled		0	0	0	0	0
GRADUATES	Inquiries		5114	2864	2073	1539	643
	Applications		938	803	1641	1317	688
		Pending	805	621	1198	905	504
		Withdrawn Apps	0	0	3	3	1
	Admitted		113	159	346	296	135
		Cancelled Admits	0	0	0	0	0
		Denied	20	23	94	113	48
	Enrolled		0	0	0	0	0
ORIENTATION	Freshmen	Total Reservations	0	0	78	121	274
	Transfer	Total Reservations	0	0	0	0	46
HOUSING CONTRACTS		Upperclassmen	0	0	0	0	0
		Beginning Freshmen	0	0	0	0	256
		Transfers	0	0	0	0	0
		TOTAL	0	0	0	0	0
4TH WEEK CENSUS		Beginning Freshmen	696	715	815	897	0
		Transfers	195	231	261	281	0
		Graduates	348	395	423	348	0
		TOTAL	1,239	1,341	1,499	1,526	0

Unofficial Internal Planning Data - not intended for public release.

ADMs - data from ADMs system

PS Conv - PeopleSoft conversion data

PS - data from PeopleSoft system

RESEARCH

Sponsored Programs

- Proposal awards through December: $15.4M

- Proposal submissions through December: $58.4M

- Search for the MTI Executive Director is underway

- Steady progress on preparing the INL proposal with the Shaw Group

- The Center for Aerospace Manufacturing Technologies should be launched soon ($9.8M in funding due to Senator Bond's efforts)

UNDERGRADUATE AND GRADUATE STUDIES

Office of Undergraduate & Graduate Studies

- CERTI – Preparing to hire new coordinator

- Residential College planning process is coming along (three major themes chosen are research, entrepreneurship, and leadership - with an emphasis on women).

- Hogan Assessment of Freshmen student characteristics is being acquired to assist in the development of retention resources for students.

UMR GLOBAL

UMR Global

1. Interest continues to grow in the Graduate Course Certificates with additional certificates anticipated in the near future. A parallel interest has developed at the undergraduate level and departments will soon be asked to examine their courses to determine the feasibility of offering undergraduate certificate programs. Such programs will provide undergraduate level students to take additional courses outside their fields and document an additional level of expertise at the appropriate level. This ability will not only serve to satisfy student interest in obtaining knowledge in a broader range of subjects but also assist some students in increasing their potential employability.

2. The video communication center and MORENET have acquired additional software that makes interactive teaching over the internet much easier and effective. All distance instructors are encouraged to ask about the use of WebX and CentraOne.

3. The list of completed PDH courses continues to grow. Individuals are invited to go to http://campus.umr.edu/dce/ and preview the existing courses. Opportunity exists for additional courses and inquiries should be directed to UMR Global or the VCC.

INFORMATION TECHNOLOGY

Information Technology

Power Stability/Heating Ventilation and Cooling (HVAC) in Data Center
- Launched 6-9 month construction project for Data Center enhancement. Upon completion, the project will enhance the UMR operating environment ensuring power stability, backup power generation, increased redundancy and adequate HVAC.
- Completing negotiations with Powerware to buy-back problematic Best UPS units and replace with an Enterprise UPS.

Information Security
- Established network reconnaissance plan using nmap
- Implementing new host scanner system based on nessus.
- Classifying systems and devices for security items (careful inventory and labeling of Infoprint printers).
- Installing security web cams in 107 focused on Data Center.
- Working to secure all campus building floor plans which are currently readable by anyone in the world.
- Documenting security-related work flows.
- Testing and establishing tight access control for domain controllers.
- Implementing a rogue device detection system.
- Additional alert mechanisms to Netflow to alert Security concerning specific events.

Consolidation of Multiple Web Environments – Unified Web Presence
- Official Web version 2 (TOW2) project presented to Provost Cabinet (1/21/04) which defines processes, roles and responsibilities.

Email Stability
- Developed and deployed spam flooding detection and avoidance software fo rthe mail gateway servers.
- Deployment of Windows 2k3 and Exchange 2k3 for the Unity messaging servers and Exchange protocol servers.
- Completed installation of the Dell SAN for IP Telephony's Unified Messaging

Operating Issues
- Solutions Center randomly polled 50 customers from December tickets on employee performance. Was the request (1) treated as an important issue, (2) treated professionally by IT associate, and (3) overall general opinion. Responses included: noticeable positive changes, excellent service and professional behavior.
- Provided antivirus software to all UMR students.
- Hired one Tier 2 full-time employee.
- Technical support and on-site man power provided to Registrar's Office by assisting with creating new user accounts to guarantee student registration.

Telephony Services Strategy
- Acquired all equipment and contracted with an implementation partner for deployment of a Cisco AVVID IP telephony system. This system is the base of a strategy to provide enhanced telephony services to the campus, starting with the new Havener Center and Residential College.
- Completed upgrades to networking infrastructure in Computer Science Building and IP telephony complex in Parker Hall.

Wireless Network
- Policy established for deployment of wireless access points.
- Deployment of four wireless access points in Civil Engineering.
- Deployed an additional wireless access point in the Physics Building.

Inventory and Registration of Application Software
- The Applications Team begins a 5-6 month transformation project to formalize and standardize application development and application lifecycle processes.
- Over 120 enterprise-wide server-hosted applications identified and criticality level set.

General
- 5[th] Business Review held on January 15- scorecards available at campus.umr.edu.it/cio
- Implementation of teacher evaluation reports for instructors on the Web suspending the paper report.
- Roll out of reporting in conjunction with the implementation of PeopleSoft student records.
- Initiated teacher evaluation reports of instructors for academic administrators on the Web.

Budgetary Affairs Report to AC
January 22, 2004

Proposed 2005 Budget Management

Faculty Role

o **UM System Collected Rules & Regulations Section 140.020B states:**

- <u>Faculty must be meaningfully involved</u> through on-going mechanisms with the total University fiscal situation. Appropriate <u>committees with faculty members at the</u> system and <u>campus levels shall</u> be created or designated to advise in educational planning, to appraise resource needs and fiscal conditions, and to <u>advise on allocation and reallocation of resources.</u>

General Revenue Budget Process
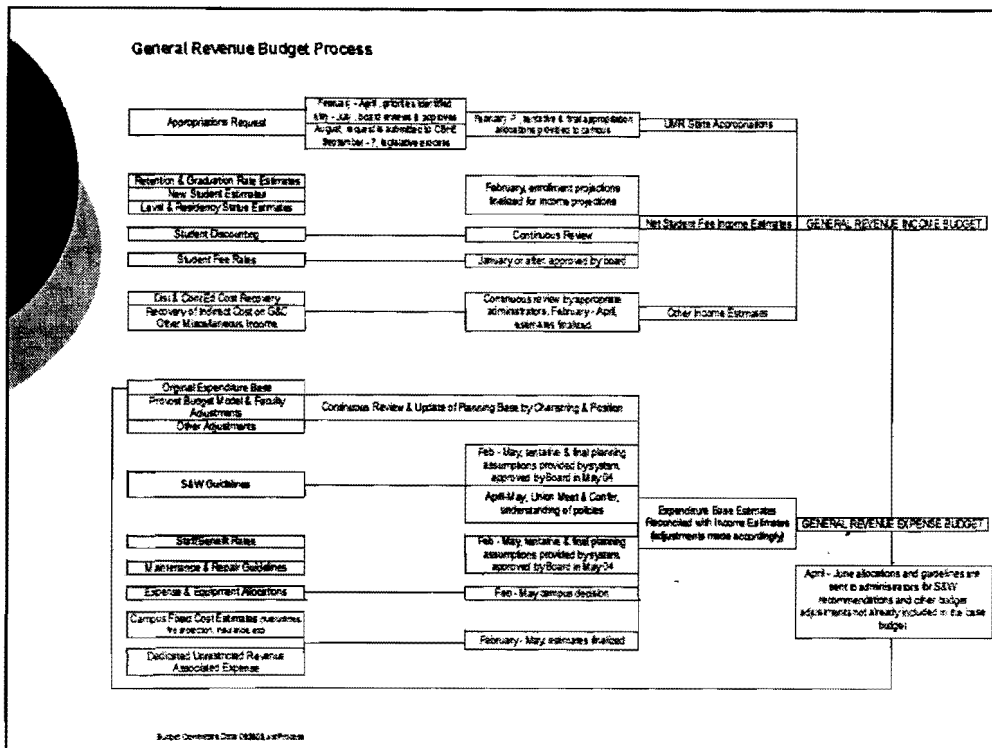
Budgetary Affairs Committee

o What Role(s)?

o How to assist in making faculty input?

• Acquire an understanding of the budgetary process and the budget terminology

• Involve the committee in budgetary discussions

• Collect data

Budgetary Affairs Committee

o Steve Malott (Vice Chancellor of Administrative Services), committee member provides committee assistance in understanding the budget process and terminology.

o Chancellor and Provost were requested to include a representative of Budgetary Affairs Committee in any of their Cabinet meetings that discuss budget issues.

Budgetary Affairs Committee

o 10 year data was requested for:
  • Ratio of administration cost to faculty cost
  • Ratio of tenure track faculty to non-tenure track faculty
  • Student to faculty ratio

o What initiatives are planned that would require significant allocation and/or reallocation.

3

Budgetary Affairs Committee

o Data provided by:
  - UMR Institutional Research and Assessment
  - UMR Budget Office

Budgetary Affairs Committee

o Provost invited committee representative to participate in his December 16th Budget Planning Retreat.

Summary of Provost Cabinet Retreat

The areas identified for cost and rate savings of $3.2M for FY 2005 are as follows in priority order:

o $650,000 Reduce raise pool by 1% (Rate)
o $500,000 Permanent Reduction of open positions (Rate)
o $200,000 Computing and Information Services (Rate)
o $650,000 Reduce raise pool by another 1% (Rate)
o $700,000 Reduce overhead recovery by 10%-(Cost)
o $500,000 3-4% Tax on Carry-Forward in accounts at end of FY04 * (Cost)

o * This includes accounts under the jurisdiction of all UMR officers

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Budgetary Affairs Committee Discussions

o 2 themes/principles occurred:
- Equity
  o Salary—administration vs. faculty and staff
  o Open positions—administration vs. faculty
  o Overhead recovery—academic vs. administration
  o Carry forward accounts—academic vs. administration
- Communication
  o Open discussions at all levels—Chancellor to Department

Budgetary Affairs Committee Action

o Solicit faculty suggestions and comments through the Academic Council web page.

Academic Council

o Questions?

Memo To: Academic Council
From: UMR Campus Curriculum Committee Meeting
RE: December 4, 2003 and January 5, 2004 Meetings

The UMR Campus Curricula Committee recommends to the Academic Council that the curriculum changes and degree proposals on the following DC forms be approved.

Approved DC forms:
DC 0083, College of Arts & Sciences, Psychology, approved effective Winter 2004. New minor called Psychology of Leadership.

DC 0085, School of Mines & Metallurgy, Mining Engineering-Quarrying Engineering Emphasis, approved effective Winter 2004. Proposed modification to the Quarrying Engineering Emphasis area by replacing Mt Eng 353 with Min Eng 304.

DC 0087, School of Mines & Metallurgy, Nuclear Engineering, approved effective Fall 2004. A proposed modification to the curriculum for the B.S. in Nuclear Engineering.

DC 0088, School of Mines and Metallurgy, Metallurgical Engineering, approved effective Fall 2004. A proposed modification to the curriculum for the B.S. in Metallurgical Engineering.

DC 0089, School of Mines & Metallurgy, Metallurgical Engineering, approved effective Fall 2004. A proposed modification to the Materials Minor curriculum.

DC 0090, School of Mines & Metallurgy, Geological and Petroleum Engineering, approved effective Fall 2004. Proposed new emphasis area in Energy Industry Management.

DC 0091, School of Mines & Metallurgy, Geological and Petroleum Engineering, approved effective Fall 2004. Proposed new emphasis area in Reservoir Characterization.

DC 0092, School of Mines & Metallurgy, Geological and Petroleum Engineering, approved effective Fall 2004. Proposed new emphasis area in Information Technology.

DC 0093, School of Mines & Metallurgy, Geological and Petroleum Engineering, approved effective Fall 2004. The Bachelor of Science in Petroleum Engineering curriculum is being modified to reduce the required number of hours to complete the degree to a total of 128.

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DC 0094, School of Engineering, Environmental Engineering, approved effective Fall 2004. Proposed curriculum revision for the Bachelor of Science in Environmental Engineering.

The UMR Campus Curricula Committee recommends to the Academic Council that the course changes on the following CC forms be approved.

Approved CC forms:
CC 5711, Mining Engineering 309, Commercial Pyrotechnics Operations. New course approved effective Winter 2004.
Catalog Description: Provide participants with basic pyrotechnic operator certification (with passing of PGI test) and advanced lead pyrotechnic operator training. Class work will be complemented by practical training in laboratory sessions, culminating in a full pyrotechnic show, from start to finish.
Credit Hours: Lecture: 2 Lab: 1 Total: 3
Prerequisites: Chemistry 1, US Citizen or permanent resident (to fulfill the requirements of the SAFE EXPLOSIVES ACT 2003). Resident enrollment at UMR (e.g. not distance or internet).

CC 5718, Computer Science 387, Parallel Processing: Architectures, Languages, and Algorith. The following changes are effective Winter 2004.
Course Title – Proposed: Parallel Programming with MPI
Catalog Description – Proposed: Parallel computer architectures, network topologies, parallel algorithms, pipelining, message passing, process scheduling and synchronization. Parallel programming with MPI on workstation clusters. Multithreaded programming. Speedup and efficiency issues.
Prerequisites – Present: Cmp Sc 284 and Cmp Sc 355
        Proposed: Cmp Sc 284 and Cmp Sc 253

CC 5719, Mining Engineering 304, Advanced Aggregate and Quarrying. New course approved effective Fall 2004.
Catalog Description: Advanced coverage of topics on the stone and aggregate industry, including surface and underground operations, plant equipment, economics, marketing, transportation, and environmental topics. The course will include at least one field trip and a design project.
Credit Hours: 3 hour Lecture
Prerequisites: Mi Eng 215, co-requisite: Cv Eng 216

CC 5721, Electrical Engineering 354, Power Electronics Laboratory. New course approved for Winter 2004.
Catalog Description: An introduction to power electronic circuits is presented. Students will construct several dc/dc, dc/ac and ac/dc converters. Various switching

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algorithms, including pulse width modulation, delta modulation, and hysteresis control will be developed to regulate and control the respective circuits.
Credit Hours: 2 hr Lab
Prerequisites: Co-requisite EE 353

CC 5723, Geology 372, Geological Field Studies. New course approved for Winter 2004.
Catalog Description: Intensive field study of selected regions of geological interest. This course is built around a week to ten-day long field trip to be held over spring break or after final exams at the end of the semester. Students are expected to bear the expense of the field trip.
Credit Hours: Variable 1-3 hours
Prerequisites: Geology 51 or Geological Engineering 50

CC 5725, Engineering Management 468, Systems Engineering Analysis II. The following changes are effective Winter 2004.
Prerequisites – Present: Graduate Standing
Proposed: Emgt 368

CC 5726, Nuclear Engineering 105, Introduction to Nuclear Engineering. The following change is approved effective Fall 2004.
Prerequisites – Present: Math 8 or 14
Proposed: Math 15 or Math 21

CC 5727, Nuclear Engineering 203, Interactions of Radiation with Matter. The following change has been approved effective Fall 2004.
Prerequisites – Present: Math 22, Phys 21
Proposed: Math 22, Phys 24

CC 5728, Nuclear Engineering 204, Nuclear Radiation Measurements. The following change has been approved effective Fall 2004.
Prerequisites – Present: NE 203 or Phys 107, Preceded or accompanied by Eng 160 & Stat 215
Proposed: NE 205

CC 5729, Nuclear Engineering 205, Fundamentals of Nuclear Engineering. The following change has been approved effective Fall 2004.
Prerequisites – Present: NE 203 or Phys 107
Proposed: Phys 107 or NE 203; Math 204

CC 5730, Nuclear Engineering 206, Reactor Operations I. The following change has been approved effective Fall 2004.
Prerequisites – Present: NE 25 or 105 and Phys 23 or Chem 1/2
Proposed: Math 14 or Math 8; Preceded or accompanied by NE 25

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CC 5731, Nuclear Engineering 221, Reactor Fluid Mechanics. The following change has been approved effective Fall 2004.
Prerequisites – Present: ME 219
           Proposed: Math 204, BE 110

CC 5732, Nuclear Engineering 303, Reactor Physics I. The following change has been approved effective Fall 2004.
Prerequisites – Present: Math 204 and NE 203 or Phys 107
           Proposed: NE 205

CC 5733, Nuclear Engineering 304, Reactor Laboratory I. The following change has been approved effective Fall 2004.
Prerequisites – Present: Eng 160, NE 204 and 205
           Proposed: NE 204, 205

CC 5734, Nuclear Engineering 306, Reactor Operations II. The following change has been approved effective Fall 2004.
Prerequisites – Present: NE 205
           Proposed: NE 105, 206

CC 5735, Nuclear Engineering 315, Space Nuclear Power and Propulsion. The following change has been approved effective Fall 2004.
Prerequisites – Present: Math 204, ME 219
           Proposed: ME 219 or NE 319

CC 5736, Nuclear Engineering 322, Nuclear System Design I. The following change has been approved effective Fall 2004.
Prerequisites – Present: NE 311, 319
           Proposed: NE 223, 303, 319, Preceded or accompanied by NE 341

CC 5737, Nuclear Engineering 323, Nuclear System Design II. The following change has been approved effective Fall 2004.
Prerequisites – Present: NE 311, 319, 322
           Proposed: NE 322

CC 5738, Nuclear Engineering 341, Nuclear Materials I. The following change has been approved effective Fall 2004.
Prequisites – Present: NE 205, NE 223, Mt Eng 121
           Proposed: BE 110, NE 205, NE 223, Met Eng 121

CC 5739, Metallurgical Engineering 212, Cooperative Training. The following change has been approved effective Winter 2004.

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Credit Hours – Present: Variable 1-6
Proposed: 1 or 2

CC 5740, Math 10, Introduction to Mathematical Ideas. The following change has been approved effective Fall 2004.
Catalog Description: A course for non-science majors, including liberal arts and education majors. A study of the nature of mathematics and its relation to western culture, number systems, sets, functions, and selected topics from algebra, computer science and other areas of mathematics.

CC 5741, Biological Sciences 111, Principles of Biology. New course approved effective Winter 2004.
Catalog Description: A comprehensive study of the general principles of the biology of plants, animals, and protests including population biology and regulation mechanisms. An in-depth study of the fundamental principles governing all living organisms from the molecular to the population level. Required for Biological Sciences majors. Cannot also receive credit for Bio 110.
Credit Hours: 3 hour Lecture
Prerequisites: Entrance Requirements

CC 5742, Petroleum Engineering 316, Production Applications. The following change has been approved effective Fall 2004.
Prerequisites – Present: Cv Eng 230, Pe Eng 131, preceded or accompanied by Pe Eng 241
Present: Pe Eng 131, preceded or accompanied by Cv Eng 230 and Pe Eng 241

CC 5743, Petroleum Engineering 302, Offshore Petroleum Technology. The following changes have been approved effective Fall 2004.
Catalog Description: An introduction to the development of oil and gas fields offshore, including offshore leasing, drilling, well completions, production facilities, pipelines, and servicing. Subsea systems, and deepwater developments are also included. This course is suitable for mechanical, electrical and civil engineering students interested in ultimately working offshore.
Prerequisites – Present: Pe Eng 131
Proposed: Pe Eng 131 recommended

CC 5744, Petroleum Engineering 121, Petroleum Introduction and Communications. New course approved effective Fall 2004.
Catalog Description: Introduction to petroleum engineering, and the oil and gas industry, through programming concepts and software tools (work processing, spreadsheets, databases, drawing and presentation software). Data manipulation and communications are emphasized through the application of industry data.

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Credit Hours: 2 hour Lecture
Prerequisites: Entrance requirements

CC 5745, Ceramic Engineering 440, Biological Sciences 440, Metallurgical Engineering 440, Chemical Engineering 440, Biomaterials II. New courses approved effective Fall 2004.
Catalog Description: This course will introduce graduate students to a broad array of
topics in biomaterials, including ceramic, metallic, and polymeric biomaterials for
in vivo use, basic concepts related to cells and tissues, host reactions to
biomaterials, biomaterials-tissue compatibility, and degradation of biomaterials. A
term paper and oral presentation are required.
Credit Hours: 3 hour Lecture
Prerequisites: Graduate Standing

CC 5746, Ceramic Engineering 340, Biological Sciences 340, Metallurgical Engineering 340, Chemical Engineering 340, Biomaterials I. New courses approved effective Fall 2004.
Catalog Description: This course will introduce senior undergraduate students to a broad
array of topics in biomaterials, including ceramic, metallic, and polymeric
biomaterials for in vivo use, basic concepts related to cells and tissues, host
reactions to biomaterials, biomaterials-tissue compatibility, and degradation of
biomaterials.
Credit Hours: 3 hour Lecture
Prerequisites: Senior undergraduate standing

CC 5747, Environmental Engineering 269, Research in Environmental Engineering. New course approved effective Fall 2004.
Catalog Description: Students will investigate cutting edge research in the environmental
engineering field including experimental studies, current environmental policy
changes, and international environmental issues. Investigation to include live
research seminars, reading current literature, and/or laboratory experimentation.
Credit Hours: 1 hour Lecture
Prerequisites: Env Eng or CE 265

CC 5760, Engineering 101, Special Topics. New course approved effective Fall 2004.
Catalog Description: This course is designed to give the department an opportunity to test
a new course. Variable title.
Credit Hours: 0-6
Prerequisites: None

CC 5761, Psychology 316, Psychology of Leadership in Organizations. New course approved effective Winter 2004.

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Catalog Description: This course will examine the characteristics of effective versus ineffective leadership. Topics will include theories of leadership, measurement issues, leader-member relationships, charismatic, leadership, small group leadership, and strategic leadership in organizations. Practical guidelines for developing leadership skills will be discussed.
Credit Hours: 3 hour Lecture
Prerequisites: General Psychology

- CC 5762, Psychology 378, Social Influence: Science and Practice. New course approved effective Winter 2004.
Catalog Description: Principles and procedures that affect the process of social influence, with consideration given to attitudinal, compliance inducing, and perceptual influences.
Credit Hours: 3 hour Lecture
Prerequisites: General Psychology

For the information of the Academic Council, the following EC forms have been Submitted by the University departments for an experimental course that will be offered in the near future.

Approved EC's:
EC 1496, Computer Science 401, Introduction to Evolutionary Computation, approved effective Fall 2004.
Catalog Description: Introduces evolutionary algorithms, a class of stochastic, population-based algorithms inspired by natural evolution theory (e.g., genetic algorithms), capable of solving complex problems for which other techniques fail. Students will implement course concepts, tackling science, engineering and/or business problems.
Credit Hours: 3 hour Lecture
Prerequisites: Cmp Sc 347 or Cmp Sc 355 or Cmp Sc 378

EC 1500, Ceramic Engineering 401, Biological Sciences 401, Metallurgical Engineering 401, Characterization of Biomaterials, approved effective Winter 2004.
Catalog Description: This course will cover the techniques used to characterize the bulk, interfacial and surface properties of biomaterials and the information that can be obtained with the techniques.
Credit Hours: 3 hour Lecture
Prerequisites: Consent of Instructor

EC 1501, Engineering 101, Global Design, approved effective Fall 2004.
Catalog Description: Members of the class will explore concepts and approaches to interdisciplinary team-based design. Examples from student competitions will be used.

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Credit Hours: .5 hour Lecture
Prerequisites: None

EC 1503, Engineering Management 301, Introduction to the Six Sigma Way, approved effective Winter 2004.
Catalog Description: This course is an examination of the theory and practice of the breakthrough management strategy known as six sigma (6σ). The role of green and black belts, master black belts and champions will be examined.
Credit Hours: 3 hour Lecture
Prerequisites: Emgt 375 or equivalent

EC 1504, Engineering Management 401, Computer Engineering 401, Network-Centric Systems Architecting and Engineering, approved effective Winter 2004.
Catalog Description: Network-centric systems comprises a diverse category of complex systems whose primary purpose is providing network-type services. Network-centric systems are also known as collaborative systems. This course addresses the intersection between network engineering and the needs of systems architecting and engineering.
Credit Hours: 3 hour Lecture
Prerequisites: Emgt 368 and Emgt 469

EC 1506, Computer Engineering 401, Advanced VLSI Design, approved effective Fall 2004.
Course Description: Advanced topics in chip-level VLSI design, including issues related to high-performance, low-power, analog and mixed-signal circuits, reliability, noise and coupling mechanisms, design automation, and recent advances and trends in the field.
Credit Hours: 3 hour Lecture
Prerequisites: Cp Eng 311 is required; Cp Eng 318 and EE 253 are recommended

EC 1507, Education 301, Technology Leadership Academy, approved effective Winter 2004.
Course Description: Participants will develop skills to evaluate the current status of educational technology in their school district and the ability to provide leadership to faculty in order to use technology as a tool to bring about the improvement in student performance.
Credit Hours: 2 hour Lecture
Prerequisites: Graduate standing and currently serving as a principal or superintendent in a public or private school.

EC 1508, Geological Engineering 401, Advanced Engineering Geologic Field Methods, approved effective Winter 2004.

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Catalog Description: Advanced topics in field work pertinent to geological engineering studies including design of sampling programs, interpretation of maps and other digital images, site characterization techniques, and innovative methods for evaluation of environmental and geologic hazards.
Credit Hours: 3 hour Lab
Prerequisites: GE 374 or graduate standing

EC 1509, Education 301, Teaching Special Needs Students in the General Classroom, approved effective Winter 2004.
Course Description: Meeting the educational needs of all students, including those with significant learning and behavior problems, has become a priority for schools across the nation. This class will focus on identifying, understanding and making appropriate accommodations for special education students.
Credit Hours: 2 hour Lecture
Prerequisites: Graduate Standing

EC 1510, Mechanical Engineering 301, Aerospace Engineering 301, Probabilistic Engineering Design, approved effective Winter 2004.
Catalog Description: Structural reliability analysis and reliability-based design, analytical robustness assessment and robust design, their integration with design simulations, and their engineering applications.
Credit Hours: 3 hour Lecture
Prerequisites: Stat 213 or Stat 215 or ME 208 or AE 261

EC 1511, Chemistry 401, Environmental Aerosol Characterization, approved effective Fall 2004.
Course Description: Study of analytical methods available for aerosol characterization. Survey of environmental aerosols and their physical and chemical behavior. Detailed analysis of certain environmental aerosol case studies. Laboratory involves aerosol characterization techniques including CN counting, laser scattering and differential mobility analysis.
Credit Hours: Lecture: 2 Lab: 1 Total: 3
Prerequisites: Chem 375

EC 1512, Electrical Engineering 301, Fundamentals of Nondestructive Testing Techniques, approved effective Fall 2004.
Course Description: This course will introduce senior and graduate students to the foundations of several standard NDT techniques such as eddy current, UT, x-ray radiography, microwaves, etc.
Credit Hours: 3 hour Lecture
Prerequisites: Senior Standing

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EC 1513, Electrical Engineering 401, Advanced RF and Time Domain Measurements, approved effective Fall 2004.
Course Description: Advanced measurement techniques and instrumentation: Oscilloscopes (Real time and sampling, A/D conversion errors, Probing, Jitter, Noise), Spectrum Analyzer (concepts, applications), Network Analyzer (concepts, calibration), Impedance measurements. Lab experiments are a main part of this class.
Credit Hours: Lecture: 2 Lab: 1 Total: 3
Prerequisites: Graduate Standing

EC 1514, English 301, Harry Potter: The Cultural Phenomenon, approved effective Fall 2004.
Course Description: This course investigates the phenomenon of Rowling's _Harry Potter_ novels and films, particularly for the questions they raise about contemporary culture. Issues include: canonicity of adolescent fiction; objections and book censorship; racial, class, and gender politics; translations from British English.
Credit Hours: 3 hour Lecture
Prerequisites: English 20 and a semester of college literature

EC 1519, Mechanical Engineering 401, Micor-/Nano-Scale Thermophysics and Energy Transport, approved effective Winter 2004.
Course Description: Introduces advanced statistical thermodynamics, nonequilibrium thermodynamics, kinetic theory, and quantum theory to analyze thermophysics and energy transport for microscale and nanoscale systems. Covers the fundamental concepts and interactions of photons, electrons and phonons in the forms of waves and particles. Includes applications to ultrafast (femtosecond and picosecond) laser processing.
Credit Hours: 3 hour Lecture
Prerequisites: Me 325

EC 1528, Civil Engineering 101, Surveying Principles and Applications, approved effective Winter 2004.
Course Description: Surveying fundamentals: leveling, directions, angles distances, traverse calculations and basic adjustments. Error theory. Fundamentals of horizontal and vertical curves, state plane coordinates. Global Positioning Systems (GPS) and the U.S. Public Land Survey System. This is an extension course for UMR students.
Credit Hours: 3 hour Lecture
Prerequisites: Math 4, 6 or equivalent

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The UMR Campus Curricula Committee recommends to the Academic Council that the name changes on the following NC forms be approved.

NC 1, College of Arts & Sciences, Philosophy & Liberal Arts. A proposal to change the name of the department of Philosophy & Liberal Arts to Arts, Languages & Philosophy. Approved effective July 1, 2004.

J. Keith Nisbett, Chair
UMR Campus Curricula Committee

Key points --UM-Rolla Library

Academic Council Meeting
January 22, 2004

2004 journal lists are intact

30% cut applies to 2005 renewals – decision required this semester

Primary reason for this cut:
 1. Flat budget for eight years (2% cut in 2001)
 2. Journals increase at 9% per year (Now 75% of total acquisitions budget)
 3. Faculty has been "insulated" from price changes because of more consortial purchasing, other issues seem more pressing, and the switch from print to electronic sources (indexes → databases)
 4. Because of #4, increasing the library budget has not been a major faculty issue

This is **not** a "library crisis"; it is a campus/academic community crisis. The current situation reflects choices made in the past.

Some impacts of no increase in Library Acquisitions budget:

 Increased demand for Interlibrary Loan services. (The department is close to full capacity at present..)
 Current volume: 2300 items per month, or over 115 per workday
 Responsive to patron requests in the extreme

 Inability to add subscriptions in response to new or changed departments and research interests.

 Departmental and school accreditation requirements

 Effects on bringing in new faculty

Continuation of price increases and journal cuts cycle

Despite these budget limitations, UMR library users now have full text access to more than 6,000 electronic journals and millions of references.

*Important distinction: Because these products are subscription-based, all this material is largely **unavailable** with a generic web search (like Google).*

MERLIN/MOBIUS:
     Allows "do it yourself" requests for any of 13 million items
     Consortial negotiation, shared purchasing, and pricing on many databases (absolutely not feasible for purchase with only local funds)

Survey results (two weeks in November) (multiple responses per person)
     Individual or group study: 35% of reported uses
     Library purposes: 40%
     Multimedia Center: 4%
     CLC: 12%
     Social: 5%
     Other: 3%

Entire process will be centered around the existing relationship between liaison librarians and departmental liaisons.

Library staff goals:
     Meet information needs of faculty, students, staff, and community
     Be responsive to faculty needs
     Willing and able to help faculty with discipline-specific information—just ask! (Corollary: 50 minute "library" session does <u>not</u> fully meet this goal.)
     Intentionally build a collection of resources of value to users

January 22, 2004

TO: Members of the Academic Council

FROM: Andy Stewart, Library Director

Due to the continued increase in the cost of journals, and the lack of UM funds to increase the library budget, we must make cuts to UMR journal subscriptions. From FY97 through FY01 the library acquisitions budget remained at $1,222,615.00. In FY02, the acquisitions budget was decreased by 2.1 percent to $1,196,328.00. The budget has remained at that amount. This budget pays for all library acquisitions including journals, books, databases, audiovisual materials, microforms, and reference materials. Journal subscription costs continue to increase at roughly 9% each year. At our current rate of journal subscriptions, the journals for 2005 will consume the entire budget amount, leaving nothing for any other library materials, and in 2006 the cost would exceed our budget. In order to stretch our budget, and allow for the acquisition of other library materials, journal subscriptions must be cut by 30% for 2005. By spending conservatively in the next few years, this cut should allow us to make it through to FY09 with no further journal cuts.

We have been working on a formula for these journal cuts since Fall 2003 that allows cuts to be made in *dollar amounts*, instead of number of journals, and will be fair for each department. This formula will allow each department to spend the same percent of the library budget on journals as they have in the past, but the overall journal budget will be decreased by 30%. The estimated cost for the 2005 journals at our current rate is $1,048,367.96. This amount will be decreased by 30% to $733,857.57. A department that spent 5% of the library budget on journals in 2004 will still spend 5% in 2005. The 5% will simply be based on a smaller budget amount. For example: a department spending 5% of $1,048,367.96 would have spent $52,418.40 on journals for 2005. With the cut the department will now spend $36,692.88 on journals for 2005 which would be a decrease of $15,725.52.

While we understand and sympathize with the fact that these cuts will be difficult for every department, including the library, there is no other alternative. We are in the company of many other universities in this same position. UCLA, Cornell University and Harvard University are just a few examples of other libraries that are being forced to make journal cuts. We do encourage all departments, especially those whose disciplines cross over, to work together on the journal cuts. If departments can work together and keep the journals that are most beneficial for all disciplines, then all students, faculty and staff will benefit. Departments may wish to work together on journal selections, but we are unable to split the cost of one journal between departments at the library level.

The 2004 department lists will be released on January 29. These lists will have a complete listing of all department journals along with the cost for 2004. Also included in the list will be the dollar amount that must be cut from the list. This dollar amount has been figured to allow for subscription cost increases in 2005. These cuts are mandatory and departments must be responsive throughout the entire process. If not, the library will be forced to make the decisions on what journals to cut. In order to simplify this process, there will be no new subscriptions started for 2005. The only changes will be cuts in the current subscriptions.

A timeline for the subscription cuts is attached.

I truly appreciate your interest and concern, and will provide any further information or assistance you might need about this process.

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Journals Review Project – Spring Semester, 2004
UM-Rolla Library and Learning Resources Committee
January 21, 2004

Timeline (Critical dates are shown in **bold**.)

Release departmental lists of journals – **January 29**
        These lists will be linked from the e-mail listed below.

Send e-mail to department chairs/ liaisons – **January 29**

First-round responses due to Liaison Librarians/Library – **March 4**
    (Allows five weeks for departments)

Two listings made available through Liaison Librarian -- **March 18**
(NOTE: This will be a URL, not a printout.) (These lists will be prepared and maintained by Liaison Librarians) (Allows two weeks for Library)
Updated departmental listing of journals to be cut with individual 2004 prices.

Combined list of all journals recommended for cutting.

Second-round response due to Liaison Librarians/Library -- **April 22**
    (Allows five weeks for departments)

Final departmental lists published – **May 6**
(Thursday before Final Exams begin) (Allows two weeks for Library)
These lists will be the culmination of the intermediate lists (see March 18), as modified by the departments—and maintained by the Liaison Librarians.

Semester ends – May 14

Send payment for calendar year 2005 renewals. Payment MUST be made to EBSCO (primary periodicals vendor) by **July 20, 2004**.

UMR Library Acquisitions Budget

Legend:
- Carryover
- Allocation
- Print Periodicals
- Total Expenditures

Y-axis: Millions

$1.6
$1.4
$1.2
$1.0
$0.8
$0.6
$0.4
$0.2
$0.0

X-axis: 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04 (1/21/04)
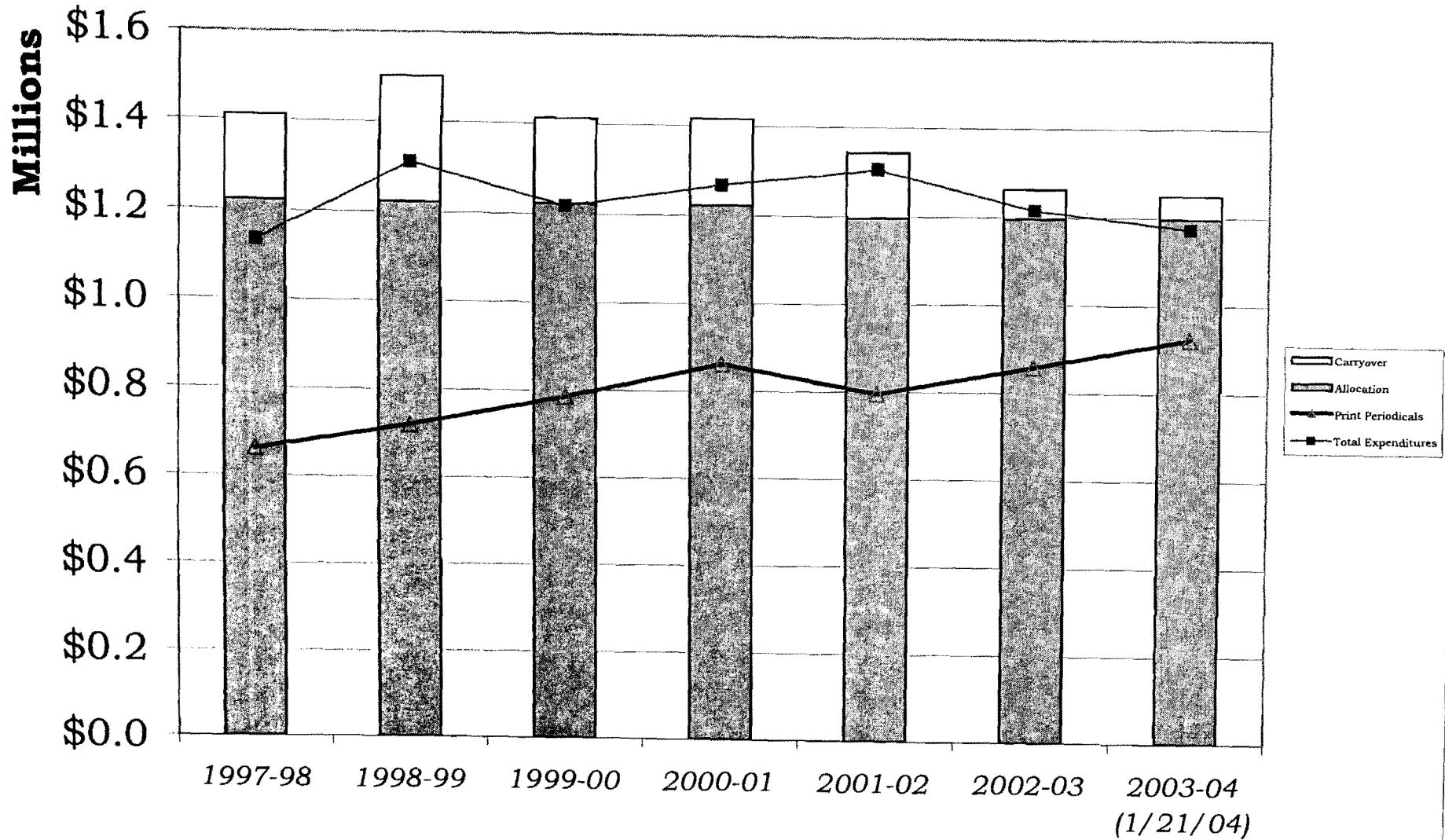
Wilson Library, UM-Rolla Budget Data
(Source: UM Accounting System)

as of 1-21-04   (Full year data only)

	1995-96	1996-97	1997-98	1998-99	1999-00	2000-01	2001-02	2002-03	INCOMPLETE 2003-04 (1/21/04)	Mean	Median:
Carryover			189,169	278,574	189,250	193,341	147,484	66,801	53,095		
FY Allocation	955,615	1,222,615	1,222,615	1,222,615	1,222,613	1,222,613	1,196,328	1,196,328	1,196,328		
Total Revenues			1,411,784	1,501,189	1,411,863	1,415,954	1,343,812	1,263,129	1,249,423		
Direct Orders (01)	220,346	198,980	131,761	255,199	107,488	142,708	196,028	80,189	39,978	166,587	169,368
Standing Orders (02)	79,855	83,928	75,215	87,262	85,370	68,221	79,432	70,819	31,793	78,763	79,644
Periodicals (03)	541,398	650,082	661,248	719,533	785,513	861,798	796,131	858,521	923,373	734,278	752,523
Binding (04)	20,242	16,729	18,968	18,269	20,116	21,263	21,243	20,184	10,414	19,627	20,150
Audio-visual (05)	5,057	992	7,278	9,786	4,602	5,104	10,714	2,308	1,485	5,730	5,081
Databases -- Acq (06)	9,753	6,402	2,952	16,746	2,931	4,702	1,689	1,587		5,845	3,827
Microforms (07)	14,577		18,194	4,283		6,726	2,652			9,286	6,726
Databases-- Per (08)	93,219	91,594	97,185	62,626	61,262		4,450	4,585	5,582	59,274	62,626
Microforms--continuing (09)	16,291	7,610	7,894	11,161	10,583	10,304	12,308	12,339	13,585	11,061	10,872
Thesis/Dissertation (10)	4,448	4,860	3,068	2,115	1,858	4,236	2,487	3,450	2,379	3,315	3,259
CD Databases ongoing (12)	n/a	n/a	9,590	5,262	8,417	12,503	24,681	14,406		12,477	11,047
Remote Electronic (20)	13,614	14,210	28,090	40,204	50,992	36,250	56,331	57,785	61,734	37,185	38,227
Document Delivery (25)	7,113	18,324	16,769	23,338	16,659	19,658	18,265	34,950	2,601	19,385	18,295
OCLC (30)	39,107	50,000	55,000	56,156	62,733	75,000	80,000	55,000	80,000	59,125	55,578
Total Expenditures	$1,065,020	$1,143,711	$1,133,212	$1,311,940	$1,218,524	$1,268,473	$1,306,411	$1,216,123	$1,172,924		

PUBLIC OCCASIONS DATES FOR 2004-2005

Fall Semester:

Fall Career Fair	Thursday, September 23, 2004
Rolla Night at the Engineer's Club of St. Louis	Thursday, September 30, 2004
Student Council Free Day	Friday, October 1, 2004
Fall Open House I	Saturday, October 9, 2004
Homecoming	Friday & Saturday, October 15-16, 2004 (Central Missouri State)
Family Day	Saturday, October 30, 2004
Fall Open House II	Saturday, November 13, 2004
Commencement*	Saturday, December 18, 2004

Spring Semester

Spring Career Fair	Wednesday, February 9, 2005
Spring Open House I (President's Day)	Monday, February 21, 2005
Spring Open House II (Good Friday)	Friday, March 25, 2005
Commencement*	Saturday, May 14, 2005

*Previously established as part of the 2004-2005 calendar

FALL SEMESTER 2005

Open Registration	August 8-18
International Student Orientation	August 9, Tuesday
Fall Semester opens 8:00 a.m.	August 14, Sunday
Freshman Orientation Begins	August 14, Sunday
Transfer Student Orientation	August 17, Wednesday
Classwork begins 8:00 a.m.	August 22, Monday
Labor Day Holiday	September 5, Monday
Mid-Semester	October 15, Saturday
Thanksgiving vacation begins 8:00 a.m.	November 23, Wednesday
Thanksgiving vacation ends 8:00 a.m.	November 28, Monday
Last Class Day	December 9, Friday
Reading Day	December 10, Saturday
Final Examinations begin 8:00 a.m.	December 12, Monday
Final Examinations end 6:00 p.m.	December 16, Friday
Fall Semester closes 6:00 p.m.	December 16, Friday
December Commencement	December 17, Saturday

SPRING SEMESTER 2006

Open Registration	December 26-January 5
International Student Orientation	January 3, Tuesday
Spring Semester opens 8:00 a.m.	January 9, Monday
Classwork begins 8:00 a.m.	January 9, Monday
Martin Luther King Jr. Recognition Holiday	January 16, Monday
Mid-Semester	March 4, Saturday
Spring Recess begins 8:00 a.m.	March 16, Thursday
Spring Recess ends 8:00 a.m.	March 20, Monday
Spring Break begins 8:00 a.m.	March 26, Sunday
Spring Break ends 8:00 a.m.	April 3, Monday
Last Class Day	May 5, Friday
Reading Day	May 6, Saturday
Final Examinations begin 8:00 a.m.	May 8, Monday
Final Examinations end 6:00 p.m.	May 12, Friday
Spring Semester closes 6:00 p.m.	May 12, Friday
May Commencement	May 13, Saturday

*SUMMER SESSION 2006

Open Registration	May 30-June 2
Summer Session opens 8:00 a.m.	June 5, Monday
Classwork begins 8:00 a.m.	June 5, Monday
Independence Day Holiday (observed)	July 4, Tuesday
Final Examinations begin 8:00 a.m.	July 27, Thursday
Final Examinations end 12:30 p.m.	July 28, Friday
Summer Session closes 12:30 p.m.	July 28, Friday

* Schedule shows regular eight-week Summer Session. Other special courses may be scheduled.

CLASS SESSIONS (EXCLUDING FINAL EXAMINATIONS)

	M	TU	W	TH	F	S
Fall Semester	15	16	15	15	15	15
Spring Semester	15	16	16	15	15	15
Summer Semester	8	7	8	7	7	7

The faculty is reminded of the religious and other holidays that a substantial number of students may wish to observe.

Academic Council Agenda

Thursday, November 20, 2003
204 McNutt Hall; 1:30 P.M.

I. Approval of October 16, 2003 meeting minutes

II. Reports and Responses

    A. President's Report (5 minutes)   Todd Hubing
    B. Chancellor's Report (5 minutes)   Gary Thomas
       1. Questions and Answers
    C. Provost's Report (5 minutes)   Y.T. Shah
       1. Questions and Answers

III. Reports of Standing and Special Committees

    A. Academic Freedom and Standards
       1. Change in Transfer Credit Policy
    B. Curricula
    C. Library
    D. Personnel
       1. Intellectual Property Rights
       2. Advising Evaluation
    E. Student Affairs

IV. Old Business

    A. Action Items
       1. Written Policy for Joint Appointments – Provost
       2. Written Policy for Distribution of Distance Learning Funds – Global

V. New Business and Announcements
    A. Approval of Changes to Revised Bylaws
    B. Discussion of Composition of Promotion and Tenure Committee
    C. Elections
       1. Grievance Hearing Panel – Elect 2
       2. Student Scholastic Appeals – Elect 1
    D. Ann ouncements
    E. Staff Council
    F. Student Council
    G. Council of Graduate Students
    H. Referrals

ACADEMIC COUNCIL

Volume XXXII, Number 3

Minutes of the November 20, 2003 Academic Council Meeting

XXXIII, 3   The meeting was called to order at 1:35 P.M. by President Todd Hubing. Roll call was taken, and absentees noted were: S.N. Balakrishnan, Martin Bohner, Neil Book, Paul Hamacher, Gary Mueller, Mark Mullin, Chad Pense, V.A. Samaranayake, Robert Stone, Pericles Stravropoulos, H.L. Tsai, Paul Worsey, Paula Lutz, Robert Mitchell, Debra Robinson.

There was a motion and second to approve the minutes of the October 16, 2003 Academic Council meeting. The Academic Council body voted to accept the minutes.

1   REPORTS AND RESPONSES

    A. PRESIDENT'S REPORT – This report was presented by Academic Council President Todd Hubing.
        1.   The IFC meeting will be November 21, 2003.

    B. CHANCELLOR'S REPORT – This report was presented by Chancellor Gary Thomas.
        1.   The $100 charge to the International students is being protested by numerous organizations across the country. 60% of the Visa applications denied last year were from China.
        2.   The New Legislative Session will start in January and the tax receipts sales tax, which constitutes about 31% of the state's total income are up from last year, but are still below the Legislature's assumptions. The budget forecast is that it is potentially as much as $1B short but there will probably be no further withholdings this academic year.
        3.   Given the forecast level of appropriations, there are strategies by which the University can manage, but it will require changes in how we conduct business. Three specific areas include increasing retention, increasing the size of the student body, and increasing private giving. Increased revenue through indirect costs associated with research are also anticipated.

    C. PROVOST'S REPORT – This report was presented by Provost Y.T. Shah
        1. Academic Programs
            a. There is a committee chaired by the President of Academic Council looking into new programs. They will report on December 15.
            b. There are two new programs that were approved by the Board of Curators: Master of Engineering in Geotechnics and Master of Science in Biomaterials.

    c. It is anticipated that in the future, the approval of new programs will be more difficult. However, development of new programs in appropriate areas is critical for growth on campus.

2. The committee has recommended 19 new faculty excellence awards; there were 40 people nominated. The teaching excellence award winner will soon be announced.
3. Enrollment
    a. The use of PeopleSoft for student records keeping is being implemented.
    b. The number of new freshman students receiving Bright Flight Scholarship is increasing.
    c. We had an increase of about a 165 visitors on campus this year.
    d. New SEVIS policies are affecting the enrollment of students from other countries. For example, the State Department has added additional charges for international students entering the US; there is a $100 SEVIS fee and a $100 state processing fee. In addition to these cost increases, the GRE and the TOFEL now cost $140 - $165, compared to the prior cost of $40. Because of the high percentage of international graduate students, this could have a significant impact on UMR's number of graduate students enrolled. We must be flexible with respect to admission and expeditious in our review of applications to maintain our number of international graduate students.
4. Research- Plus –Up proposals totaled $13.5M.
5. Undergraduate/Graduate Studies
    a. Planning for the academic component of the Residential College is underway.
    b. Dr. Collier is putting together an advisor recognition program, an advisor evaluation process, and documentation regarding best practices in advising.
6. Distance Education - We have about 800 international students attending UMR. The countries sending the most students are China, India, Thailand and Turkey.
7. IT - The IT department headed by Randy Tucker is making great progress to improve services on campus.

2   REPORTS OF STANDING AND SPECIAL COMMITTEES

A. ACADEMIC FREEDOM AND STANDARDS
This report was presented by Mark Schlesinger.
1. Change in Transfer Credit Policy - There was a motion to adopt the changes in policy that was noted in a handout. The motion passed.

B. CURRICULUM - This report was presented by Richard Hall
1. There was a motion that Academic council approve the changes made to the DC forms. The motion passed.
2. There was discussion regarding the positive and negative aspects of two versions of the name change (NC) form. One justification provided by the committee for the shorter version of the form is that it would be more consistent with other Curriculum committee forms. There was a motion to adopt the shorter name change (NC) form. While this motion was under consideration, there was a motion to amend the form to add the statement to "Justify and address implications of this name change, including financial and curricula implications." The motion passed

to amend the form. The original motion was then voted on which was to adopt the new name change form as amended. The motion passed.

C. LIBRARY–No report submitted.

D. PERSONNEL- this report was given by K.M. Isaac.
   1. Intellectual Property Issues
      a. The committee submitted a proposal describing IP rights for the individual faculty member.
      b. There was a motion to amend the document by deleting the second bullet, which stated that the vice-Provost should review and ensure the permission was obtained by the author for use. The motion passed.
      c. There was a motion to amend the document by changing the words in the third bullet to change "prevents unauthorized access" to: "limit unauthorized access" to the material. The motion passed.
      d. There was a motion to adopt the document as amended. The motion passed.
   2. Advising Evaluations - There was a motion to adopt the proposed policy. The motion passed.

E. STUDENT AFFAIRS- This report was given by Hal Nystrom.
   1. There was a motion to adopt the constitution of the UMR Paintball Club. The motion passed.
   2. There was a motion to adopt the constitution of the UMR Future Investors Club. The motion passed.

F. BUDGETARY AFFAIRS- This report was given by Don Myers.
   1. The committee has asked the chancellor and the Provost if they could have a representative at the budgetary meeting to discuss issues.

3 UNFINISHED BUSINESS AND OLD BUSINESS
   A. ACTION ITEMS
      1. Written Policy for Joint Appointments - Provost Shah
         a. A preliminary document on the joint appointment policy was distributed for the purposes of review.
      2. Written Policy for Distribution of Distance Learning Funds - Global
         a. No formal report was given but the committee indicated they were making progress.

4 NEW BUSINESS AND ANNOUNCEMENTS
   A. APPROVAL OF CHANGES TO REVISED BYLAWS
      This report was given by Mike Hilgers.
      1. There was a motion to approve the changes made by the UM system to the revised bylaws. The motion passed.

B. DISCUSSION OF COMPOSITION OF THE PROMOTION AND TENURE
COMMITTEE - This report was given by Walt Evesrman.
Eversman introduced a motion to recommend that the Provost reconsider the
composition of the Promotion and Tenure committee for the 2003 – 2004
academic period. The motion stated that future Promotion and Tenure committees
should be composed of tenured full Professors.

Walt explained that the current committee was composed of several faculty
members who were not Full Professor in rank including a faculty member who was
up for promotion during the current academic year. During the discussion other
issues regarding the composition of the committee, such as representation from
SMIS and the inclusion of a female Full Professor on the committee were also
brought up. The motion passed.

C. ELECTIONS
1. Grievance Hearing Panel committee needed two more members. RP&A nominated
Frank Blum and Allen Pringle. There was a motion and a second to elect the above
nominees to the Grievance Panel committee. The motion passed.
2. Student Scholastic Appeals Committee needed one more member. RP&A
nominated Chris Ramsey. There was a motion and a second to elect the
above nominee to the committee. The motion passed.

D. ANNOUNCEMENTS - None

E. STAFF COUNCIL - No report submitted

F. STUDENT COUNCIL - No report submitted

G. COUNCIL OF GRADUATE STUDIES - No report submitted

H. REFERRALS – the Composition of the Promotion and Tenure Committee was
referred to committee.

The meeting adjourned at 3:07 P.M.

Respectfully submitted,

Robert Schwartz, Secretary
(Electronically submitted, 12/12/03 –12:30 p.m.)

*Minutes of the Academic Council are considered official notification and documentation of actions approved.

A Motion for Approval of Nonsubstantive Changes to the Revised UMR Bylaws

Background

Based on discussions with U-wide Legal, changes were made in the wording of the Revised UMR Bylaws. These changes have been available on the web and are included with the Agenda for the November Academic Council meeting.

Motion

Be it resolved that the Academic Council approves the changes to the Revised UMR Bylaws and accepts them as nonsubstantive.

A Motion for Academic Council regarding composition of the Promotion and Tenure Committee

Background

The 2003-2004 Campus Promotion and Tenure Committee (nine members, two from each college and the representative from the personnel committee) has been constituted as a result of elections within the various colleges. This year the composition has turned out to include four associate professors. In addition, it is thought at this time that at least one associate professor will be a candidate for promotion. The committee serves at the pleasure of the Provost.

Motion

It is moved that Academic Council recommend to the Provost that the composition of the Promotion and Tenure Committee be reconsidered for the 2003-2004 academic year. The committee should consist of full professors unless it is impossible because of temporary imbalance in the distribution of rank (e.g. Management). Under no circumstances should a serving member be a candidate for promotion or tenure. In the longer term, the committee should consist of only full professors who do not have administrative appointments which involve them directly in the promotion and tenure process.

PROPOSED CHANGE TO THE TRANSFER CREDIT POLICY

Most institutions, including UMR, now have a repeat course or forgiveness policy that can be used to give students some allowance to remove unsatisfactory grades from the GPA calculation. UMR's transfer policy continues to include all grades in the cumulative GPA. A student may have a 4.0 GPA at the institution from which they transfer, but upon transferring to UMR and including all grades in the GPA, the student may begin with a lower GPA. To allow the transfer GPA to reflect the GPA the student has at the transfer institution, the following policy change is proposed.

Current policy from the 2003-2004 UMR Undergraduate Catalog, page 12 –

Transfer Credit Policy

UMR accepts college-level (not remedial) course credits. All grades, quality points and credit hours are transferred and computed in the cumulative GPA.

Proposed policy –

Transfer Credit Policy

UMR accepts college-level (not remedial) course credits. All grades, quality points and credit hours are transferred and computed in the cumulative GPA. *Grades not included in the transfer institution's GPA due to a repeat or forgiveness policy may be removed from the UMR cumulative GPA upon verification to the Registrar's Office. No more than 15 semester transfer hours will be dropped from the calculation of the student's cumulative GPA.*

Implementation Details –

1. This policy will be effective when approved by Academic Council. Students may apply the policy to transfer credit already included in the UMR cumulative GPA.

2. All transfer grades will continue to be printed on the UMR transcript. Those affected by this policy will be designated that they are not in the cumulative GPA.

3. A form will be created in the Registrar's Office requiring Registrar approval upon verification provided by the student, that the grades are not included in the transferring institution's GPA due to a repeat or forgiveness policy.

4. This policy applies to undergraduate students only and may not be applied once the student has graduated.

Academic Advising at UMR

The Personnel Committee recommends that the Academic Council officially adopt the following guidelines on academic advising.

- The Academic Council endorses the initiative to implement information exchange, advisor recognition, and student and advisor feedback to enhance advising and improve retention.
- As far as possible, the departments should be allowed to innovate on advising activities and correct any deficiencies when they surface. This process can be speeded up by the vice provost working directly with the departments.
- In addition to student feedback, department input should play an important role in advisor recognition.
- Student and faculty feedback related to the quality of advising should be done without the individual student or faculty being named. However, in order to take corrective action, students may be asked to name their major and/or academic level.
- Students as well as faculty should be made aware of their specific responsibilities related to advising.
- Students' professional development should be the core advising function. Curriculum related matters should be transparent and unambiguous to both student and advisor.
- On personal matters, the advisor's role should be mainly to refer the student to the campus resources available, such as the Counseling Center.
- Include in the Provost's report to the Academic Council how the campus evaluates academic advising and rewards such faculty contributions.

Intellectual Property Rights

The Personnel Committee recommends that the Academic Council officially adopt the following guidelines on copyrights.

- Make all personnel aware of the UM Collected Rules and Regulations providing that the instructor has copyright ownership of the course materials generated including those used in distance teaching unless there is a written agreement that states otherwise.
- The Chief Information Officer be responsible to insure that distance teaching material is restricted so as to prevent unauthorized access and use of the material, and report to the Academic Council on the progress made towards increasing the security of distance education material.

2/2/2004

COMMITTEE ON FACULTY JOINT APPOINTMENTS

Interim Report

November 20, 2003

Committee Members

Wayne Huebner, Chair

Arlan DeKock

Len Koederitz

Ekk Sinn

Keith Stanek

DRAFT

Joint Appointment – Some Best Practices

Crucial areas that should be part of the agreement up front:

1. Funding for position – includes items like general operating funds, grant support, as well as plans on how grant proceeds will be distributed
2. Clear assignment of work effort in both departments (e.g., how many courses taught, time allocated to each department, variations in workload, etc.)
3. Location of tenure home – needs to have primary home
4. Clear process for handling tenure or promotion decisions (e.g., joint committee, one department decides with input from other, etc)
5. Procedures for annual evaluation and salary increases outlined in the beginning – where both departments participate (i.e., joint meeting with both chairs present is preferred).
6. Terms related to physical space and use of support and technical staff are outlined
7. Obligations related to teaching and advising students are clearly articulated
8. As a general rule, work load follows funding (appropriate proportions)
9. An established procedure to address any conflicts or problems with the goal of "doing no harm" to the person occupying the joint position.
10. Terms of agreement are spelled out in memorandum of agreement with chance to redefine after certain number of years.
11. Expectations for department committee assignments as well as clear expectations for attending division and departmental faculty meetings.

Elements that increase chances joint appointments will succeed:
1. One department holds more than 50% of appointment ... 50/50 appointments can be problematic.
2. Department faculty and chairs need to be flexible in understanding joint appointees' split roles; the departments have a general willingness to work together. Important faculty goals like teaching and research are accomplished through collaboration.
3. A work culture must be promoted that values collaboration and provides real opportunities to cross over to other departments.
4. A flexible approach to interpreting administrative rules (like "how can we make this work as opposed to "this won't work" related to budgets, purchases, course assignments, etc)
5. Economies of scale are key. For example sharing lab equipment and technicians will often allow each department to gain extra support.
6. Individual characteristics of faculty member can be helpful too including being autonomous, effective, patient, willingness to share leadership roles, being flexible and seeing whole as greater than sum of parts, etc.
7. When applying for grants, joint appointments can really be an asset and foster inter-departmental cooperation.

<u>Where problems can occur:</u>
1. Departments that are used to thinking in traditional academic discipline lines. Departments that already draw from various fields are often more comfortable joint appointments (i.e., schools of public health, medicine, professional schools, etc.)
2. One or both departments are inflexible in regard to the journals and where their faculty members publish (i.e., insist on traditional outlets as the only places to publish).
3. Departments who see themselves as separate units make it much harder (i.e., more of a silo effect). If a department has not had experience with joint appointments it may not be used to thinking collaboration.
4. Two full departmental reviews for promotion and tenure. It is probably best to have a primary department review including consultation with a joint committee that meets to review final department recommendations.
5. Geographical distance can be a problem. Often it is useful for a faculty member to have a presence in both departments to foster connections.
6. When chairs or faculty members insist that joint appointee attending all meetings in both departments.
7. Where chairs are not flexible and willing to give and take ... and to get advantages.

♦ ♦ In summary, joint appointments are often related to the ability to manage the different relationships and resources.

Intended distribution: send to the chief academic officers at all UM campuses and ask them to distribute it to deans and department chairs as suggestions and guidelines for developing joint appointments.

Joint Appointment Issues

Opportunities for growth exist by making joint appointments for faculty. This will create some problems that will need to be worked out between the home departments. Issues to address:

Teaching
- Who sets teaching assignments (UG and G level) ?
- Importance of the teaching effectiveness surveys (uniform reward structure for effective teaching) ?
- How to maintain good student contact (i.e. need an office for maintaining office hours for joint appointments) ?
- How is credit distributed for the SCH's ? a) by home department of the instructor, b) by home department of the class, c) split according to the % appointment of the faculty member to the home department.
- Location of classrooms

Research
- Definition of research productivity indicators (proposal submissions, proposals awarded, research expenditures, # of graduate students, publications...) ?
- Space needs ?
- Access to matching $?
- Split of the SRI distribution ?
- Research credit ? Split to the home departments according to the % splits of the joint appointment ?

Service
- Participation in departmental committee meetings (& voting rights) ?
- Definition of service?
- Involvement with student groups ?
- Development activities ?

General
- What determines the % split amongst joint departments ?
- Definition of the % efforts between teaching/research/service?
- How to make certain faculty have a "presence" in both home departments ?
- Annual reviews: input/raises ?
- Promotion & tenure reviews: who sends letters / coordinates dossier / overseeing committee, etc.. ?

Other:
- Extend this concept into joint appointments outside of academic units (e.g. roles within Enrollment Management, Development....)
- Use existing tenured faculty to pave the way for this type of appointment.

Joint Appointment Issues - Research

Joint appointees will be expected to establish an active program of research or scholarship funded at a level consistent with the expectations of the tenure and non-tenure departments. These expectations must be clearly defined by the respective chairpersons prior to making the initial appointment, and should take into account the FTE percentage split between the departments. The Research section of the "UMR Faculty Workload Policy" describes guiding principles for release time associated with research and scholarly activity, and should be used by the chairpersons to help define expectations of a joint appointee.

Credit for research productivity indicators including proposals submitted, proposals awarded, and research expenditures will be given to the tenure and non-tenure departments of the joint appointee in proportion to their percentage appointment. The sponsored research incentive (SRI) distribution will also be split to the departments and deans according to the same percentage.

For proposal submissions the chairman and dean of the tenure-granting department shall have principle signatory authority. For research programs that require cost sharing (funds, academic release) from the non-tenure department, additional signatures of the chairman and dean of the non-tenure department are required. Normally budget oversight of an award shall reside in the tenure department, although this may also be set up in the non-tenure department if so desired.

Joint appointees may be the principle advisor for graduate students in either academic home. However, individual graduate students shall have a single home department, and follow all the rules and policies of this department.

The space needs of a joint appointee shall be primarily taken care of by the tenure-department. Opportunities may warrant additional or shared space be assigned to a joint appointee in the non-tenure department.

PROCEDURE FOR CHANGING THE FTE SPLIT IN A JOINT APPOINTMENT

Two separate cases will be discussed:

Case 1: Increase the percentage FTE in the primary department

Case 2: Increase the percentage FTE in the secondary department
    A. Maintaining the tenure department
    B. Changing the tenure department

It is assumed that funding stays with the joint appointee. Therefore, funds will be shifted between departments in accordance with any change in the percentage FTE in the two departments.

Case 1 is a minor adjustment, but it may affect teaching, research and service assignments in each department. A memorandum of understanding (MOU) signed by the joint appointee and the two department chairs and the two deans if the appointment spans two schools/colleges, would be appropriate.

Case 2A is unusual but it is likely to occur. The change could affect the teaching, research and service assignments in each department, so as in Case 1 a MOU should be composed and signed by all parties as in Case 1.

Case 2B would be a radical move, but it could happen. Such a change would require the approval of the new tenure department's Promotion and tenure committee, department chair and the new dean if a change in school/college occurs. Approval of the old tenure department chair and dean is also needed. A MOU is mandatory to put the change and any terms and conditions in writing. This MOU should be signed by all interested parties as in Case 1.

ENROLLMENT MANAGEMENT

UMR

UNIVERSITY OF MISSOURI-ROLLA

PeopleSoft Student Records
Status Update
November 19, 2003

- UMR continues to progress toward a go-live of January 5, 2004 for PeopleSoft Student Records. Additional programming resources have been added at UM System. Conversion of the legacy system student data is scheduled to begin December 25.

- The Registrar's Office is working through conversion issues and verification of data. Interfaces to the CAPS/degree audit report, student financial aid and residential life are being written by UM System.

- PeopleSoft Student Records training is going very well. Over the past three days 70 faculty have gone through the powerpoint on grade rosters and the advisor screen, either at the open forum or on Blackboard. By the end of the week, 97 staff will have participated in expanded inquiry training. Information for students on how to use Joe'SS will be available November 24.

- For further information on PeopleSoft Student Records, including training, frequently asked questions, and implementation updates, visit the Registrar's Office homepage or click on http://campus.umr.edu/registrar/psinfo/.

UMR Bright Flight Update

New entering freshmen receiving the state of Missouri "Bright Flight" Scholarship for the last six years.
To qualify, Missouri students must score in the upper 3% on the ACT (30+).

1998/99	197
1999/00	194
2000/01	175
2001/02	161
2002/03	204
2003/04	230

Robert W. Whites
Director
Student Financial Assistance
G-1 Parker Hall
1870 Miner Circle
Rolla, MO 65409-0250
Phone: (573) 341-4282
1-800-522-0938
fax (573) 341-4274

UMR Campus Visitors Comparison Report 2002-2003; partial 2003-2004
11/19/03

	July '02	Aug '02	Sept '02	Oct '02	Nov '02	Dec '02	Jan '03	Feb '03	Mar '03	Apr '03	May '03	June '03		Total
Individual	74	75	31	85	68	46	35	60	113	80	43	50		760
Miner Day	16	18	7	36	11	7	23	15	7	14		19		173
Open House				75	104			101		76				356
Total	90	93	38	196	183	53	58	176	120	170	43	69		1289

	July '03	Aug '03	Sept '03	Oct '03	Nov '03									Total
Individual	80	55	34	117	70									356
Miner Day	18	15	9	59	30									131
Open House	77		62	0	139									278
Total	175	70	105	176	239									765
Comparison	85	-23	67	-20	56	+ 165 visitors July - November								-524

	2002	2003 to date												
Individual	760	356												
Miner Day	173	131												
Open House	356	278												
Total	1289	765												

82 students participated in Nov. Open House only; 57 students also participated in Showcase

15 additional students have visits scheduled 11/20-11/28

Attendance at Nov. receptions
11/16 Boeing (St. Louis): 37
11/18 at ABB Power (Jeff City): 13

RESEARCH

Proposals Awarded during FY 03-04

	Jul-03	Aug-03	Sep-03	Oct-03	Nov-03	Dec-03	Jan-04	Feb-04	Mar-04	Apr-04	May-04	Jun-04	Totals
Biol. Sci.	470,931	138,253	0	142,063									751,247
Chem.	10,438	1,548,200	371,860	265,063									2,195,561
Comp. Sci.	0	114,464	20,000	18,000									152,464
Engl.	0	0	24,912	0									24,912
Hist./PS	0	0	0	0									0
Math/Stat	0	104,240	0	0									104,240
Phil.	0	440	0	0									440
Phys.	0	1,247,139	21,859	183,000									1,451,998
Psych.	0	0	0	0	0	0	0	0	0				0
A&S Totals:	481,369	3,152,736	438,631	608,126	0	0	0	0	0	0	0	0	4,680,862
Ceramic Engr.	439,504	234,564	170,781	43,573									888,422
Geol & Petr. Engr.	0	293,940	1,125	74,244									369,309
Geol. / Geophys.	0	70,536	39,733	8,790									119,059
Metallurgical Engr.	55,000	142,750	261,967	0									459,717
Mining Engr.	0	59,740	268,800	49,999									378,539
Nuclear Engr.	0	84,520	0	102,000									186,520
SOMM Totals:	494,504	886,050	742,406	278,606	0	0	0	0	0	0	0	0	2,401,566
Basic Engr.	172,705	12,000	69,132	0									253,837
Chemical Engr.	0	0	0	0									0
Civil Engr.	214,112	1,224,312	272,505	321,120									2,032,049
ECE	10,000	656,690	169,532	164,725									1,000,947
Engr. Mgt.	87,000	142,669	0	0									209,669
MAEM	482,907	744,361	205,498	24,289									1,457,055
SOE Totals	946,724	2,780,032	716,667	510,134	0	0	0	0	0	0	0	0	4,953,557
Econ. & Finance	0	0	0	0									0
Business Admin.	1,043,436	0	15743	60000									
Info Sci. & Tech.	0	0	0	0									
SMIS	1,043,436	0	15,743	60,000	0	0	0	0	0	0	0	0	1,119,179
Enrollment Mgt													
International Affairs													
Minority Affairs		9,000											
Engr. Ed. Center													
RPDC	82,100		252139										
KUMR													
Grand Totals:	3,048,133	6,827,818	2,165,586	1,456,866	0	0	0	0	0	0	0	0	13,498,403

Through October: -9.8% compared to FY 03: $14.9 M

Total: $13.5 M

Proposals Submitted during FY 03-04

	Jul-03	Aug-03	Sep-03	Oct-03	Nov-03	Dec-03	Jan-04	Feb-04	Mar-04	Apr-04	May-04	Jun-04	Totals
Biol. Sci.	196,979	0	0	178,277									375,256
Chem.	725,890	171,000	1,051,623	1,245,398									3,193,911
Comp. Sci.	804,878	37,939	0	373,360									1,216,177
Engl.	0	0	0	0									0
Hist./PS	0	0	0	43,377									43,377
Math/Stat	50,234	0	0	1,431,930									1,482,164
Phil.	0	0	0	0									0
Phys.		168,686	48,390	171,000									388,076
Psych.	0	0	0	278,348									278,348
A&S Totals:	1,777,981	377,625	1,100,013	3,721,690	0	0	0	0	0	0	0	0	6,977,309
Ceramic Engr.	488,799	186,153	137,828	4,610,936									5,423,716
Geol & Petr. Engr.	1,376,997	149,214	1,125	292,588									1,819,924
Geol. / Geophys.	180,959	18,120	0	0									199,079
Metallurgical Engr.	224,012	108,050	112,036	693,507									1,137,605
Mining Engr.	652,250	814,865	0	0									1,467,115
Nuclear Engr.	0	35,000	0	114,763									149,763
SOMM Totals:	2,923,017	1,311,402	250,989	5,711,794	0	0	0	0	0	0	0	0	10,197,202
Basic Engr.	1,314,886	0	310,158	11,940									1,636,984
Chemical Engr.	856,009	0	157,143	164,798									1,177,950
Civil Engr.	1,788,368	1,387,693	339,557	522,178									4,037,796
ECE	2,208,090	100,279	1,252,237	1,811,436									5,372,042
Engr. Mgt.	108,442	63,420	90,997	1,542,134									1,804,993
MAEM	1,385,049	831,071	1,604,092	2,965,388									6,785,600
SOE Totals	7,660,844	2,382,463	3,754,184	7,017,874	0	0	0	0	0	0	0	0	20,815,365
Econ. & Finance	0	0	0	48,655									48,655
Business Admin.	1,147,950	0	0	48,170									
Info Sci. & Tech.	74,992	29,899	0	34,547									
SMIS	1,222,942	29,899	0	131,372	0	0	0	0	0	0	0	0	1,384,213
Enrollment Mgt			416,828										
International Affairs													
Minority Affairs			40,150										
Engr. Ed. Center													
RPDC	518,875		91,250										
KUMR													
Grand Totals:	14,103,659	4,101,389	5,613,264	16,622,880	0	0	0	0	0	0	0	0	40,441,192

Through October: +1.8% compared to FY 03: $39.7M

Total: $40.4 M

Title	$M Requested
Aerospace Propulsion Particulate Emissions Reduction Program	10.0
Advanced Manufacturing Technologies for Metals, Composites and Electronic Materials	10.0
Control of Antibiotic Resistance in Water Treatment Processes	2.5
Cyberdefenders: UMR-Sandia Collaboration for Training and Research in Computer and Network Security	10.0
High Temperature Fuel Cell Materials Center	4.5
Modernizing the Electric Power Grid	4.0
Power & Propulsion Technologies for the Electric Naval Force	5.0
Multifunctional Composites for Transportable Force Protection	5.0
Sensor Packaging for Enhanced Defense and National Security	4.0
Software Tools for Training Homeland Security First Responders	5.0
Advanced Microwave Inspection System for the Space Shuttle External Tank Insulation Foam and the Orbiter Heat Tiles	3.0
Geospatial Partnering Center	10.2
Total	**73.2**

Appropriated FY03-04 Federal Plus-Up Proposals

Title	$M Appropriated
Center for Aerospace Manufacturing Technologies	9.8
Intelligent Electric Power Transmission Systems	2.0
Power & Propulsion Technologies for the Electric Naval Force	1.7
Total	**13.5**

Plus-up Funding in Previous Years ($M)					
FY98	FY99	FY00	FY01	FY02	FY03
0.3	1.2	3.4	8.2	6.2	8.6

UNDERGRADUATE AND GRADUATE STUDIES

Positive Happenings In
UNDERGRADUATE AND GRADUATE STUDIES

Planning for the academic component of the Residential College is underway

The Academic Council Personnel Committee is, at Dr. Collier's suggestion, considering an advisor recognition program, an advisor evaluation process, and best practices in advising issues

UMR GLOBAL

Academic Council Report

November 2003

Distance Education:

The attached scheduling format for the VCC represents an attempt to more closely align the offering times of the internet based courses with the campus time schedule for course offerings. This change also coincides with a move of the scheduling activity for these courses to the Registrar s Office which means there will now be one consistent scheduling process for both campus and internet based courses starting in Fall 2004.

This format is also an attempt to:

1. Provide time to meet demands for increasing non-credit activity such as the recording of PDH courses and recording course introductions for the credit courses.

2. Control costs by permitting the most efficient use of video production personnel. Thus the elimination of slack time and the packed schedule with more back to back courses.

International Affairs Office:

International Affairs announces the restart of the International Friends program. This fall, the international affairs office at the University of Missouri-Rolla is again coordinating the International Friends Program in an effort to match up international students with local mentors and host families.

"By participating in this program, members of the community have an opportunity to make friends with an international student," says Jeanie Hofer Smallwood, UMR's director of international affairs. "You can encourage students' participation in local activities, invite them to your home, and discuss American customs and culture. In addition to sharing your culture, you will have the opportunity to learn about their culture and tradition."

Prospective mentors and host families in the community, as well as interested UMR faculty and staff members, can contact the UMR international affairs office for more information or to request an application at (573) 341-4208. The application deadline is Nov. 14. There is no charge to participate in the International Friends Program.

Families will officially be paired with students during a reception at UMR on Nov. 20.

Community friends can help international students understand the American way of life. "As a friend, you might offer some practical assistance in shopping, dining at a local restaurant, explaining our holidays, taking a driver's test, and many other helpful things," says Smallwood. "However, the time commitment is up to you and your student."

This semester almost 800 international students are enrolled at UMR. Among the countries sending the most students to campus are China, India, Thailand, and Turkey.

INFORMATION TECHNOLOGY

Subject: Positive Things Happening in IT

Solutions Center
We have continued to enhance our Solutions Center services (help desk) by:

- ✓ Creation of Solution Center walk-in area for support of walk-in client needs.
- ✓ Filled 3 full-time Solution Center positions
- ✓ Placed new help ticketing system changes into production to support the Solution Center
- ✓ Conducted an Open House for the new Solution Center

Planning to provide local technical support needed to implement the PeopleSoft Student Records for Registrar's Office and Cashier's Office in January.

Applications
Ecommerce and PDH services were deployed and made available near the end of October.
These activities specifically support Professional Development Hours through DCE and short courses offered through the American Concrete Institute projects

Web based instructor evaluation being rolled out in support of Distance Education
Paper based (Scanned) Instructor Evaluation process being implemented and will utilize on web based reporting. Paper results will no longer be printed/published.

Servers & Networks
Brian Buege joined IT as the Director of Networks and Computing on November 3rd. Brian comes to us from Southwest Airlines in Dallas where he was Manager of Application Frameworks.

Testing under way for Windows 2k3 and Exchange 2k3 and progressing well.

IT has deployed one front end server running Windows 2k3 and Exchange 2k3 to allow users to test the new Outlook Web Access.

Upgrades for the VCC Distance Ed media servers have been ordered and we will be implementing authenticated access for classroom media content in December.

General
Held our fourth Business Review on Wednesday November 19th. These are now open to the campus and our monthly scorecards are available at campus.umr.edu/IT/CIO.

IT has developed and deployed monitoring to detect large scale spam email attacks

Library Services is conducting a "Library User Survey." And will be reporting the results in coming weeks.

11/19/2003

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Memo To: Academic Council
From: UMR Campus Curriculum Committee Meeting
RE: November 6, 2003 Meeting

The UMR Campus Curricula Committee recommends to the Academic Council that the curriculum changes and degree proposals on the following DC forms be approved.

Approved DC forms:
DC 0084, School of Management and Information Systems, Information Science and Technology, approved effective Fall 2004. A proposal to replace the current list of electives under the BS in IST with the following: CS 317, CS 319, IST 321, IST 342, IST 351, IST 354, IST 355, IST 357, and IST 361.

DC 0086, School of Management and Information Systems, Economics and Finance, approved effective Fall 2004. A proposed correction to the Catalog for the Bachelor of Science in Economics to state that Economics students must earn the grade of "C" or better in all Economics and Finance courses to receive credit toward graduation.

The UMR Campus Curricula Committee recommends to the Academic Council that the course changes on the following CC forms be approved.

Approved CC forms:
CC 5710, Math 012, Business Calculus. New course approved for WS 2004.
Catalog Description: Calculus for Bus. & Mgt. Sys, Econ & Finance, or Info. Sci. & Tech; also possibly Bio. Sci, Soc. Sci. Or Humanities. Derivatives, optimization, exponential and logarithmic functions, integration, multivariate functions, partial derivatives, Lagrange multipliers, applications. May not be used as a prerequisite for either Math 15 or Math 21.
Credit Hours: Lecture: 3 Lab: 1 Total: 4
Prerequisites: Math 4 or by placement examination

CC 5712, Mining Engineering 426. This course was approved as an EC because the course had only been taught as a 400 Special Topics. See EC 1502.

CC 5714, IST 321, Network Design Performance and Management. The following change is approved for Winter 2004.
Prerequisites – Present: IST 233
                Proposed: IST 233 or IST 336

CC 5715, IST 342, E-Commerce Architecture. The following change is approved for Winter 2004.
Prerequisites – Present: IST 233

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Proposed: IST 233 or IST 336

CC 5716, IST 351, Leadership in Technology-Based Organization. The following change is approved for Winter 2004.
Prerequisites – Present: None
            Proposed: Senior or Graduate Standing

CC 5717, IST 243, Systems Analysis. The following changes have been approved for Winter 2004.
Catalog Description – Proposed: Introduction to the processes by which business information systems are analyzed, designed, and introduced into the business environment. Topics include investigation of existing systems, requirements analysis, logical and physical design, database design, forms design, and report analysis.
Prerequisites – Present: IST 141
            Proposed: IST 141, preceded or accompanied by IST 223

CC 5720, SMIS 101, Special Topics. New course approved for Fall 2004.
Catalog Description: This course is designed to give the department an opportunity to test a new course. Variable title.
Credit Hours: 0-6 hr Lecture
Prerequisites: None

CC 5722, Engineering Management 480, Investment. This course was initially approved at the September 4, 2003 meeting on CC 5694 as a new course for Fall 2004. The department actually wanted it approved for Winter 2004 so a new CC was submitted and approved.

CC 5724, Geological Engineering 101, Special Topics. New course approved for Winter 2004.
Catalog Description: This course is designed to give the department an opportunity to test a new course. Variable title.
Credit Hours: Variable
Prerequisites: None

For the information of the Academic Council, the following EC forms have been Submitted by the University departments for an experimental course that will be offered in the near future.

Approved EC's:
EC 1478, History 101, World Regional Geography, approved effective Winter 2004.

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Course Description: An introduction to the distinguishing cultural and physical characteristics of the major regions of the world. Emphasis on the political problems within the regions and the contemporary issues involved.
Credit Hours: 3 hour Lecture
Prerequisites: None

EC 1486, IST 401, Mobile Data Management and Applications, approved effective Winter 2004.
Course Description: Mobile constraints, mobile architecture, location dependent data management, mobile transaction processing, caching on mobile platforms, data organization for mobile applications.
Credit Hours: 3 hour Lecture
Prerequisites: Graduate Standing

EC 1487, Mining Engineering 401, Advanced Mine Plant Management, approved effective Fall 2004.
Course Description: The course introduces advanced concepts related to managing modern mine plant: equipment and facilities. Data and information collection, processing and management, equipment dispatch, and optimization of mine performance are the representative topics to be covered.
Credit Hours: 3 hour Lecture
Prerequisites: Consent of instructor

EC 1488, Mining 401, Mine Management II, approved effective Fall 2004.
Course Description: The course covers advanced concepts of managing modern mine operations. Topics to be covered include: Total quality management, Statistical process control, Benchmarking, Re-engineering, Key performance indicators, KPI, Standards and standardization, ISO 9000: Quality assurance, ISO 14000: Environmental Management systems, OHSAS 18001: OHS Management systems, SA8000: Social Accountability, Ethics.
Credit Hours: 3 hour Lecture
Prerequisites: Consent of instructor

EC 1489, Geological Engineering 101, Engineering Critique of Earth Science in Cinema, approved effective Winter 2004.
Course Description: This course introduces principles of engineering and science through critical analysis of the technical plausibility of earth and environmental aspects of popular movies such as The Core, Tremors, Armageddon, Volcano, Earthquake, etc.
Credit Hours: 3 hour Lecture
Prerequisites: None

EC 1490, Business 301, Marketing Strategy, approved effective Fall 2004.

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Course Description: Identification and analysis of strategic managerial marketing issues. Integration of marketing concepts and theories through simulation and case analysis. Ethical and international applications.

Credit Hours: 3 hour Lecture

Prerequisites: BUS 240 or ENG MG 251

EC 1491, Computer Engineering 101, Electrical Engineering 101, Introduction to Electrical and Computer Engineering, approved effective Winter 2004.

Course Description: Students will use computer aided design tools and real-time digital signal processing hardware to solve a variety of electrical and computer engineering problems. Special emphasis will be placed on information engineering, signal and image processing.

Credit Hours: 3 hour Lecture

Prerequisites: None

EC 1492, Computer Engineering 201, Linear Systems for Computer Engineers, approved effective Winter 2004.

Course Description: Time- and frequency-domain analysis of continuous- and discrete-time systems. Linearity, time- invariance, delta functions, convolution, impulse and transfer functions, continuous and discrete-time Fourier series, Laplace and z-Transforms, various Fourier Transforms and inversion, sampling, A/D conversion, basic filter design.

Credit Hours: 3 hour Lecture

Prerequisites: EE 153 with C or better, Math 204 with C or better, and a passing grade on the EE Advancement Exam II.

EC 1493, Civil Engineering 301, Architectural Engineering 301, Structural Analysis II, approved effective Winter 2004.

Course Description: The application of elastic theory to the analysis of two-and three-dimensional statically indeterminate structures by classical methods solution. Topics include moment distribution, slope-deflection, approximate analysis, and energy methods, influence lines and introduction to stiffness method.

Credit Hours: 3 hour Lecture

Prerequisites: CE 217 or ArchE 217

EC 1494, Civil Engineering 401, Advanced Traffic Signal Operations, approved effective Winter 2004.

Course Description: Discuss the role and function of traffic signal components: the signal controller, conflict monitor, vehicle detectors, etc. Discuss layout of traffic signal hardware at an intersection. Discuss the phasing/timing of traffic signals in detail.

Credit Hours: 3 hour Lecture

Prerequisites: CE 353

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EC 1497, Nuclear Engineering 301, Two-phase Flow in Energy Systems, approved effective Winter 2004.
Course Description: This is an intermediate level course for senior undergraduate or graduate students who are interested in the area of two-phase flow. The course will acquaint students with knowledge on single-phase & two-phase fluid flow and fundamental thermal-hydraulic phenomena related to energy systems.
Credit Hours: 3 hour Lecture
Prerequisites: Ne 221 or Chem 231 or ME 231

EC 1498, SMIS 101, Entrepreneurial Scholars, approved effective Fall 2004.
Course Title: Members of the class will explore innovation and entrepreneurial strategies through interdisciplinary team collaboration.
Credit Hours: 0.5 hour Lecture
Prerequisites: None

EC 1499, IST 401, Engineering Management 401, ERP System Configuration and Integration, approved effective Winter 2004.
Course Description: Implementation and design practices for business processes in Enterprise Resource Planning (ERP) systems. Course will examine and apply techniques used in SAP R/3 for system configuration and integration with a focus on logistics and finance.
Credit Hours: 3 hours Lecture
Prerequisites: Graduate Standing

EC 1502, Mining 401, Computer Assisted Mine Planning and Design, approved effective Fall 2004.
Course Description: Principles and techniques of modern mine planning and design followed by detailed study of a selected mine planning & design software package, related to either a surface of an underground mining operation.
Credit Hours: Lecture: 1 Lab: 2 Total: 3
Prerequisites: Consent of Instructor

New Business
Discussed new Name Change (NC) form. Agreed to draft two versions to send to Academic Council for their selection. Version A includes the exact wording that was included in the Ad Hoc committee report that originally recommended the new form to Academic Council. Version B is a simplified form that simply asks for justification for the name change, without stipulating specific questions to be addressed. The Curricula Committee recommends Version B. Effective dates for name changes were also discussed. The Registrar's office has indicated a preference for January 1 and July 1 as effective dates for implementing name changes. The committee chose not to include a recommendation for effective

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dates on the form, but rather to leave it to the Registrar to communicate name change implementation policies to the campus.

J. Keith Nisbett, Chair
UMR Campus Curricula Committee

Name Change Form (NC)

This form is to be used to propose a change in name for a department or School/College.

School/College - Present:
Proposed:

Department - Present:
Proposed:

1. **Does the name change have the majority support of the faculty of the academic unit involved? Specifically, what percentage of the faculty supports it?**

2. **Does the change have the support of the academic units directly affected?**

3. **What are the anticipated benefits to the affected academic unit from the proposed change? Are any negative effects anticipated?**

4. **What is the anticipated positive and negative impact of the name change?**

5. **Does the name change imply a new program or the expansion of an existing one?**

6. **What is the impact of the name change to other academic units on campus?**

7. **Will the name change require new resources or the redistribution of existing ones (faculty, labs, E&E, ect.)? If yes, the proposal must be referred to the Budgetary Affairs Committee.**

Recommended by Department: _____ Date: _____
(Chair signature for Department name changes only)

Recommended by School/College: _____ Date: _____
(Dean signature)

Recommended by UMR Curricula Committee: _____ Date: _____
(Chair signature)   (Action)

Recommended by Academic Council:_____ Date: _____
(Chair signature)   (Action)

Name Change Form (NC)

This form is to be used to propose a change in name for a department or School/College.

School/College - Present:
              Proposed:

Department - Present:
              Proposed:

Justify and address implications of this name change:

Recommended by Department: _____ Date: _____
                                                            (Chair signature for Department name changes only)

Recommended by School/College: _____ Date: _____
                                                            (Dean signature)

Recommended by UMR Curricula Committee: _____ Date: _____
                                                            (Chair signature)   (Action)

Recommended by Academic Council:_____ Date: _____
                                                            (Chair signature)   (Action)

UMR PAINTBALL CLUB CONSTITUTION

I. Organization Name:
    A. The Paintball Club.

II. Aims And Objectives:
    A. The goal of this organization is to provide a safe and entertaining environment for UMR students who share an interest in the sport of paintballing.

    B. The objectives of this organization are to promote a safe setting for students to develop in the areas of leadership, responsibility, teamwork, communication, and bonding. Strategy and gun safety will also be incorporated into the program.

III. Memberships:
    A. Qualifications:
        1. Must be a student enrolled in the University of Missouri – Rolla.
        2. Must have read and signed the UMR Paintball Club Waiver and Release of Liability Form.

    B. Classes of Members:
        1. Regular Members (Students)
        2. Associate Members (Faculty Advisors)

    C. Removing Members:
        1. Any member(s) may be brought under evaluation for any act(s) deemed unsafe to other members in the organization.
        2. The member(s) under review along with the E-Board will notified at least one week before the review.
        3. The member(s) in question will be allowed to state their case to the voting members and the E-Board. They will then be subjected to questions posed by any member(s) of the club.
        4. The member(s) will then be asked to leave and discussion will be open to the floor.
        5. A vote to drop a member requires a majority vote of the present members. In the event of a tie the Advisor will cast the deciding vote.
        6. Dropped members may appeal to be reinstated after 3 months.
            a. The decision to reinstate will be left to the E-Board and the Advisor.
            b. A 2/3 vote is needed to reinstate.

    D. Rights and Privileges of Members:
        1. Regular Members have the right to vote on all questions posed to the general body.
        2. Regular Members may run for office.

CONSTITUTION OF THE UMR FUTURE INVESTOR'S CLUB

University of Missouri – Rolla

ARTICLE I: NAME

The name of the organization shall be "The University of Missouri – Rolla Future Investor's Club" which shall hereafter be referred to as the "Club" or the "FIC."

ARTICLE II: Purpose

The purpose of this Club shall be to:
1. Educate members about financial management.

2. To promote the discipline and advancement of financial related technology, terminology, and services to all interested parties,

3. To hold regular meetings of general business and formal or informal discussions of particular interest to the membership,

4. To interact with guest speakers who are of interest of the membership of the organization

ARTICLE III: MEMBERSHIP AND DUES

Section 1. The UMR Future Investor's Club active membership shall be open to all University of Missouri – Rolla students. Active members shall hold the right to vote and be appointed/elected to office.

Section 2. The UMR Future Investor's Club Associate membership shall be open to all faculty, staff, and alumni of the University of Missouri – Rolla, and the community of the City of Rolla. Associate members do not hold voting privileges and are not subjected to membership dues.

Section 3. The UMR Future Investor's Club Alumni membership shall be open to any former University of Missouri – Rolla students who were members of the Club. Alumni members do not hold voting privileges and are not subjected to membership dues.

Section 4. Dues shall be assessed by approval of the membership. Upon payment of dues a member has the right to vote on any organizational matter. Any change in the dues must be approved by a two-thirds vote of the active members of the organization.

Academic Council Meeting Agenda

Thursday, October 16, 2003
204 McNutt; 1:30 P.M.

I.   Approval of Corrected September 18, 2003 meeting minutes

II.   Reports and Responses

    A. President's Report (5 minutes)   Todd Hubing

    B. Chancellor's Report (5 minutes)   Arlan DeKock
       1. Questions and Answers

    C. Provost's Report (5 minutes)   Y.T. Shah
       1. Questions and Answers

III. Reports of Standing and Special Committees

    A. Curricula
    B. Budgetary Affairs   Don Myers
    C. Library Committee
    D. Personnel   K.M Issac

IV.   Unfinished Business and Old Business

    A. Action Items
       1. Written Policy for Joint Appointments – Provost

VI. New Business and Announcements

    A. Elections
          1. Grievance Panel – Elect 7
              (5 for 2006, 1 for 2004 to replace N. Knight, 1 for 2005 to replace T. Numbere)
            Administrative Review Elect 3
            Budgetary affairs-Elect 1
            Curricula –Elect 1
          2. Missouri Association of Faculty Senates (MAFS) representative

    B. Announcements
    C. Staff Council
    D. Student Council
    E. Council of Graduate Students
    F. Referrals

ACADEMIC COUNCIL

Volume XXXII, Number 2

Minutes of the October 16, 2003 Academic Council Meeting

XXXIII, 2   The meeting was called to order at 1:35 P.M. by President Todd Hubing. Roll call was taken, and absentees noted were: Neil Book, Charles Chusuei, Paul Hamacher, Lance Haynes, Roger LaBoube, Michael Meagher, Gary Mueller, Mark Mullin, Hal Nystrom, Chad Pense, Robert Stone, Pericles Stravropoulos, H.L. Tsai, David Van Aken, Thomas Vojta, Trent Watts, Paul Worsey, Paula Lutz, Debra Robinson, Y.T. Shah, and Chancellor Gary Thomas.

There was a motion and second to approve the minutes of the September 18, 2003 Academic Council meeting. The Academic Council body voted to accept the minutes.

1   REPORTS AND RESPONSES

A. PRESIDENT'S REPORT – This report was presented by Academic Council President Todd Hubing.
1. The Board of Curators Meeting is Today. One of the items on the agenda is the by law changes approved by the General Faculty last semester. The RP&A Committee decided that the changes introduced by the lawyers were not substantive. The changes will be posted on the web site and Academic Council members will be asked to review the changes before the next meeting to determine whether modifications require reconsideration of the bylaw changes by the General faculty.
2. Another item on the Board of Curator's agenda is the change to include sexual orientation as one of the items that are protected under discrimination.
3. The name change form will be created by the Curriculum Committee and completed for the name changes in the School of Mines and Metallurgy.

B. CHANCELLOR'S REPORT – This report was presented by Dr. Arlan DeKock.
1. UMR is moving forward with the capital campaign. The organizing committee met over Homecoming weekend.
2. The Blue Ribbon committee of the Missouri Transportation Institute has formed an ad hoc executive committee to draw up the guidelines for the final proposal that will go to MODOT. A search for an executive director will begin later this year.
3. On September 30th the chairs of the various alumni academies met in St. Louis to discuss ways the academies can increase communication among themselves as well as with the campus as a whole.

C. PROVOST'S REPORT – This report was presented by Dr. Harvest Collier, Dr. Wayne Huebner, Dr. Meg Brady, and Gene Byers.

1. Wayne Huebner reported that grant awards through the end of September were 12 M; submissions were 24 M. Indirect Collections are 33% ahead of last year at this time. The Center for Aerospace and Manufacturing plus up request from last year was funded at $9.8M. Forty University Missouri Research Board Proposals (UMRB) were submitted on Oct 7th. Engineering Mechanics is combining with Mechanical and Aerospace Engineering; no faculty will be impacted.

2. The new Interim dean of Mines and Metallurgy is Mariesa Crow.

3. Meg Brady reported that the IT department is making great progress on improving services on campus. They are initializing an incident response team to handle complaints as they come. The IT department is working on improving the performance of Blackboard especially during peak hours. There will be training sessions to teach faculty to use Blackboard. The solutions center "Helpdesk" are developing new processes to better serve the campus. Visit the web site for further updates.

4. Gene Byers reported on a new program that Immigration (INS) has instituted called Special Registration Requirements that impacts individuals from 25 countries. As soon as a person from one of these countries enters the United States, they have to fill out a form and have their fingerprints and photograph taken; also they are subjected an interview conducted under oath. The individual will be required to report to the office periodically.

2   REPORTS OF STANDING AND SPECIAL COMMITTEES

A. CURRICULA – This report was presented by Richard Hall

Richard Hall moved that the Academic Council body accept the recommendations to approve the DC and CC Forms as summarized in an attachment sent by e-mail. The motion was seconded and passed.

B. BUDGETARY AFFAIRS- This report was presented by Don Myers

The Budgetary Affairs Committee met on September 26. The initial effort of the committee is to understand the terminology and the budget processes for the purpose of determining when to make timely input for faculty on the budget process.

C. LIBRARY–This report was given by Dick DuBroff

1. Journal subscription costs continue to rise. This situation is problematic because even though new programs have been added at the University, and the library must build up new info structures to support the programs, the library budget has not changed.

2. Comprehensive user surveys regarding services are being carried out so the library can meet the needs of those who use it.

3. The library has seen increased use by students as a study and computer resource area.

D. PERSONNEL-this report was given by K.M. Isaac
  1. Advising- Vice Provost Collier submitted a proposal to the committee detailing the implementation of a plan for advisor recognition, information exchange, and evaluations. Dr. Collier would like to implement the plan by early next semester. Some concerns of the committee were:
     a. The number of advisees per advisor should be considered carefully
     b. Effective advising is a two way process
     c. Frequent reassignments of advisors can be detrimental
     The committee will discuss this issue further at their next meeting. Faculty and Academic Council Committee members were encouraged to voice their input.
  2. Intellectual Property Issues were reviewed during the Personnel Committee report. Some of the concerns are as follows:
     a. Unauthorized access of archived lectures
     b. Guidelines for use of the lecture material after the first live broadcast do not exist. It was questioned who would be the recipient of any relate royalties.
     c. The question was raised regarding copyright ownership. Who is entitled to the copyright: the instructor, or the University?
     d. Is it desirable to emphasize that the material is the instructor's intellectual property?
     The Personnel Committee recommended discussion of these issues at the IFC level to formulate system wide policies.

3   UNFINISHED BUSINESS AND OLD BUSINESS

A. ACTION ITEMS
  1. A response from IT was requested on the expected timeline for Password Protection to be implemented.
  2. A response from the Provost regarding the Written Policy for Joint Appointments was requested.

4   NEW BUSINESS AND ANNOUNCEMENTS

A. ELECTIONS
  1. The Grievance Panel committee requires 7 elected members. RP&A nominated Randy Moss, Ralph Alexander, Norbert Mertz, Don Sharpsteen, Lance Haynes, and Lokesh Dharani to serve on this committee. There was a motion and a second to elect the above nominees to the Grievance Panel committee. The motion passed.
  2. The Budgetary Affairs committee required 1 additional member. RP&A suggested Dave Van Aken as a candidate for this position. There was a motion and a second to elect the above to this committee. The motion passed.
  3. The Curriculum Committee required one more member. RP&A suggested Dave Rodgers for this position. There was a motion and a second to elect the above to the Curriculum Committee. The motion passed.

4. There was a motion and a second to have the President Elect of Academic Council serve as the representative to the Missouri Association of Faculty Senates (MAFS). The motion passed.

B. ANNOUNCEMENTS- The Graduate Faculty discussed making procedural changes for nominations for the graduation list.

C. STAFF COUNCIL - No report submitted.

D. STUDENT COUNCIL- Discussed having hearer status classes priced at a discount as it is done at other Universities. The Academic Council was asked to assign a committee to investigate this issue.

E. COUNCIL OF GRADUATE STUDENTS- No report submitted

F. REFERRALS
a. The Library Committee has an ongoing commitment to evaluate a possible merger between the library and IT.
b. The Personnel Committee is still looking into advising issues and the protection of Intellectual Property.
c. The Student Affairs Committee had the issue of the 6th week drop referred to it, but the committee still has to be populated.

The meeting adjourned at 2:30 P.M.

Respectfully submitted,

Robert Schwartz, Secretary
(Electronically submitted, 10/28/03 –9:30 a.m.)

*Minutes of the Academic Council are considered official notification and documentation of actions approved.

Memo To: Academic Council
From: UMR Campus Curriculum Committee Meeting
RE: October 2, 2003 Meeting

The UMR Campus Curricula Committee recommends to the Academic Council that the curriculum changes and degree proposals on the following DC forms be approved.

Approved DC forms:
DC 0078, School of Mines and Metallurgy, Geological and Petroleum Engineering. Proposed modification to Geological Engineering curriculum to reduce the required number of hours to complete the Bachelor of Science degree to a total of 128 hours, approved effective Fall 2004.

DC 0082, School of Mines & Metallurgy, Ceramic Engineering. A change to the current curriculum by moving BE 50 to first semester junior year and Chem 241 to second semester sophomore year, approved effective Fall 2004.

The UMR Campus Curricula Committee recommends to the Academic Council that the course changes on the following CC forms be approved.

Approved CC forms:
CC 5702, Computer Science 284, Introduction to Operating Systems. The following changes are approved for Winter 2004.
Catalog Description – Proposed: This course teaches the concepts, structure, and
mechanisms of Operating Systems. Topics include process management,
concurrency, synchronization, deadlock, multithreading, memory management,
scheduling, and internetworking. Special emphasis is given to Unix and its
modern-day derivatives.
Prerequisites – Present: Cmp Sc 234 or Cmp Sc 274 or Cp Eng 213
             Proposed: Cmp Sc 153 and Cmp Sc 158 and Cp Eng 213

CC 5703, Geophysics 336, Geophysical Field Methods. The following changes are approved for Winter 2004.
Prerequisites – Present: Geoph 384 or permission of instructor
             Proposed: Geoph 285

CC 5713, Aerospace Engineering 233, Introduction to Aerothermochemistry. New course approved for Winter 2004. This course was accidentally deleted during other curricular changes in Winter 2003. This new course is identical to the original course.
Course Description: Principles of thermochemistry in reacting flow including an
introduction to fundamentals of quantum mechanics, statistical mechanics and

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statistical thermodynamics. Applications in flow through nozzles and shock waves, combustion, aerodynamic heating, ablation and propulsion.
Credit Hours: 3 hour Lecture
Prerequisites: AE Eng 231, AE Eng 271

For the information of the Academic Council, the following EC forms have been Submitted by the University departments for an experimental course that will be offered in the near future.

Approved EC's:
EC 1471, English 301, Technical Editing, approved effective Winter 2004.
Course Description: The principles and practices of technical editing, including usability, audience analysis, contextual editing, the conventions of scientific and technical communication, and the role of the editor in document development and publication. Students also learn standard practices of copy editing and the use of style guides.
Credit Hours: 3 hour Lecture
Prerequisites: English 65 or English 160

EC 1472, English 301, Introduction to Multimedia Authoring, approved effective Winter 2004.
Course Description: An introduction to multimedia authoring with an emphasis on rhetorical issues. Students will study the history of multimedia, analyze multimedia projects rhetorically, and use appropriate software to create at least one project.
Credit Hours: 3 hour Lecture
Prerequisites: English 65 or English 160

EC 1473, Physics 301, Computational Physics, approved effective Winter 2004.
Course Description: In this course students will learn how to use modern computational methods to solve physics problems. The course will be project-oriented with examples including anharmonic oscillations, chaotic dynamics, quantum scattering, the structure of atoms, and molecular dynamics.
Credit Hours: Lecture: 3 Lab: 1 Total: 4
Prerequisites: Math 204, Physic 208

EC 1474, Physics 301, Chaos, Fractals, and Non-Linear Dynamics, approved effective Winter 2004.
Course Description: An introduction into nonlinear dynamics, deterministic chaos, and fractals. Topics covered are phase plane analysis, iterated maps, routes to chaos, Lyapunov exponents, strange attractors and pattern formation. Applications include chaotic vibrations, population dynamics, chemical oscillations and lasers.
Credit Hours: 3 hours Lecture

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Prerequisites: Math 204, Phys 024, or Phys 025.

EC 1475, Engineering Management 401, Tolerance Design, approved effective Winter 2004.
Course Description: This course is an examination of the theory and practice of allowance allocation for high quality and low cost manufacture of mass-produced consumer products, including technology intensive products, such as automobiles, trucks military and commercial airplanes, computers and consumer electronics.
Credit Hours: 3 hour Lecture
Prerequisites: Emgt 375 or equivalent

EC 1476, Civil Engineering 301, Architectural Engineering 301, Structural Analysis II, approved effective Winter 2004.
Course Description: The application of elastic theory to the analysis of two-and three-dimensional statically indeterminate structures by classical methods solution. Topics include moment distribution, slope-deflection, approximate analysis, and energy methods, influence lines and introduction to stiffness method.
Credit Hours: 3 hour Lecture
Prerequisites: CE 217 or ArchE 217
Co-listing: Arch Eng 301

EC 1477, Computer Engineering 401, VLSI Testing and Design for Test, approved effective Winter 2004.
Course Description: The course covers the problems of VLSI testing, the design of circuits for testability (DFT) and the use of IEEE Boundary SCAN standard. Testing VLSI systems, especially the deep submicron (DSM) technology, has become one of the most critical obstacles designing microprocessors and ASIC's. A major objective is to develop and implement CAD tools that give solutions to VLSI testing in DSM.
Credit Hours: 3 hour Lecture
Prerequisites: EE 311

EC 1479, IST 401, Social Informatics, approved effective Fall 2004.
Course Description: This course will examine the impact that information technology has on organizations and society in general. We will study the relationship between the social world and technical systems. The course will introduce students to the field of social informatics.
Credit Hours: 3 hour Lecture
Prerequisites: Graduate Standing

EC 1480, Metallurgical Engineering 301, Principles for Microstructural Design, approved effective Fall 2004.

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Course Description: This course will introduce the basics of microstructural principles that can be used to design advanced materials. This course will help students learn about the basic principles and microstructural design approaches. It will also introduce the benefits of 'systems' approach in materials design covering the interplay among processing, microstructure, properties, and performance.
Credit Hours: 2 hour Lecture
Prerequisites: At least junior standing, and Met 217 or equivalent

EC 1481, Mining Engineering 301, Commercial Pyrotechnics Operations, approved effective Fall 2003.
Course Description: Provide participants with basic pyrotechnic operator certification (with passing of PGI test) and advanced lead pyrotechnic operator training. Class work will be complemented by practical training in laboratory sessions, culminating in a full pyrotechnic show, from start to finish.
Credit Hours: Lecture: 2 Lab: 1 Total: 3
Prerequisites: US citizen, permanent resident or, relief granted by ATF prior to enrolling in course. (Req. due to Safe Explosives Act – Jan 03)

EC 1482, Geology 301, Stable Isotope Geochemistry, approved effective Winter 2004.
Course Description: Introduction to the basic principles of stable isotope geochemistry. Study of the production, distribution, and use of naturally occurring and anthropogenically introduced stable isotopes in the Earth's near surface environment with applications to hydrology, biogeochemistry and global change.
Credit Hours: 3 hour Lecture
Prerequisites: Chem 3

EC 1483, Geology 401, Advanced Stable Isotope Geochemistry, approved effective Winter 2004.
Course Description: Introduction to the theory, methods and applications of stable isotopes. Primary focus will be on the origin, natural abundance, and fractionation of carbon, hydrogen, oxygen, nitrogen isotopes. Applications of isotopic occurrence for elucidation of physical, chemical, biological, and environmental processes.
Credit Hours: 3 hour Lecture
Prerequisites: Chem 3

EC 1484, Geology 101, Oceanography, approved effective Winter 2004.
Course Description: Introduction to the geological, physical, chemical and biological characteristics of the worlds ocean. Topics include oceanic origin/evolution, plate tectonics, ocean/atmosphere circulation, chemical composition and pollution of the marine ecosystem, and primary production and the adaptations and distribution of marine organisms.
Credit Hours: 3 hour Lecture

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Prerequisites: None

EC 1485, Geophysics 401, Advanced Gravity and Magnetic Methods, approved effective Winter 2004.

Course Description: The theory of gravity and magnetic methods as used in geophysical exploration and regional geologic studies. Computer assisted data enhancement techniques will be emphasized.

Credit Hours: 3 hour Lecture

Prerequisites: Geop 382, Math 22

J. Keith Nisbett, Chair
UMR Campus Curricula Committee

an equal opportunity institution

NOTICE TO ALL INTERNATIONAL STUDENTS
Special Registration Requirements

PLEASE NOTE: Please review this flyer carefully regarding special registration as mandated by the Federal Government. Check the UMR IA website (http://www.umr.edu/~ia) for updates regarding special registration. The list of countries given below is subject to revision without advance notification from the Federal Government.

Students:
- If you are from one of the countries listed below, you are subject to **"Special Registration"** requirements and will be **required** to report to the "Bureau of Citizenship and Immigration Services" upon entering the United States.
- If you were fingerprinted and photographed upon entry to the US, you will also be subject to the **"Special Registration"** requirements.

Special Registration Requirements

- You must report to a designated immigration office to be registered (photographed, fingerprinted, and interviewed under oath)
- You must notify INS within **10 days** of a change in address, job, or school. You may download the form for Special Registrant Change of Address at:
  http://www.immigration.gov/graphics/formsfee/forms/ar-11sr.htm
- You must schedule an interview with a representative from BCIS **every twelve months.**
- If you leave the country, for any reason, you must depart through designated ports of exit, and then register through a designated port of entry upon your return.

SPECIAL REGISTRATION AND REPORTING RULES CARRY SEVERE PENALTIES FOR NON-COMPLIANCE, INCLUDING DENIAL OF CHANGES OR EXTENSION OF STATUS PETITIONS FOR FAILURE TO MAINTAIN STATUS, ARREST, AND REMOVAL OR EXCLUSION FROM THE UNITED STATES.

- If you have already reported to a BCIS office in 2002 or 2003, please remember that you will need to report to the BCIS on the anniversary of your admission. You have a ten day window from the anniversary date of your admission to the US to report.

  → For example, if you entered the US on Nov 1, 2002, in 2003, you will need to report to BCIS between November 1-10, 2003.

Special registration *does* apply to foreign nationals who are dual nationals or dual citizens of the below named countries.

If you have questions, please contact the International Affairs office.

GROUP 1:	GROUP 2:
Nationals or citizens of **Iran, Iraq, Libya, Sudan, or Syria.**	Nationals or citizens, born on or before Nov 15, 1986, of **Afghanistan, Algeria, Bahrain, Eritrea, Lebanon, Morocco, North Korea, Oman, Qatar, Somalia, Tunisia, United Arab Emirates,** or **Yemen.**
GROUP 3:	**GROUP 4:**
Nationals or citizens, born on or before January 13, 1987, of **Pakistan & Saudi Arabia.**	Nationals or citizens, born on or before February 24, 1987, of **Bangladesh, Egypt, Indonesia, Jordan,** or **Kuwait.**

Important websites for students who are required to complete "Special Registration"

PLEASE NOTE THAT THE LIST OF COUNTRIES MAY CHANGE PERIODICALLY. You may check the following website to ensure your country has not been added to the list. Official US government website for Special registration:
http://www.immigration.gov/graphics/shared/lawenfor/specialreg/index.htm#srdocuments

DOCUMENTATION & REQUIREMENTS FOR SPECIAL REGISTRANTS: This is a link to an information sheet that was to have been given to special registrants after they have been processed on their initial arrival through a designated port of entry.
http://www.immigration.gov/graphics/shared/lawenfor/specialreg/srindividuals.pdf

Once you arrive on campus, we will be sending further information to UMR's international student population as it becomes available.

REPORTING LOCATIONS IN MISSOURI:

Immigration Interviewing Office for Special Registration 1222 Spruce Street St. Louis, Missouri 63103	Immigration Interviewing Office for Special Registration 9747 Northwest Conant Avenue Kansas City, Missouri 64153

Reminder to all International Students and Scholars:

- Please check all resources available to see if you are required to report for "Special Registration." The listing of countries is subject to revision without prior notice. You should check the websites given below on a regular basis.
- If you are from one of the countries listed on the reverse of this page, you are subject to **"Special Registration"** requirements and should have reported to the Bureau of Citizenship and Immigration Services" upon entering the United States.
- If you were photographed or fingerprinted upon entry to the U.S, after September 11, 2002, you are also subject to **"Special Registration"** requirements.

Reporting Locations in Missouri:

Immigration Interviewing Office for Special Registration
1222 Spruce Street
St. Louis, Missouri 63103

Immigration Interviewing Office for Special Registration
9747 Northwest Conant Avenue
Kansas City, Missouri 64153

Legal Aid List provided by the U.S. Department of Justice (St. Louis area):

Angie O. Gorman,
Accredited Representative Immigration Law Project
Legal Service of Eastern Missouri, Inc.
4232 Forest Park Blvd.
St. Louis, MO 63108
(314) 534-4200 Ext. 1302
(May charge nominal fee)

Cassie A. Strom, Esq.
Catholic Immigration Law Project
3700 Lindell Blvd.
St. Louis, MO 63108
(314) 977-3993
(314) 997-3334 (FAX)

Andrea Crumpler, Esq.
Interfaith Legal Services for Immigrants
4232 Forest Park Avenue
St. Louis, MO 63108
(314) 371-4640
(Will represent person(s) in asylum case(s)) (Fees on a sliding scale)

Legal Aid via the Missouri Bar Association:

Phone number: (573) 636-3635 from 9 am to 3 0m Monday – Friday
http://www.mobar.net/pamphlet/referral.htm?print=yes&return=http://www.mobar.net/pamphlet/referral.htm

Important websites regarding "Special Registration"

Official US government website for Special registration:
http://www.immigration.gov/graphics/shared/lawenfor/specialreg/index.htm#srdocuments
Documentation & requirements for special registrants. This is a link to an information sheet that was to have been given to special registrants after they have been processed on their initial arrival through a designated port of entry.
http://www.immigration.gov/graphics/shared/lawenfor/specialreg/srindividuals.pdf

Academic Council Meeting Agenda

Thursday, September 18, 2003
204 McNutt; 1:30 P.M.

I. Approval of Corrected June 19, 2003 meeting minutes

II. Election of Officers

III. Reports and Responses

    A. President's Report (5 minutes)   Todd Hubing

    B. Chancellor's Report (5 minutes)   Y.T. Shah
       1. Questions and Answers

    C. Provost's Report (5 minutes)   Y.T. Shah
       1. Questions and Answers

IV. Reports of Standing and Special Committees

    A. Curricula

    B. Ad Hoc Committee to Propose Changes to UMR Faculty Bylaws

    C. Computer Policy

V. Unfinished Business and Old Business

    A. Postponed Items
       1. Recommended Guidelines for Dropping Students by the 6th week
    B. Action Items
       1. Written Policy for Joint Appointments – Provost

VI. New Business and Announcements

    A. Announcements
       1. Academic Council Committee Elections   Lenn Koederitz
    B. Staff Council

    C. Student Council

    D. Council of Graduate Students

    E. Referrals

ACADEMIC COUNCIL

Volume XXXII, Number 1

Minutes of the September 18, 2003 Academic Council Meeting

XXXIII, 1   The meeting was called to order at 1:30 P.M. by President Lenn Koederitz. Roll call was taken, and absentees noted were: S.N. Balakrishnan, Neil Book, Charles Chusuei, Shari Dunn-Norman, Tad Golosinski, Paul Hamacher, Roger LaBoube, Mark Mullin, Chad Pense, Pericles Stravropoulos, Paul Worsey, Lee Saperstein, and Chancellor Gary Thomas.

There was a motion and second to approve the corrected minutes of the June 19, 2003 Academic Council meeting. The Academic Council body voted to accept the minutes.

There was a motion and second to approve the election of the new officers to the Academic Council. The Academic Council body voted to accept the new officers, who include: Todd Hubing – President; Michael Hilgers – President Elect; Robert Schwartz – Secretary; and Kurt Kosbar – Parliamentarian.
The Academic Council body welcomed the new President Todd Hubing and congratulated Lenn Koederitz for a job well done.

1   REPORTS AND RESPONSES

A. PRESIDENT'S REPORT – This report was presented by Academic Council President Todd Hubing.
    1. There is a change to the workload policy in the UM system bylaws, proposed by the IFC. The purpose of the policy is to clarify the executive order. The proposed Faculty Workload Policy is available on the UMR Academic Council web site.
    2. There is still talk about a Grant Incentive Proposal, in which faculty would be rewarded for bringing in grants that return indirect to the University. IFC is in favor of it, so it may happen. The estimated cost for this program is $2M, but the program is forecast to generate $10M.
    3. UMC has a Faculty Accomplishments System in place, and IFC would like to see this instituted at other UM campuses. This will do away with the paper version of the Faculty Activity Reports.
    4. The Committee By Law changes that were voted upon are now in place. This means some of the old committees no longer exist. If you were elected to a committee that was not eliminated, assume you are still on it.

B. CHANCELLOR'S REPORT – This report was presented by Provost Y.T. Shah.
    1. The state's budget is still unsettled for Fiscal Year 2004. UMR's final appropriation will depend on tax receipts for the rest of the fiscal year. James Moody, the former budget Director for former Governor Ashcroft, forecasts the

state will have a $962 million shortfall between revenues and expenditure in the next fiscal year.

2. The Governor's Commission on the Future of Higher Education will be presenting some Draft Recommendations on December 4, 2003.

3. One of the Commission's likely recommendations will be that the state should maintain/create a few higher education Centers of Excellence to improve the state's economy. Another finding of the Commission is likely to be that higher education planning tends to be focused on each institution's priority rather than the state's priorities.

4. We are hoping to implement the Missouri Transportation Institute on the UMR campus. We are working with all of the research universities –public and private – in the state to make this a reality.

5. Homecoming is October 10th, and 11th.

6. There will be a meeting of the leaders of UMR's academies in late September. The purpose of the meeting is to improve campus communication and coordination of priorities among UMR's various academies.

C. PROVOST'S REPORT – This report was presented by Provost Y.T. Shah.
   1. Provost Shah distributed a handout outlining the progress in the four academic areas.
      a. Enrollment Management: (Fall enrollment is up).
      b. Research: Proposal submissions through the end of July total $18.2 million. Proposals Awarded through Research Centers through August totaled $9.88 million.
      c. In Undergraduate and Graduate Studies CERTI is being established. A focus of the center is student Retention.
      d. Global: There has been a 35% growth in distance education
   2. Provost Shah stated there would be a committee run by the faculty to perform an audit of academic degree programs. This will be a complete self-examination of programs. The Provost indicated a need for realignment of some Academic Programs.
   3. Information technology is moving forward. The main objective is to improve the service on campus.

2   REPORTS OF STANDING AND SPECIAL COMMITTEES
    A. CURRICULA – This report was presented by Richard Hall

       1. There was a motion and second to approve the DC Forms described in the attachment to the agenda. The motion passed.
       2. There was a motion and second to approve the CC Forms described in the attachment to the agenda. The motion passed.

B. AD HOC BY LAWS COMMITTEE- This report was presented by Lenn Koederitz

In the General Faculty meeting last May, the General Faculty approved the changes to the By Laws. These were submitted to the board of Curators, but after review by legal council, additional changes were recommended to bring the revised bylaws in compliance with FERPA and the state sunshine laws. After discussion between the UM System legal office and Lenn Koederitz, it was pointed out that the current By Laws were also not in compliance. It was then suggested that the proposed committee structure be adopted but that further review of the By Laws continue prior to their submission to the Board of Curators. A meeting was scheduled for Tuesday, Sept. 23 between Lenn Koederitz and the UM system attorney that will hopefully resolve this issue.

C. COMPUTER POLICY– This report was presented by Barbara Hale

1. This committee is now known as IT (Information Technology). It will advise the CIO and the Provost regarding IT issues on campus.
2. Faculty/ staff were evaluated and moved to where they were most needed. There were some changes in salary involved.
3. IT is proposing to merge IT and the library.
4. To have a successful IT plan, the faculty have to buy into the plan.

3 UNFINISHED BUSINESS AND OLD BUSINESS

A. POSTPONED ITEMS- A motion to adopt the Guidelines for Dropping Students presented at the June meeting was placed back on the floor for discussion.
1. Harvest Collier proposed several wording changes. A motion to amend the wording of the guidelines as proposed by Dr. Collier was made and seconded. It was approved after a brief discussion.
2. There was a motion and second to change the wording of the original motion to "accept" the guidelines rather than to "adopt" them. The motion passed.
3. There was a motion and a second to refer the Guidelines as amended to a Committee. The motion passed.

B. ACTION ITEMS

4 NEW BUSINESS AND ANNOUNCEMENTS

A. STAFF COUNCIL-Barb Robinson
She expressed concern regarding concealed weapons on campus. As a fund raising activity, Staff Council will be selling Krispy Kreame doughnuts.
B. STUDENT COUNCIL – Roger Terry
Julia Roseman is taking over for Mark Ebel.
Proposed the possibility of implementing a new ID card system

Enhancing school spirit by painting shamrocks near I-44
C. COUNCIL OF GRADUATE STUDENTS - No report submitted.
D. ANNOUNCEMENTS-Academic Council Committee Elections—Lenn Koederitz

Ballots were passed out to voting committee members. The ballots were handed in at the end of the meeting.
E. REFERRALS-None

There was a motion and second to adjourn the meeting. The motion passed at 2:55 P.M.

Respectfully submitted,

Robert Schwartz, Secretary
(Electronically submitted, 10/3/03 – 7:30 a.m.)

*Minutes of the Academic Council are considered official notification and documentation of actions approved.

PROVOST REPORT
ACADEMIC COUNCIL
SEPTEMBER 18, 2003

ENROLLMENT MANAGEMENT

ENROLLMENT MANAGEMENT UPDATE

Fall Enrollment: 5,442   **3.9% Enrollment increase over fall 2002**
                                    11.8% Enrollment increase over fall 2001
885 First-time Freshmen, largest class since 1985.
Official figures will be available after September 23.
Total enrollment, including off-schedule students, should exceed 5500 by
December 1.

PeopleSoft 8.0 Student Records and Financials Module to go "Live" at end of December
Training schedule for faculty and staff is being prepared for November.
Very important for all fall semester grades to be turned in on-time after final exams.

OPEN HOUSE for prospective students: Saturday, October 18 & Saturday, November 18

2003-04 Catalogs are distributed: Copies can be obtained in the Registrar's Office

47 Students are using the new faculty/staff dependent 50% tuition benefit program at UMR this semester.

IMPORTANT CHANGE: To adjust for the budget reductions, UMR will be joining the other UM campuses in discontinuing the printing of the semester schedule of classes. Class listings are available online from the Registrar's homepage. Courtesy printouts will be posted in designated campus locations.

UNIVERSITY OF MISSOURI-ROLLA

University of Missouri - Rolla
Enrollment Statistics
Fall Semester 2003
September 16, 2003

	FS 2001	FS 2002	FS 2003	Change	
On Campus:					
Close of Registration	4,414	4,776	4,877	101	2.1%
End of First Week	4,521	4,835	4,954	119	2.5%
End of Second Week	4,564	4,845	4,979	134	2.8%
End of Third Week	4,566	4,846	4,975	129	2.7%
End of Fourth Week	4,575	4,848			
Engineering Education Center:					
Close of Registration	71	85	83	-2	-2.4%
End of First Week	71	90	87	-3	-3.3%
End of Second Week	75	90	85	-5	-5.6%
End of Third Week	74	88	85	-3	-3.4%
End of Fourth Week	73	88			
Distance Education:					
Close of Registration	196	265	327	62	23.4%
End of First Week	196	287	363	76	26.5%
End of Second Week	222	304	364	60	19.7%
End of Third Week	229	302	382	80	26.5%
End of Fourth Week	235	304			
TOTAL:					
Close of Registration	4,681	5,126	5,287	161	3.1%
End of First Week	4,788	5,212	5,404	192	3.6%
End of Second Week	4,861	5,239	5,428	189	3.6%
End of Third Week	4,869	5,236	5,442	206	3.9%
End of Fourth Week	4,883	5,240			

UNIVERSITY OF MISSOURI-ROLLA
ENROLLMENT GRID

SEPTEMBER 16, 2003 - FALL

END OF THIRD WEEK

	FR M	FR F	SO M	SO F	JR M	JR F	SR M	SR F	TOTAL UG	MAST M	MAST F	DOCT M	DOCT F	TOTAL GRAD	TOTAL MALE	TOTAL FEMALE	TOTAL	YEAR AGO
									ROLLA CAMPUS									
A&S UND	19	14	16	11	7	3	11	7	88	0	0	0	0	0	53	35	88	112
BIO SC	13	25	5	18	2	20	11	25	119	8	5	0	0	13	39	93	132	98
CHEM	8	4	4	6	4	7	11	8	52	8	3	38	14	63	73	42	115	111
CP SC	71	5	63	7	56	7	92	5	306	54	19	10	3	86	346	46	392	400
ENGL	1	5	2	4	4	7	3	16	42	0	0	0	0	0	10	32	42	43
HIST	4	7	6	5	10	8	19	10	69	0	0	0	0	0	39	30	69	66
MATH	1	6	10	7	3	5	9	17	58	6	8	12	2	28	41	45	86	67
PHIL	0	0	1	0	0	0	0	1	2	0	0	0	0	0	1	1	2	4
PHYS	11	0	11	2	5	1	9	2	41	5	0	12	5	22	53	10	63	62
PSYCH	4	12	1	8	3	17	4	17	66	0	0	0	0	0	12	54	66	51
A&S	132	78	119	68	94	75	169	108	843	81	35	72	24	212	667	388	1055	1014
AERO E	1	1	23	7	35	4	39	10	120	14	3	1	1	19	113	26	139	113
ARCH E	0	0	9	4	19	3	10	13	58	0	0	0	0	0	38	20	58	30
CHEM E	0	0	15	13	28	12	41	26	135	16	2	13	2	33	113	55	168	168
CIV E	3	0	37	7	47	6	109	28	237	38	10	28	6	82	262	57	319	322
COMP E	0	0	21	0	50	3	81	7	162	31	3	8	2	44	191	15	206	225
ELEC E	0	2	39	6	67	6	160	20	300	77	24	45	6	152	388	64	452	470
E MGT	0	0	13	6	19	12	78	36	164	53	10	17	8	88	180	72	252	268
E MECH	0	0	0	0	0	0	0	0	0	5	0	4	1	10	9	1	10	7
ENGR UND	2	0	6	0	4	1	4	1	18	0	0	0	0	0	16	2	18	21
ENVR E	0	0	0	1	0	1	0	0	2	7	7	0	0	14	7	9	16	9
MANF E	0	0	0	0	0	0	0	0	0	27	3	0	0	30	27	3	30	38
MECH E	1	0	64	6	106	7	184	25	393	69	10	30	6	115	454	54	508	502
SYS E	0	0	0	0	0	0	0	0	0	1	0	0	0	1	1	0	1	4
FR ENGR	579	106	173	32	19	2	7	2	920	0	0	0	0	0	778	142	920	871
ENGR	586	109	400	82	394	57	713	168	2509	338	72	146	32	588	2577	520	3097	3048
BUS&MS	14	6	13	10	22	10	15	7	97	0	0	0	0	0	64	33	97	45
ECON	1	1	1	1	5	2	4	4	19	0	0	0	0	0	11	8	19	28
IS&T	8	5	10	2	12	3	12	2	54	17	13	0	0	30	59	25	84	38
MGT SYS	0	0	0	0	2	0	9	3	14	0	0	0	0	0	11	3	14	72
M&IS UND	1	0	4	1	6	2	3	0	17	0	0	0	0	0	14	3	17	18
M&IS	24	12	28	14	47	17	43	16	201	17	13	0	0	30	159	72	231	201
CER E	0	0	9	1	4	4	14	7	39	9	6	10	4	29	46	22	68	75
GEOL E	0	0	1	2	6	2	14	6	31	9	5	2	2	18	32	17	49	55
GEO & GP	5	4	6	5	10	5	13	6	54	3	5	8	4	20	45	29	74	82
MET E	1	0	10	3	11	4	22	7	58	11	2	14	4	31	69	20	89	94
M&M UND	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1	0	1	1
MIN E	1	1	10	1	9	1	20	4	47	3	0	5	0	8	48	7	55	57
NUCL E	2	0	11	2	8	3	14	4	44	5	4	0	0	9	40	13	53	45
PETR E	1	0	2	0	5	0	6	2	16	8	2	1	0	11	23	4	27	27
FR ENGR	65	16	18	6	1	0	2	0	108	0	0	0	0	0	86	22	108	83
M&M	75	21	67	20	54	19	106	36	398	48	24	40	14	126	390	134	524	519
NON DG	12	13	4	1	0	0	8	10	48	18	2	0	0	20	42	26	68	64
CAMPUS TOTAL	829	233	618	185	589	168	1039	338	3999	502	146	258	70	976	3835	1140	4975	4846
									ST. LOUIS ENGINEERING EDUCATION CENTER									
AERO E	0	0	0	0	0	0	0	0	0	2	0	0	0	2	2	0	2	2
CIV E	0	0	0	0	0	0	0	0	0	19	7	0	0	26	19	7	26	24
COMP E	0	0	0	0	0	0	0	0	0	2	0	0	0	2	2	0	2	2
CP SC	0	0	0	0	0	0	0	0	0	4	0	0	0	4	4	0	4	5
ELEC E	0	0	0	0	0	0	0	0	0	7	1	0	0	8	7	1	8	7
E MGT	0	0	0	0	0	0	0	0	0	10	10	1	0	21	11	10	21	23
E MECH	0	0	0	0	0	0	0	0	0	1	0	0	0	1	1	0	1	2
IS&T	0	0	0	0	0	0	0	0	0	5	0	0	0	5	5	0	5	2
MANF E	0	0	0	0	0	0	0	0	0	3	0	0	0	3	3	0	3	2
MECH E	0	0	0	0	0	0	0	0	0	3	1	0	0	4	3	1	4	5
NON DG	0	0	0	0	0	0	3	0	3	4	2	0	0	6	7	2	9	14
EEC TOTAL	0	0	0	0	0	0	3	0	3	60	21	1	0	82	64	21	85	88
									DISTANCE EDUCATION									
CIV E	0	0	0	0	0	0	0	0	0	16	1	0	0	17	16	1	17	19
CP SC	0	0	0	0	0	0	0	0	0	1	0	0	0	1	1	0	1	0
ELEC E	0	0	0	0	0	0	0	0	0	1	0	0	0	1	1	0	1	0
E MGT	0	0	0	0	0	0	0	0	0	62	13	4	0	79	66	13	79	81
ENVR E	0	0	0	0	0	0	0	0	0	2	2	0	0	4	2	2	4	2
GEOL E	0	0	0	0	0	0	0	0	0	3	1	0	0	4	3	1	4	6
GEO & GP	0	0	0	0	0	0	0	0	0	8	3	0	0	11	8	3	11	12
MATH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
MIN E	0	0	0	0	0	0	0	0	0	15	1	0	0	16	15	1	16	14
SYS E	0	0	0	0	0	0	0	0	0	87	14	0	0	101	87	14	101	113
NON DG	9	18	24	17	0	0	28	3	99	37	12	0	0	49	98	50	148	54
DISTANCE TOTAL	9	18	24	17	0	0	28	3	99	232	47	4	0	283	297	85	382	302
UMR TOTAL	838	251	642	202	589	168	1070	341	4101	794	214	263	70	1341	4196	1246	5442	5236

NOTE:
80	CO-OP students are included in the campus total	72 included one year ago
885	First-time freshmen are included in the campus total	813 included one year ago
280	New transfer students are included in the campus total	261 included one year ago
336	New graduate students are included in the UMR total	313 included one year ago
41	CDIS students are included in the distance total	n/a included one year ago

RESEARCH

- Proposals submitted through July total $18.2 M. This reflects a 9.1% decline in proposal submissions from FY 03.

- Proposals awarded through August total $9.88 M. This reflects a 44.8% increase compared to FY 03.

UMR

Proposals Submitted during FY 03-04

	Jul-03	Aug-03	Sep-03	Oct-03	Nov-03	Dec-03	Jan-04	Feb-04	Mar-04	Apr-04	May-04	Jun-04	Totals
Biol. Sci.	196,979	0											196,979
Chem.	725,890	171,000											896,890
Comp. Sci.	804,878	37,939											842,817
Engl.	0	0											0
Hist./PS	0	0											0
Math/Stat	50,234	0											50,234
Phil.	0	0											0
Phys. *		168,686											168,686
Psych.	0	0											0
A&S Totals:	1,777,981	377,625	0	0	0	0	0	0	0	0	0	0	2,155,606
Ceramic Engr.	488,799	186,153											674,952
Geol & Petr. Engr.	1,376,997	149,214											1,526,211
Geol. / Geophys.	180,959	18,120											199,079
Metallurgical Engr.	224,012	108,050											332,062
Mining Engr.	652,250	814,865											1,467,115
Nuclear Engr.	0	35,000											35,000
SOMM Totals:	2,923,017	1,311,402	0	0	0	0	0	0	0	0	0	0	4,234,419
Basic Engr.	1,314,886	0											1,314,886
Chemical Engr.	856,009	0											856,009
Civil Engr.	1,788,368	1,387,693											3,176,061
ECE	2,208,090	100,279											2,308,369
Engr. Mgt.	108,442	63,420											171,862
MAEM	1,385,049	831,071											2,216,120
SOE Totals	7,660,844	2,382,463	0	0	0	0	0	0	0	0	0	0	10,043,307
Econ. & Finance	0												0
Business Admin.	1,147,950												
Info Sci. & Tech.	74,992	29,899											
SMIS	1,222,942	29,899	0	0	0	0	0	0	0	0	0	0	1,252,841
Enrollment Mgt													
International Affairs													
Minority Affairs													
Engr. Ed. Center													
RPDC	518,875												
KUMR													
Grand Totals:	14,103,659	4,101,389	0	0	0	0	0	0	0	0	0	0	18,205,048

Through July: -9.1% compared to FY 03: $20.0M

Total: $18.2 M

Proposals Awarded during FY 03-04

	Jul-03	Aug-03	Sep-03	Oct-03	Nov-03	Dec-03	Jan-04	Feb-04	Mar-04	Apr-04	May-04	Jun-04	Totals
Biol. Sci.	470,931	138,253											609,184
Chem.	10,438	1,548,200											1,558,638
Comp. Sci.	0	114,464											114,464
Engl.	0	0											0
Hist./PS	0	0											0
Math/Stat	0	104,240											104,240
Phil.	0	440											440
Phys.	0	1,247,139											1,247,139
Psych.	0	0	0	0	0	0	0	0	0				0
A&S Totals:	481,369	3,152,736	0	0	0	0	0	0	0	0	0	0	3,634,105
Ceramic Engr.	439,504	234,564											674,068
Geol & Petr. Engr.	0	293,940											293,940
Geol. / Geophys.	0	70,536											70,536
Metallurgical Engr.	55,000	142,750											197,750
Mining Engr.	0	59,740											59,740
Nuclear Engr.	0	84,520											84,520
SOMM Totals:	494,504	886,050	0	0	0	0	0	0	0	0	0	0	1,380,554
Basic Engr.	172,705	12,000											184,705
Chemical Engr.	0	0											0
Civil Engr.	214,112	1,224,312											1,438,424
ECE	10,000	656,690											666,690
Engr. Mgt.	67,000	142,669											209,669
MAEM	482,907	744,361											1,227,268
SOE Totals	946,724	2,780,032	0	0	0	0	0	0	0	0	0	0	3,726,756
Econ. & Finance	0												0
Business Admin.	1,043,436												
Info Sci. & Tech.	0												
SMIS	1,043,436	0	0	0	0	0	0	0	0	0	0	0	1,043,436
Enrollment Mgt													
International Affairs													
Minority Affairs		9,000											
Engr. Ed. Center													
RPDC	82,100												
KUMR													
Grand Totals:	3,048,133	6,827,818	0	0	0	0	0	0	0	0	0	0	9,875,951

Through August: +44.8% compared to FY 03: $6.82 M

Total: $9.88 M

UNDERGRADUATE AND GRADUATE STUDIES

- Planning for CERTI

CERTI Focus-Team Established

Carl Burns – Collaborative Learning
Doug Carroll – Experiential Learning
Mike Hilgers – Technology Assisted Learning
Harvest Collier – Educational Research

The CERTI is well on its way to being established and the campus should look forward to a unique opportunity to participate in activities that will enhance UMR.

- Advising Program Development

  Three components for UMR's advising program are being developed:

- Advisor Evaluation
  (Needs to occur first. The Advisor Evaluation component has been referred to the Personnel Committee of the Academic Council)

- Advisor Recognition Component

- Advising Strategies Info Sharing

UMR GLOBAL

Report to Academic Council on September 25, 2003

- **SEVIS Activity**

  The International Affairs Office has continued its efforts to inform the campus community of the SEVIS requirements. These requirements are still changing, although they are more stable than they were six months ago. The patience and effort being put forth by the academic departments and their respective dean's offices has contributed greatly to a relatively smooth implementation of the SEVIS regulations.

  A letter has been sent to each of the deans requesting suggestions on how to best continue this process with a minimum of imposition yet insuring that critical information is disseminated. Attached to this report is a very brief summary of Basic SEVIS Requirements showing a few examples of the events that can trigger a SEVIS report.

  Dropping classes is of particular concern as students can unknowingly change their program and place themselves "out of status" with SEVIS. These regulations require that students and their advisors exercise caution when making course and degree program changes in order to stay in compliance with the SEVIS. International Affairs and the Registrar's office are considering a process that will permit a review of all drops prior to their final implementation to insure that both the department and student involved are fully aware of the consequences of the action being taken.

  The length of time allowed to complete a degree is another issue that must be addressed by all international students and the departments in which they are enrolled. UMR is conducting a study to determine the average length of time required within the different departments at UMR. It is our hope that these actual times (which are longer than the stated catalog times) will be allowed by SEVIS.

  As always, the International Affairs office is ready to assist the departments as they deal with these and other SEVIS issues.

- **Distance Courses – PDH Non credit**

  UMR plans to start offering Professional Development courses in October. A wide variety of courses have been developed by the academic units and can be viewed at http://campus.umr.edu/dce. Faculty are encouraged to contact the Distance and Continuing Education Office for information on how to develop additional courses in their specialty area. PDH courses represent a great opportunity to earn extra income for the author and the author's department.

- **Distance Courses -- Credit Courses**
  The growth in credit course offerings continues as indicated in the graph below showing the number of sections offered this semester at an all time high. The shaded area at the top of each bar on the graph represents the number of courses being received by UMR from other locations. An example would be the nursing program being broadcast throughout the UM System.

UMR VCC distance class sections
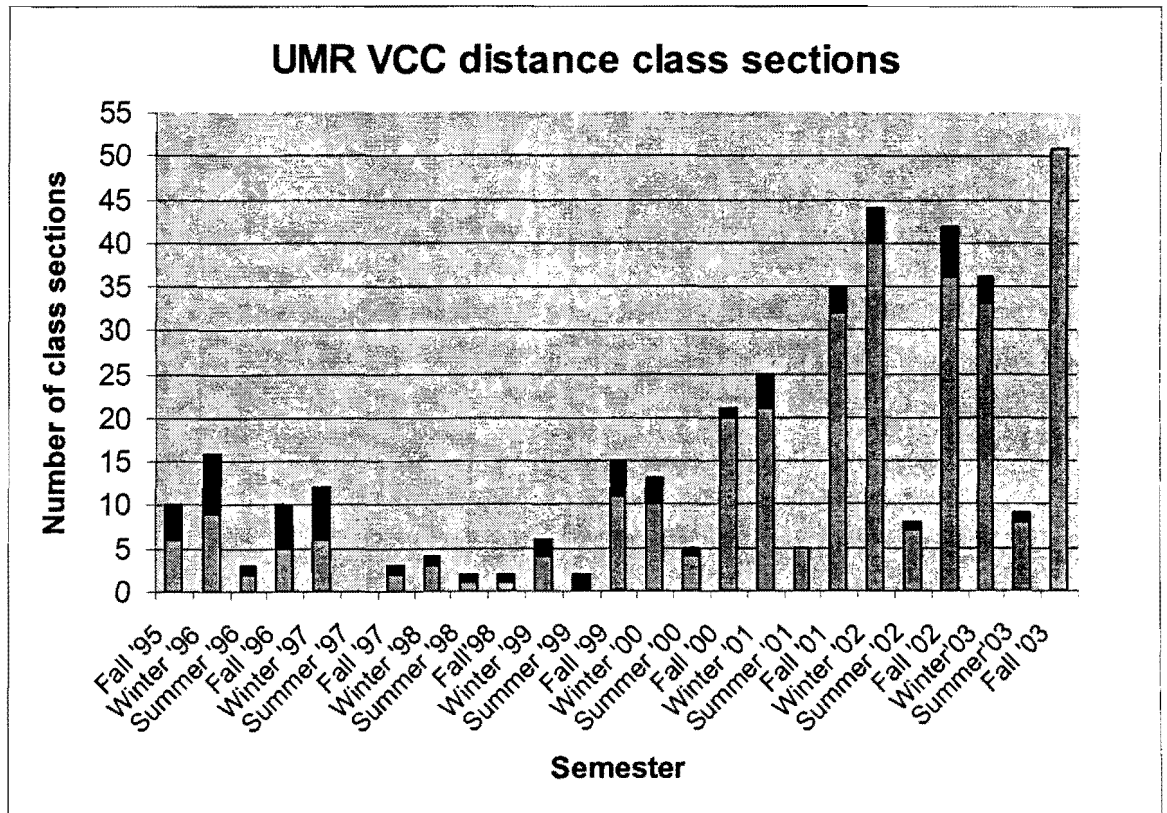
Brief Summary of Basic SEVIS Requirements for International Students

1. UMR is required to **monitor over 20 different events** on each international student and send a daily report to INS anytime there is a change that has the potential of impacting the immigration status of the student. The list of these events may change, however, Item 2 below gives a sample.
2. **Examples** of events that must be reported to SEVIS are:
   - Degree level
   - Academic major
   - Funding level
   - Graduation, transfer to another institution or dropping out of school
   - Dropping a course, if it removes student from full time status (12 hours for undergraduates and 9 hours for graduates and hearer courses do not normally count) Note: SEVIS waiver is possible but must be obtained prior to enrollment.
   - Address change of either the local or foreign address (both are mandatory reports to the UMR Registrar's Office and a Post Office Box is not allowed as an address)

3. Students must abide by the UMR's stated **length of time to complete degree.** Students that go beyond this time are allowed to petition for an additional one semester extension. The first petition will probably be granted, the second might, but the third will most likely be denied.
4. Applications for **Optional Practical Training** must be made prior to the Thesis defense date or graduation date if no thesis is involved. In the past, this could be done 60 days after graduation.
5. **Dependents of students** with F-2 visas must apply for F-1 status if they intend to take courses toward a degree.
6. **Progress toward the degree** must be at an appropriate level.

INFORMATION TECHNOLOGY

Email Stability
- Unscheduled Microsoft Exchange related outages have been reduced to 7 in the 1st 6 months of 2003; down from 32 in the same period prior year.
- Exchange is now handling over 3 million e-mails per month.
- Dual virus scanning engines have improved detection and disinfection.
- Over 10,300 e-mails per hour were disinfected during the SoBig virus attack.
- Network load balancing has been added to provide fault tolerant HTTP, SMTP, POP and IMAP services.
- Improved critical patch maintenance and reporting has been deployed.
- Capacity increase to improve performance is planned for September 2003.
- Evaluating Unity Unified Messaging on the Exchange E-mail system in partnership with Cisco & SBC.
- Evaluating and testing upgrade paths to Windows 2003 and Exchange 2003.

Information Security
- A security position has been created to identify and address security issues that threaten campus computing environment.
- More secure password guidelines have been established.
- Impact of DCOM/RPC vulnerability was minimized.
- Established a Systems Upgrade Server (SUS) to provide updates and defend against future virus problems.
- Limited impact of SoBig.f worm on the campus computing environment.
- Scope document for information security project near completion.
- Vulnerability assessment conducted on the campus data center.
- Full risk assessment of the data center to be conducted in September.
- System Security Audit Policy drafted for review.

Consolidation of Multiple Web Environments – Unified Web Presence
- Project team established and project plan created.
- Project sponsor meetings conducted.
- External firm engaged to conduct requirements gathering and provide recommendations.

Network Access Stability – Unauthorized Equipment
- Draft project plan completed.
- Past failures relating to this issue have been identified and documented.

Inventory and Registration of Application Software
- Application team formed and project plan drafted.
- Base inventory of applications under development by department.
- Initial estimates show in excess of 600 distinct applications campus wide.

Off-Site Servers and Back-up
- Back-up facility established across campus to support critical servers with additional networking, UPS, rack space, console and monitoring facilities.
- Disk based backup servers for enterprise data have been relocated to alternate site in support of disaster recovery.
- Critical replicated servers have been relocated to alternate site and are also available in the Computer Science Data Center.
- Relocated critical services have been tested and proven during the recent city wide power outage. Those services allowed hourly payroll to be completed when the campus was without power.

Operating Issues
- Information Technology Solution Center established.
- Draft Service Level definitions created.
- Draft prioritization of services defined.
- Trouble ticket escalation procedures defined.
- Categories of currently supported hardware and software defined.
- Developed first pass time commitments for initial customer contact.
- Primary and secondary support contacts for each department being defined.
- Ticket assignment process has been automated.
- Monitoring progress on active trouble tickets has been established.
- Tickets are being categorized for trending analysis.
- Developing automated customer satisfaction surveys.
- Supplementing Helpdesk with full-time staff.
- Reviewing current staffing models to more effectively support customer needs.

Power Stability/Heating Ventilation and Cooling (HVAC) in Data Center
- Planning under way for installation of updated HVAC and electrical generation services into the telecommunications center in G9 Parker Hall.
- Planning under way for construction of new data center facilities in 102 Computer Science.
- Consulting engineering firm has been engaged (via physical facilities) to provide a proposal by the first week in October.
- The engineering and architectural plans for the proposal are to be completed by early November.
- Construction is targeted to begin in late December.

Telephony Services Strategy
- Capacity study for new campus facilities (Havener/Res. College) has been completed.
- Lab testing for initial IP telephony has been completed to include Call Manager, IP phones, and network switching infrastructure.
- Product assessments and development of capabilities matrix for IP products & services are under way with Cisco, SBC, and Sprint.
- Project plan drafted to include the first four phases of telephony implementation.
- Updating campus network maps in preparation for use in analyzing and determining appropriate hardware requirements for first two phases of telephony implementation.

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Memo To: Academic Council
From: UMR Campus Curriculum Committee Meeting
RE: August 19 & September 4, 2003 Meeting

The UMR Campus Curricula Committee recommends to the Academic Council that the curriculum changes and degree proposals on the following DC forms be approved.

Approved DC forms:
DC 0080, School of Engineering, Chemical & Biological Engineering. Proposed change to the Biochemical Emphasis program approved effective Fall 2004.

DC 0081, School of Mines & Metallurgy, Mining Engineering. Proposed change to the BS in Mining Engineering curriculum by changing Met Eng 241 to Min Eng 241 and Met Eng 242 to Min Eng 242 approved effective Fall 2004.

The UMR Campus Curricula Committee recommends to the Academic Council that the course changes on the following CC forms be approved.

Approved CC forms:
CC 5667, IST 011, Introduction to Management & Information Systems II. The following changes are approved for Winter 2004.
Catalog Description – Proposed: As a continuation of IST 010, this course presents an overview of information systems in a variety of economics, business, management, and information technology contexts. Discussion will center around examples from industry and the course will include speakers from the private sector who represent different MIS applications.
Co-listing – Adding Econ 011

CC 5668, Business 011, Introduction to Management & Information Systems II. The following changes are approved for Winter 2004.
Catalog Description – Proposed: As a continuation of IST 010, this course presents an overview of information systems in a variety of economics, business, management, and information technology contexts. Discussion will center around examples from industry and the course will include speakers from the private sector who represent different MIS applications.
Co-listing – Adding Econ 011

CC 5669, Economics 011, Introduction to Management and Information Systems II. New course approved for Winter 2004.
Catalog Description: As a continuation of IST 010, this course presents an overview of information systems in a variety of economics, business, management, and information technology contexts. Discussion will center around examples from

an equal opportunity institution

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UNIVERSITY OF MISSOURI-ROLLA

industry and the course will include speakers from the private sector who represent different economic applications.
Credit Hours: 1 hour Lecture
Prerequisites: None
Co-listing: BUS 011, IST 011

CC 5679, Nuclear Engineering 315, Space Nuclear Power and Propulsion. The following changes are approved for Winter 2004.
Prerequisites – Present: Math 204, Mc Eng 219
　　　　　　Proposed: Math 204, and Mc Eng 219 or Nu Eng 319

CC 5680, Nuclear Engineering 221, Reactor Fluid Mechanics. The following changes are approved for Winter 2004.
Prerequisites – Present: Mc Eng 219
　　　　　　Proposed: Preceded or accompanied by Nu Eng 205

CC 5681, Mining Engineering 326, Surface Mining Methods and Equipment. The following changes are approved for Winter 2004.
Prerequisites – Present: Min Eng 003, Mi Eng 221, Coreq. Mi Eng 231
　　　　　　Proposed: Mi Eng 215, Coreq. Mi Eng 231

CC 5682, Mining Engineering 403, Optimization Applications in Mining I. New course approved for Winter 2004.
Catalog Description: Mining applications of deterministric optimization techniques are covered, including linear, integer, mixed-integer, dynamic, unconstrained and contrained nonlinear, and heuristic programming.
Credit Hours: 3 hour Lecture
Prerequisites: Graduate Standing

CC 5683, Chemical Engineering 266, Bioreactor Laboratory. The following changes are approved for Winter 2004.
Catalog Description – Proposed: Introduction to the unit operations involved with the production of biochemicals. The experiments emphasize the isolation of proteins and enzymes from tissue and bacteria cells.
Prerequisites – Present: Preceded or accompanied by ChE 265
　　　　　　Proposed: Preceded or accompanied by ChE 365

CC 5684, Chemical Engineering 265, Biochemical Reactors. The following changes are approved for Winter 2004.
Course Number – Proposed: 365
Catalog Description – Proposed: Application of chemical engineering principles to biochemical reactors, and human physiology. Emphasis on cells as chemical reactors, enzyme catalysis and biological transport phenomena.

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Prerequisites – Present: Ch Eng 263
       Proposed: Ch Eng 263 or Ch Eng 235 or Graduate Standing

CC 5685, Ceramic Engineering 416, Composite Materials. New course approved for Winter 2004.
Catalog Description: The objective of this course is to give the students and understanding of the processing, design, and mechanical behavior of composite materials. The course will treat both fiber reinforced and laminate-based composites with an emphasis on the macromechanical behavior of these composites with respect to their architecture.
Credit Hours: 3 hour Lecture
Prerequisites: Graduate Standing

CC 5686, Architectural Engineering 300, Special Problems. New course approved for Winter 2004.
Catalog Description: (Variable) Problems or readings on specific subjects or projects in the department. Consent of instructor required.
Credit Hours: Variable

CC 5687, Architectural Engineering 390, Undergraduate Research. New course approved for Winter 2004.
Catalog Description: (Variable) Designed for the undergraduate student who wishes to engage in research. Not for graduate credit. Not more than six (6) credit hours allowed for graduation credit. Subject and credit to be arranged by instructor.
Credit Hours: Variable

CC 5688, Computer Science 304, Data Base Systems. The following changes are approved for Winter 2004.
Course Title – Proposed: Database Systems
Catalog Description – Present: Fundamental concepts of data base including a history of development, definition of terms, functional requirements of complex data structures, data base administrator functions, privacy-confidentiality issues, and future directions. Case studies are coordinated with a detailed examination of several commercially available systems.
       Proposed: This course introduces the advanced database concepts of normalization and functional dependencies, transaction models, concurrency and locking, timestamping, serializability, recovery techniques, and query planning and optimization. Students will participate in programming projects. The course assumes students have an introductory course in database systems.

CC 5689, Computer Science 483, Computer Security. New course approved for Winter 2004.

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Catalog Description: The course presents various vulnerabilities and threats to information in cyberspace and the principles and techniques for preventing and detecting threats, and recovering from attacks. The course deals with various aspects and layers of security: data-level, network-level, system-level, and application-level security.
Credit Hours: 3 hour Lecture
Prerequisites: CS 285, CS 355

CC 5690, Computer Science 486, Mobile and Sensor Data Management. New course approved for Winter 2004.
Catalog Description: Architectures of mobile computing systems; Mobile-IP support in mobile computing systems; location data management, Broadcasting and indexing, replication control; caching, fault tolerance and reliability of mobile systems; adhoc and sensor routing schemes, key management.
Credit Hours: 3 hour Lecture
Prerequisites: CS 284, CS 285

CC 5691, English 393, Advanced Writing for Science and Engineering II. New course approved for Winter 2004.
Catalog Description: This course--second in a series--focuses on writing for publication, from the initial proposal and query to the final product. Students will work on the materials they have underway with their advisers and/or research colleagues.
Credit Hours: 2 hour Lecture
Prerequisites: English 160 and 260, or graduate standing.

CC 5692, Electrical Engineering 372, and Computer Engineering 372, Signal Integrity in High-Speed Digital & Mixed Signal Design. New courses approved for Winter 2004.
Catalog Description: Signal integrity ensures signals transmitted over a propagation path maintain sufficient fidelity for proper receiver operation. Compromised signal integrity is often associated with parasitics (e.g. unintentional inductance, capacitance). Theory and CAD tools used for signal integrity analysis of functioning designs.
Credit Hours: 3 hour Lecture
Prerequisites: EE 271 or CpE 213, and Senior standing.
Co-Listing: CpE 372 (Creates new course)

CC 5693, Engineering Management 382, Methods of Industrial Engineering. The following changes are approved for Fall 2004.
Course Title – Proposed: Introduction to Operations Research
Catalog Description – Present: Topics to be covered will include the types of problems frequently encountered by industrial engineers, their impact on the management of an industrial concern, and an exposure to the industrial engineering techniques available to solve problems.

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Proposed: Mathematical methods for modeling and analyzing industrial systems, topics including linear programming, transportation models, and network models.

Credit Hours – Present: Lecture: 2 Lab: 1 Total: 3
Proposed: Lecture: 3 Lab: 0 Total: 3

CC 5694, Engineering Management 480, Investment. New course approved for Fall 2004.

Catalog Description: This course provides an introduction to the theory and practice of investment. Topics will include: the financial markets, trading of securities, stocks, bonds, options, mutual funds, investment banking, interest rates, risk and return, market efficiency, the capital asset pricing model, equity valuation, financial statement analysis, and technical analysis.

Credit Hours: 3 hour Lecture
Prerequisites: EMGT 208 or equivalent

CC 5695, Engineering Management 481, Financial Engineering. New course approved for Winter 2004.

Catalog Description: This course provides an introduction to the theory and practice of financial engineering. Emphasis will be on the securities and and techniques used for the management of financial risk. Topics include portfolio theory and selection; bonds and fixed income securities; and the use of financial derivative products, such as options, futures, forwards, and swaps.

Credit Hours: 3 hour Lecture
Prerequisites: EMGT 480

CC 5696, IST 231, Computer Components and Operation. The following changes are approved for Winter 2004.

Course Title – Proposed: Computing Internals and Operating Systems

Catalog Description – Proposed: Design-oriented introduction to computer components and operation. Standard codes; number systems; base conversions; computer arithmetic; Boolean algebra; operating system components including memory management, device management, and I/O management; and related issues are covered.

CC 5697, Mining Engineering 241, Principles of Mineral Processing. New course approved for Winter 2004.

Catalog Description: Introduction to the principles of mineral processing including mineral resources; particle comminution, classification, separation and dewatering; flowsheet and equipment design.

Credit Hours: 2 hour Lecture
Prerequisites: None

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CC 5698, Mining Engineering 242, Mineral Processing Laboratory. New course approved for Winter 2004.
Catalog Description: An introductory laboratory to provide instruction in sampling, classification, comminution, mineral separation and dewatering.
Credit Hours: 1 hour Lab
Prerequisites: Accompanied or preceded by Mi Eng 241

CC 5699, Metallurgical Engineering 241, Principles of Mineral Processing. Course deletion approved for Winter 2004.

CC 5700, Metallurgical Engineering 242, Mineral Processing Laboratory. Course deletion approved for Winter 2004.

CC 5701, Metallurgical Engineering 365, Microfabrication Materials and Processes. New course approved for Winter 2004.
Catalog Description: An overview course on the materials and processes used to fabricate integrated circuits, microelectromechanical systems (MEMS), interconnect substrates and other microelectronic components from starting material to final product. The emphasis will be on the influence of structure and processing on the electrical, mechanical, thermal, and optical properties.
Credit Hours: 3 hour Lecture
Prerequisites: Chem 1 or equivalent; Senior or Graduate Standing.

For the information of the Academic Council, the following EC forms have been Submitted by the University departments for an experimental course that will be offered in the near future.

Approved EC's:
EC 1419, Biology 301, Freshwater Ecology, approved effective Winter 2004.
Description: The ecology of steams, lakes, and wetlands. The course will cover the physical and chemical characteristics of freshwater environments, the diversity of life in freshwaters, biogeochemical processes, and threats to freshwater systems.
Credit Hours: 3 hour Lecture
Prerequisites: BIOL 251

EC 1420, Biology 401, Advanced Freshwater Ecology, approved effective Winter 2004.
Course Description: The ecology of steams, lakes, and wetlands. The course will cover the physical and chemical characteristics of freshwater environments, the diversity of life in freshwaters, biogeochemical processes, and threats to freshwater systems. Assignments and examinations will be of an advanced nature suitable for graduate students.
Credit Hours: 3 hour Lecture
Prerequisites: Graduate Standing

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EC 1431, Education 301, Leading With Reading, approved effective Fall 2003.
Course Description: Students will investigate scientific research based
programs/strategies to be used to teach children to read. Students will focus on
the scientific principles of effective strategies and the five components of a
research based reading program. Participants will practice and develop strategies
to be implanted for their grade level. MAP reading and writing practices will be
modeled and created.
Credit Hours: 2 hour Lecture
Prerequisites: Graduate Standing

EC 1454, English 301, Southern Women Writers, approved effective Winter 2004.
Course Description: A survey of literature and film by Southern women writers, which
may include such writers as Katherine Anne Porter, Eudora Welty, Flannery
O'Connor, Gloria Naylor, and Julie Dash. Students will write papers and give
presentations as part of their assignments. (This course will be taught by Anne
Goodwyn Jones, the Maxwell Weiner Professor in Humanities for this semester.)
Credit Hours: 3 hour Lecture
Prerequisites: English 20 and one semester of college literature.

EC 1455, Mining Engineering 301, Advanced Mine Health and Safety, approved
effective Fall 2003.
Course Description: A detailed study of health and safety principles, practices, analyses,
regulations, issues, and technology in the mining industry.
Credit Hours: 3 hour Lecture
Prerequisites: Mining Engineering 151

EC 1456, Education 301, Teaching Special Needs Student in the General Classroom,
approved effective Fall 2003.
Course Description: Meeting the educational needs of all students, including those with
significant learning and behavior problems, has become a priority for schools
across the nation. This class will focus on identifying, understanding and making
appropriate accommodations for special education students.
Credit Hours: 2 hour Lecture
Prerequisites: Graduate Standing

EC 1457, Metallurgical Engineering 401, Advanced Materials by Microstructural Design,
approved effective Fall 2004.
Course Description: The course will introduce the basics of microstructural principles
that can be used to design advanced materials. This course will help students learn
about the basic principles and microstructural design approaches. Graduate
students will be required to write a 'thought experiment' term paper.
Credit Hours: 2 hour Lecture

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Prerequisites: Graduate standing, MET 217 or equivalent

EC 1458, History 301, The United States in Vietnam, approved effective Winter 2004.
Course Description: Through lecture, film and readings, this course examines the American experience in the Vietnam War. The course covers the causes and consequences of the war as well as its effect on those who fought and on American society as a whole. There is a special emphasis on the realities of combat and the war's impact on individual Americans.
Credit Hours: 3 hour Lecture
Prerequisites: History 176

EC 1459, History 301, American Diplomatic History Since World War II, approved effective Winter 2004.
Course Description: American Diplomatic History Since WWII will address the major issues in American foreign policy from WWII to the present. Its primary focus is on the Cold War and the post-Cold War problems the U.S. has faced as the world's dominant military and economic power.
Credit Hours: 3 hour Lecture
Prerequisites: History 176 or Political Science 90

EC 1460, History 301, History of the American Pacific West, approved effective Winter 2004.
Course Description: This course examines United States expansion into the Pacific as an extension of 19th century Manifest Destiny. Emphasizing American Pacific possessions, the course includes a historical, political, geographical, and cultural look at the islands from 1800 to the present.
Credit Hours: 3 hour Lecture
Prerequisites: History 112 or History 175 or History 176

EC 1461, Engineering Management 401, Network-Centric Systems Architecting and Engineering, approved effective Fall 2003.
Course Description: Network-centric systems comprises a diverse category of large and complex systems whose primary purpose is providing network-type services. Network-centric systems are also frequently collaborative systems, that is systems built on the partially voluntary and uncontrolled interaction of complex elements. This course addresses the intersection between network engineering and the needs of systems architecting and engineering.
Credit Hours: 3 hour Lecture
Prerequisites: Emgt 368 and Emgt 469

EC 1462, IST 401, Research Methods in Human Computer Interaction, approved effective Winter 2004.

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Course Description: This course covers methods and tools used to assess the impact of information technology systems on users. The course will cover experimental and usability testing methods; quantitative and qualitative measurement and analysis approaches; and laboratory and remote testing technologies. In addition, the course will cover methods for review of literature and preparation of written reports.
Credit Hours: Lecture: 1.5 Lab: 1.5 Total: 3
Prerequisites: IST 355 or PSYCH 314

EC 1463, Business 301, Managerial Accounting, approved effective Winter 2004.
Course Description: Emphasizes internal use of accounting information in establishing plans and objectives, controlling operations, and making decisions involved with management of an enterprise (the determination of costs relevant to a specific purpose, whether inventory valuation, control of current operation, or special decisions).
Credit Hours: Lecture: 2 Lab: 1 Total: 3
Prerequisites: Business 120

EC 1464, Business 301, New Product Development, approved effective Winter 2004.
Course Description: Analytic, decision-making, and planning concepts and tools available to product managers from a marketing perspective. New product policy and development, organizational issues, and product modification and deletion. Practical training in design and testing of new products.
Credit Hours: 3 hour Lecture
Prerequisites: Business 240 or Eng Mg 251

EC 1465, Education 301, Math Strategies to Increase Learning, approved effective Fall 2003.
Course Description: This one hour graduate course consisting of three one-day training sessions with assigned follow up work, will investigate a variety of $4^{th} - 9^{th}$ grade mathematic problem solving strategies, explore some low-cost, easily implemented brain-compatible mathematics resources, and look at instructional activities and assessments.
Credit Hours: 1 hour Lecture
Prerequisites: Graduate Standing

EC 1466, Physics 301, Astrophysical Concepts, approved effective Winter 2004.
Course Description: A comprehensive course in modern astrophysics. Topics include: Earth and sky, planetary science, stellar structure and evolution, galaxies, and structure and evolution of the universe. The course includes hands-on computer simulation and telescope use. Course may not be used as 300-level elective for B.S. in Physics.
Credit Hours: 3 hour Lecture

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Prerequisites: None

EC 1467, Psychology 301, Psychology of Leadership in Organizations, approved effective Winter 2004.
Course Description: This course will examine the characteristics of effective versus ineffective leadership. Topics will include theories of leadership, measurement issues, leader-member relationships, charismatic leadership, small group leadership, and strategic leadership in organizations. Practical guidelines for developing leadership skills will be discussed.
Credit Hours: 3 hour Lecture
Prerequisites: Psych 50

EC 1468, English 301, Advanced Writing for Science and Engineering III, approved effective Winter 2004.
Course Description: This course--third in a sequence of three--will focus on writing the thesis or dissertation, with emphasis placed on assisting students at the point of .the process to which they have progressed.
Credit Hours: 2 hour Lecture
Prerequisites: Graduate standing, or English 160 and English 260

EC 1469, Electrical Engineering 401, Stochastic Signal Analysis II, approved effective Winter 2004.
Course Description: A continuation of El Eng 344, with emphasis upon continuous-time stochastic signals, multi-dimensional signals, Wiener and matched filters, LMS equalization, non-linear systems with random inputs, spectral estimation and Markov chains.
Credit Hours: 3 hour Lecture
Prerequisites: El Eng 344

EC 1470, Ceramic Engineering 401, Ferroelectric Ceramics, approved effective Winter 2004.
Course Description: This course will explore various advanced aspects of ferroelectric ceramics. Topics that will be covered will include: Landau Ginzburg Devonshire theory, thermodynamic basis of the Heckman diagram, ferroelectric soft mode theory, intrinsic and extrinsic behavior, and domain energetics.
Credit Hours: 3 hour Lecture
Prerequisites: Cer 284

J. Keith Nisbett, Chair
UMR Campus Curricula Committee

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Academic Council
Rules, Procedure & Agenda Committee

2003-2004 Meeting Dates

Academic Council
September 18, 2003
October 16, 2003
November 20, 2003
January 22, 2004
February 19, 2004
April 15, 2004
June 17, 2004

RP&A
September 4, 2003
October 2, 2003
November 6, 2003
January 8, 2004
February 5, 2004
April 1, 2004
June 3, 2004

General Faculty
September 2, 2003
December 2, 2003
May 4, 2004

UMR Policy for

Joint Appointments
of Tenure Track Faculty

Joint Appointment Committee

Wayne Huebner
Arlan DeKock
Lenn Koederitz
Ekk Sinn
Keith Stanek

December 2003

Contents

1.0   JOINT APPOINTMENTS[*]

UMR is committed to encouraging, facilitating and rewarding interdisciplinary educational and scholarly activities. A joint appointment furthers this commitment by providing greater program flexibility, enhancing intellectual stimulation, and broadening insights into matters under faculty investigation and research. The creation of joint appointments requires agreement by all involved department chairs and deans, and the decision becomes final upon the approval by the Provost.

In all joint appointments one department is designated as primary and the other as secondary. The FTE split and designation of primary department is made at the time of the initial joint appointment with the agreement of the relevant department chairs and deans. This designation is important, as the primary department is responsible for initiating and documenting all reviews (section 4.0), and is also where tenure will reside. The faculty's FTE is split into agreed percentages between the primary and secondary departments, with the primary department maintaining at least 50% of the FTE. If the distribution is 50:50, the choice of primary department shall be agreed upon by the relevant chairmen and deans. At any given time, a joint appointment has a salary distribution commitment that may lie anywhere between 50-50% and 100-0% inclusive. The actual split will depend upon expectations for teaching, research and service duties (section 2.0), and may be redefined if deemed necessary later on.

Joint appointments for untenured and non-tenure-track faculty on term appointments are normally for the duration of the appointment; for tenured faculty the joint nature of the appointment should normally be without limit of time. Similarly, for non-tenure line faculty on continuing terms of appointment, the joint nature of the appointment should normally be for a continuing term.

While it is anticipated that most joint appointments will arise as a result of new faculty positions, existing faculty are also encouraged to seek joint appointments where appropriate. This would necessitate funds transfer from one department to another corresponding to the %FTE split. A faculty member on a joint appointment may not hold two different academic ranks, even if there are different levels of experience and proficiency in terms of his/her activities in the two departments of which he/she is a member. A faculty member can list both departments as their affiliation if so desired.

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[*] *The provisions and language of this document are formulated for appointments involving two departments; but they are to be regarded as applying, with the obvious required changes, to appointments involving more than two departments.*

2.0   SCHOOL/COLLEGE/DEPARTMENT AFFILIATIONS AND EXPECTATIONS

The terms of affiliation of the jointly appointed faculty member must be stated with utmost clarity. In all cases, it is the responsibility of the two departments to clearly address all the pertinent questions identified in the sample agreement and any others deemed necessary to facilitate the joint appointment. Issues not addressed in the agreement will be governed solely by the rules of the primary department. In order to make a joint appointment an attractive proposition, there should be no duplication of requirements for the jointly appointed faculty. Responsibilities required of the jointly appointed faculty should be clearly defined, and it should be consistent with the workload of any regularly appointed faculty member. Equity, fairness and ethical leadership is required. The reporting structure should be set up to enable the faculty to report to one department, with input from the participating/cooperating department, at any given time and assignment. It is inappropriate and inherently unfair to the faculty to have more than one (primary) reporting line. Recommendations regarding the teaching, research and service missions follow:

2.1   Teaching

The two department chairs and the joint appointee must reach an agreement on the teaching load for the first few years of the appointment. Some reduction in teaching assignment during the first few years may be needed to allow time for the new faculty member to develop materials for courses being taught for the first time, and to develop a research program (funding, graduate students, publications, etc.).

Two types of appointments may be treated quite differently: an appointment where the percentage in each department is roughly equal vs. an appointment where one of the departments has a predominant percentage of the appointment. In the former case, it is expected that the number of courses taught / SCH's generated in each department by the joint appointee would be roughly the same. Certainly, the contribution made to each department by the joint appointee in the areas of research and service could justify some disparity between the teaching loads in the two departments. For instance, if the joint appointee had several graduate students in one department and none in the other department, a lower teaching load in the department with the heavy graduate student involvement could be justified. In case of a predominant percentage of appointment in one department, the bulk of the joint appointee's teaching load would be in that department. In some cases, the joint appointee may teach one course per year in the secondary department or the joint appointee may teach some courses co-listed in the primary and secondary departments. As in the case of the appointee with nearly equal percentages, an appointee with a predominant percentage in one department should have his/her teaching load continually reviewed in the light of research and service contributions to the two departments.

Credit for SCH's generated will stay with the department where the course is listed. It is anticipated that many joint appointments will be created for the purpose of facilitating research opportunities; hence it is likely and encouraged that faculty have 490 courses listed in both primary and secondary departments.

2.2 Research

Joint appointees will be expected to establish an active program of research or scholarship funded at a level consistent with the expectations of the tenure and non-tenure departments. These expectations must be clearly defined by the respective chairpersons prior to making the initial appointment, and should take into account the FTE percentage split between the departments. The Research section of the "UMR Faculty Workload Policy" describes guiding principles for release time associated with research and scholarly activity, and should be used by the chairpersons to help define expectations of a joint appointee.

Credit for research productivity indicators including proposals submitted, proposals awarded, and research expenditures will be given to the tenure and non-tenure departments of the joint appointee in proportion to their percentage appointment. The sponsored research incentive (SRI) distribution will also be split to the departments and deans according to the same percentage.

For proposal submissions the chairman and dean of the primary department shall have principal signatory authority. For research programs that require cost sharing (funds, academic release) from the secondary department, additional signatures of the corresponding chairman and dean are required. Normally budget oversight of an award shall reside in the primary department, although this may also be set up in the secondary department if so desired.

Joint appointees may be the principal advisor for graduate students in either academic home. However, individual graduate students shall have a single home department, and follow all the rules and policies of this department.

The space needs of a joint appointee shall be primarily taken care of by the primary department. Opportunities may warrant that additional or shared space be assigned to a joint appointee in the secondary department.

2.3 Service

Service contributions would normally be tracked in the primary department, but may be allocated based on the appointment to both departments. In no case should the service workload exceed that of a full-time faculty member. Committee assignments will normally occur through the primary department unless otherwise specified. Joint appointees are expected to attend meetings in the primary department and division, and it is recommended that appointees also attend some departmental meetings of the secondary department. Voting rights should be granted in the primary department and may be granted in the secondary department. In all cases, meeting attendance, voting rights and service expectations should be defined in writing prior to the joint appointment.

3.0   CANDIDATE SELECTION PROCESS

A joint search committee with equitable representation from the participating departments should be appointed by the department chairs in consultation with the Deans of the Schools/Colleges in which the candidate will serve should be convened.

3.1   Advertisement/Posting of joint appointment vacancies

The chairman of the department proposing the joint appointment is responsible for preparing the position description, in conjunction with the chair of the cooperating department. Both units involved in administering the joint position should agree on the substance and format of the posting, where the ad will be placed, and how expenses incurred during the search process will be paid. The advertisement should clearly state that the position is a joint appointment between the participating departments. The appropriate Dean(s) should sign off on the posting.

3.2   Interview processes/procedures

The interview process and procedures should be pre-determined and agreed upon by all concerned Departments/Schools/Colleges. More time should be allocated for the interview given that more than one unit in the University will be involved. Faculty from the units involved in the joint position must evaluate candidates. Expectations of the candidate must be clearly stated during the interview.

3.3   Offer Letter

The offer letter and all subsequent personnel actions require the consent of the involved academic unit(s), and are subject to the normal review requirements appropriate to the action. Initial appointment letters should be issued consistent with the existing procedures as outlined in the attached Offer Letter template. All start-up package commitments contained in the offer letter must be previously authorized in a separate document by the administrators furnishing the funds. One offer letter should be issued, signed off by departmental chairs and Deans of the participating Schools/Colleges.

4.0 EVALUATION PROCEDURES

4.1 Annual Reviews

The process for conducting regular evaluation procedures should be as agreed upon by the participating departments. The primary department should take the lead in developing such procedures, with input from the secondary unit. The evaluation procedures must reflect the realities of the reporting structure, assignments given, organizational expectations, and the faculty talents, duties and responsibilities. During these reviews it may become apparent that the %FTE split needs to be re-negotiated, including the termination of a joint appointment arrangement. Changes need to be initiated by the department chairs, with approval by the dean(s) and Provost.

4.2 Promotion and Tenure

The most problematic aspect of joint faculty appointments concerns reappointment, promotion, and tenure decisions. Even the most carefully drawn provisions will not prevent a participating department from comparing its expectations regarding performance of faculty members exclusively committed to it with those relating to joint appointees, to the potential detriment of the latter. Clearly defined expectations, monitoring and evaluation are paramount here. The primary department must coordinate and manage the process to generate and track the necessary documentation for the dossier, and be responsible for obtaining the necessary recommendations from the secondary department(s) for onward transmission to the final decision points. This is true for the third year review as well as promotion and/or tenure cases.

For promotion and tenure of faculty holding joint appointments, the following process is to be used. Its purpose includes preventing a situation in which one department votes positively and the other negatively on a promotion and/or tenure decision. The primary department/school carries out the full review, although it is expected that faculty from the secondary department will be members of the departmental review committee. The primary department votes on the reappointment or promotion, and, if the vote is positive, forwards the recommendation to the primary School Dean. If the primary school dean recommends the reappointment or promotion, then the secondary Department/School votes on whether to continue the joint appointment. If the secondary department and school recommend in favor of continuing the joint appointment, the file is forwarded to the Provost as a joint appointment. If the secondary department and/or school decide against continuing the joint appointment, the recommendation goes forward to the Provost as a full-time appointment in the primary department. Except in the case of promotion from tenured associate professor to professor, if the primary department recommends negatively, it is expected that the individual's faculty appointment will end.

However, the secondary department, at its discretion and if the necessary resources are available, may undertake a full evaluation process. If the result is positive, and if the reappointment or promotion subsequently receives final University approval, the appointment becomes full time in the previously secondary department.

4.3   Post Tenure Review

The post-tenure review process for the jointly appointed faculty shall follow the same process as that for any regularly appointed faculty with the exception that the faculty may elect to select their reviewers from any combination of the participating units, but the member selected by the department should come from the department in which the faculty member holds primary appointment. The primary department must coordinate and manage the process to generate and track the necessary documentation, and be responsible for obtaining the necessary endorsements form the secondary department(s) for onward transmission to the final decision points. A single format satisfactory to all departments involved should be used. The faculty must be very aware of these processes. The primary department should use their format, again, with input from the secondary department.

5.0   OTHER CONSIDERATIONS

5.1   Space

Faculty holding joint appointments are not entitled to more than one office, although certainly space needed to advise students, have established office hours, perform research etc. should be provided to ensure the faculty member has a "presence" in both departments. Geographical distance can be a problem.

5.2   Altered / Vacated Positions

When a joint appointment is created the funds associated with the position reside in both the primary and secondary departments, the relative amount of which corresponds to the %FTE split.   A desired change in the %FTE split may involve the transfer of funds between departments at the discretion of the Provost..   In the event of a departure due to resignation or retirement, the funds associated with the joint appointment will be transferred to the Provost's office.

*School of*_____

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January 10, 200x

Mr. _____

_____ _____

_____ _____

Dear Mr. _____ :

     We are pleased to offer you a full-time (1.0 FTE) appointment as an Assistant Professor at the University of Missouri-Rolla. This position is a joint appointment with the department of _____ (xx%) and department of _____ (yy%). The position being offered is a nine-month regular, tenure track appointment. Your tenure will be within the _____ Department. The initial term of such appointment will commence on September 1, 200x and continue through May 31, 200y. Your duties will begin on August 25 as classes start on that date. This offer is, of course, contingent upon the completion of your Ph.D. You will be provided ___ months summer support during the year 200x and ___ months summer support during 200y at the rate of 10% per month of your nine month salary. This support is for the purpose of proposal writing and/or course development. You will also be provided funding for a ___ FTE graduate research assistant through May 200x and at least $_____ per year for travel to professional meetings and conferences through May 200x. A state-of-the-art desktop computer equivalent to other departmental computers (**cost not to exceed $_____**) will also be provided. The university will make available the following to support your research; _____ .
The departments will restrict your teaching load to _____ per semester for the first two semesters.

     Your annual base salary during the initial term will be $_____ . The University will reimburse you and your spouse or pay directly, the actual cost of reimbursable moving expenses associated with your move from _____ , to Rolla up to $_____ .

     If you accept this offered employment, your appointment will be subject to all rules, orders and regulations of the Board of Curators, including the Academic Tenure regulations which can be found at www.umr.edu/~ac-afrs/faculty.html. During each year of your probationary period, which under the Academic Tenure regulations may not exceed a total of six

(6) years, you will be expected to engage in teaching, scholarly activities including research proposal grant submissions and service.

During your employment at the University of Missouri-Rolla, you will be eligible to participate in all of the fringe benefit plans, such as medical, dental, life insurance, disability, retirement, etc., in accordance with the provisions thereof, which are available to all full-time University employees. Details of these fringe benefits can be found at www.umr.edu/~hrsinfo/benefits.html. Please note that you must sign up with our Human Resource Services office before your benefits become effective; you may do this prior to the start of your employment.

We are delighted that you are going to join the Departments _____ and _____ at UMR as a tenure track faculty member and are looking forward to working with you. To indicate your formal acceptance of the offered appointment on the terms described above, please sign this letter on the line indicated below and also sign the employment notification form on the indicated line. Return the signed letter and appointment notification form to Human Resource Services at 1202 North Bishop, Rolla MO 65409-1050 by _____. Also send a copy of these documents to the School of _____ at the address on the letterhead.

We are looking forward to your positive response. Please call 573-341-xxxx if you have questions.

Sincerely yours,

_____
Primary Dept Chair
Professor and Chair
_____ Department

_____
Secondary Dept Chair
Professor and Chair
_____ Department

_____
Primary Dean
Dean, School of_____

_____
Secondary Dean (if appropriate)
Dean, School of _____

I accept the above offer.

_____
Signed   Date