1-1-2003

Faculty Senate Minutes 2002 - 2003

Missouri University of Science and Technology Faculty Senate

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TO: Richard Miller, Chair, PLA
Len Koederitz, President, Academic Council

FROM: Lance Haynes

SUBJECT: Curriculum Review Processes

After reading the recent e-mail exchanges between Professors Cohen and Swenson on the subject of the curriculum approval process (copies available on request), I have grown concerned. The UMR Faculty Bylaws explicitly assign responsibility for curricula to the faculty at each level. Even a cursory reading of our bylaws shows that the academic shape and integrity of each unit is the responsibility and prerogative of the faculty.

The supposition that faculty are responsible for curricula and administration for structure is based on a false dichotomy: structure and curricula are not divisible. Changes in the structure of academic units affect curricula and vice-versa. If changes in either are to succeed, due deliberation and consultation among all affected parties in order to create consensus must occur.

When I came to UMR in the 1980s, college and campus curriculum committees were considered the most important and prestigious committees of the faculty, and rightly so. Their members met monthly to weigh and consider issues of disciplinary overlap, of the academic merit and curricular impact of new courses, of changes to existing degree programs, and, most certainly, of new degree program proposals.

The reasons such importance is assigned to the committees' function are obvious. We tenured faculty have committed our academic careers to this campus and changes in the nature of our academic programs can be as profound as a change in one's family, the birth of a new child, or the loss of a spouse. Although the vast majority of such changes are not so deep or wide in scope, the featured importance of curricular responsibilities in the bylaws testifies that, occasionally, curricular changes are of the utmost gravity.

During the 1990s, the CAS Curriculum committee waned in importance. The calm, collegial, and consultative nature of the administration during that decade offered little reason for concern. Indeed, as a member and officer of the Academic Council during that time, I carefully read each CC-1 and EC-1 and rarely noted anything remarkable enough to question.
Recently, however, a growing number of initiatives seek to radically alter campus academic structure and curricula. The move to create a new school and to move an entire department from CAS to that school, although now a fait accompli, should have been taken through the curriculum approval process because the departure of Economics from CAS profoundly changes the appearance and strength of the college. I was pleased to learn that the Academic Council has taken steps to ensure future changes of this type are carefully scrutinized. In light of the Cohen-Swenson exchange, however, I want to urge that more be done.

First, Dick, I would like to ask you to raise the issue of the CAS curriculum committee's membership and procedures with the CAS department chairs. An approval process that provides only a brief time for faculty review of proposals, does not provide for regular meetings, and assumes approval by default, is most unwise in an era when attempts to radically change the college are rife. Indeed, it is my understanding that the current highly-abbreviated procedures are themselves the product of an abbreviated, default-based, approval process. This suggests that faculty have carried the unconcerned attitude of the 1990s over into the current era. I hope that department chairs will discuss the issue of curriculum approval within their departments and consider whether or not, in these times, it is wise to have any but our most senior and experienced faculty on the Curriculum Committee. There are apt to be weighty issues ahead and our wisest minds should be engaged. Membership on committees can, of course, often be changed simply by collegial assent.

Second, Lenn, I urge you and the RP&A Committee to conduct a review of department, college, and campus curriculum approval processes. The Academic Council, of necessity, relies heavily on the recommendations of its standing committees and the process by which these committees reach their recommendations is of great importance. Although such processes may be, ultimately, the prerogatives of the respective colleges and departments, our faculty deliberations are--one hopes--collegial ones. With this in mind, a review of these processes should be welcomed by all concerned, and any ensuing recommendations would no doubt be equally welcomed. This procedure would, at the very least, renew the faculty's awareness of our curricular responsibilities.

In conclusion, I was troubled to read the current advertisement for a new Chair of the English Department. In this ad, the statement is made that "the name of the department will be changed to English and Technical Communication when the new degree is approved (emphasis mine)." The assumption that a new degree will be approved strikes me as premature and misleading--but it also may indicate the degree to which the faculty's responsibility to determine the campus curricula has been discounted by the current administration.

I urge you both to act swiftly and aggressively to further address this situation.

cc. Dean Lutz, Professors Cohen and Swenson
Student Conduct Committee Survey

An unofficial survey taken at the May 2002 Academic Council meeting resulted in an indication among that body that "academic dishonesty" was an increasing problem on the UMR campus. The Student Conduct Committee believes that a more official faculty survey should be conducted to determine if the Committee should consider the matter in-depth. Your input on this issue would be appreciated. Please answer the following questions, then accordion fold and drop in campus mail by February 7.

1. Which of these types of academic dishonesty have you observed in your classes at UMR?
   - Copying homework
   - Loading equations/information on calculators when it is prohibited
   - Plagiarism
   - Cheating during examinations
   - Other

2. How many students in your classes do you strongly suspect commit academic dishonesty?
   - All
   - Most
   - Many
   - Some
   - Few
   - None

3. How many incidents of academic dishonesty have you identified in the last 3 years?

4. Of the incidents you identified in question 3, how many of these did you report to the Provost's Office?
   - All
   - Most
   - Less than half
   - None
   - Not aware of Provost's reporting process

5. Do you perceive that there is an increasing amount of academic dishonesty on the UMR campus?
   - Yes
   - No

6. How serious is the problem of academic dishonesty on the UMR campus?
   - Very serious
   - Serious
   - Somewhat serious
   - Not very serious
   - Not a problem

7. Any additional comments and/or suggestions?

Please fold and place in campus mail. Thanks!
# Student Conduct Committee Survey

## Which of these types of academic dishonesty have you observed in your classes at UMR?

<table>
<thead>
<tr>
<th>Copying homework</th>
<th>Loading Info</th>
<th>Plagiarism</th>
<th>Cheating</th>
<th>Other</th>
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</table>

## How many students in your classes do you strongly suspect commit academic dishonesty?

<table>
<thead>
<tr>
<th>All</th>
<th>Most</th>
<th>Many</th>
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<th>None</th>
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## How many incidents of academic dishonest have you identified in the last 3 years?

<table>
<thead>
<tr>
<th>Total</th>
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<tbody>
<tr>
<td>2</td>
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</table>

## Of the incidents you identified in question 3, how many of these did you report to the Provost's Office?

<table>
<thead>
<tr>
<th>All</th>
<th>Most</th>
<th>Less than half</th>
<th>None</th>
<th>Not aware</th>
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<tbody>
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## Do you perceive that there is an increasing amount of academic dishonesty on the UMR campus?

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<thead>
<tr>
<th>Yes</th>
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</table>

## How serious is the problem of academic dishonesty on the UMR campus?

<table>
<thead>
<tr>
<th>Very serious</th>
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<tbody>
<tr>
<td>4</td>
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</table>
### Student Conduct Committee Survey

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<table>
<thead>
<tr>
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#### Do you perceive that there is an increasing amount of academic dishonesty on the UMR campus?

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## Student Conduct Committee Survey

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<td>0 1 2 3 4 5</td>
</tr>
</tbody>
</table>

How many students in your classes do you strongly suspect commit academic dishonesty?

<table>
<thead>
<tr>
<th>All</th>
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</table>

How many incidents of academic dishonesty have you identified in the last 3 years?

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<table>
<thead>
<tr>
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Do you perceive that there is an increasing amount of academic dishonesty on the UMR campus?

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<tr>
<th>Yes</th>
<th>No</th>
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<tbody>
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<td>a b d g h i j k l m o r + v + y z</td>
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How serious is the problem of academic dishonesty on the UMR campus?

<table>
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<tr>
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<td>a r y</td>
</tr>
</tbody>
</table>
**Student Conduct Committee Survey**

Which of these types of academic dishonesty have you observed in your classes at UMR?

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<tbody>
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</tbody>
</table>

How many students in your classes do you strongly suspect commit academic dishonesty?

<table>
<thead>
<tr>
<th>All</th>
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</table>

How many incidents of academic dishonesty have you identified in the last 3 years?

| 4-5 | 3-4 | 2-0 | 0-0 | 4 | 10-11 | 0-2 | 12 | 3 | 0 | 10-12 | 3* |

How many of these did you report to the Provost’s Office?

<table>
<thead>
<tr>
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<table>
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<tr>
<th>Yes</th>
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</thead>
<tbody>
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How serious is the problem of academic dishonesty on the UMR campus?

<table>
<thead>
<tr>
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<th>Somewhat serious</th>
<th>Not very serious</th>
<th>Not a problem</th>
</tr>
</thead>
<tbody>
<tr>
<td>m y</td>
<td>ac1nqR+w</td>
<td>bd</td>
<td>15 z</td>
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### Student Conduct Committee Survey

**Which of these types of academic dishonesty have you observed in your classes at UMR?**

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<td>b</td>
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<tr>
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**How many students in your classes do you strongly suspect commit academic dishonesty?**

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<td>0</td>
<td>5</td>
<td>0</td>
<td>2</td>
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</tbody>
</table>

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**How many incidents of academic dishonesty have you identified in the last 3 years?**

2 4 4 5 2
Of the incidents you identified in question 3, how many of these did you report to the Provost's Office?

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<thead>
<tr>
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<td>3</td>
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Do you perceive that there is an increasing amount of academic dishonesty on the UMR campus?

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How serious is the problem of academic dishonesty on the UMR campus?

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Nov. 5, 2002

Memo To: Academic Council
From: Jerry Cohen
Chairman, Academic Council’s Tenure Committee
Subject: Tenure Committee Report

Together with this memo I am submitting the final draft of the Tenure Committee’s report.

In Feb. 2002 the Academic Council referred several items to Tenure Committee, and after lengthy discussions (primarily by e-mail, in which responses were shared with all members of the committee), our report was completed in May 2002.

I had also told Harry Eisenman, then Chair of the Campus Promotion and Tenure Committee, that input from his committee would be welcome. After due consideration, his committee agreed with most of the document prepared by the Tenure Committee but also suggested three revisions. With the school year coming to a close, there was no time for the Tenure Committee to consider the input from the Promotion/Tenure Committee, and both reports were simply forwarded to the Academic Council.

In June 2002 the Academic Council referred the matter back to the two committees with the request that we try to reconcile the few differences. After further consideration this fall, this task is now complete. Specifically:

1) Stimulated by the P/T Committee’s concern on the joint appointment issue, the Tenure Committee did some new brainstorming and approved an important new addition to the section on that issue; the first three items of this section remain the same, but then an item #4 is added:

4) The Tenure Committee strongly recommends that every joint appointee at UMR be assigned a primary department, with the faculty’s salary from that department constituting more than 50% of his/her total UMR salary. This is essential to permit a single, major department to make the final decision on promotion and tenure matters for the joint-appointee.
This recommendation avoids the most serious pitfalls inherent in a split-allegiance situation and those in the P/T Committee’s suggestion (since withdrawn) that P/T cases of joint-appointees be “prepared and overseen by the Dean and Provost”; the preparation and oversight should rest with the department, as occurs for all other faculty.

By way of clarification, Robert Laudon (present chair, Campus P/T Committee) sent me the following helpful follow-up memo concerning preparation and oversight:

“I sent your message on to the promotion & Tenure Committee, and I got a couple of responses... Walt Eversman and I discussed the committee’s recommendation regarding joint appointments, and it is our opinion that the P&T recommendation was only making a guideline recommendation and that it was really up to the Tenure Committee to finalize the procedure. In making its recommendation, it was not the intent of the P&T Committee to bypass the department(s), but rather to have the Dean or Provost initiate and organize the process in order to make certain that each department was not depending on the other to get it done. But departments certainly need to be involved.”

2) Recommendation #2 of the P/T Committee is acceptable and now incorporated into the Tenure Committee’s report. With regard to the appeal process, the P/T Committee recommended amending item #2 to include the italicized wording:

2) If a candidate is denied tenure or promotion at any step of the tenure/promotion process, including the appeal process, the administrator issuing the denial shall provide the candidate a written statement giving the reasons for this decision.

3) Recommendation #3 of the P/T Committee is clearly not acceptable to the Tenure Committee and has therefore not been incorporated into our report. The P/T Committee recommendation had been to add the italicized wording to item #4 of the Midterm Review section:

4) Following current practice, the Midterm Tenure Review Committee shall first meet with the candidate to discuss the dossier and shall then prepare a letter to the candidate about it. The task of reviewing the letter with the candidate shall be carried out by the Chair, although other administrators may participate if they wish. This letter shall be
part of the candidate's promotion and tenure dossier at the time the candidate is considered for tenure and/or promotion.

The recommendation runs counter to a strong sentiment in the Tenure Committee’s discussions that the midterm review process not become any more formal than necessary (hence our strong recommendation that the evaluation be “in house,” i.e. with no outside letters of evaluation). The midterm review should remain advisory as much as possible, with all the formalities of a full-fledged evaluation process awaiting the tenure/promotion decision three years later. The inclusion of the midterm review letter in the tenure/promotion dossier would raise the formality level. It would move the midterm process further away from its intended advisory role to a preliminary stage in the tenure/promotion process itself.

Hence the decision to keep the midterm review letter out of the promotion/tenure dossier.

****

I extend thanks to all members of both committees who participated in the discussions; the issues submitted to us are very important to all concerned. And if in the future the Campus Promotion/Tenure Committee has suggestions or insight about how the P/T rules may be improved, please pass those suggestions along to the Tenure Committee (via the president of the Academic Council). If any p/t problems exist, the P/T Committee members are no doubt among the first on campus to become aware of them.
REPORT OF THE ACADEMIC COUNCIL’S TENURE COMMITTEE ON MATTERS REFERRED TO IT, WINTER SEMESTER 2002

(This Tenure Committee is not the same as the College or Campus tenure/promotion committees)

Nov. 5, 2002, slightly revised from the May 5, 2002 report

Jerry Cohen, Chair

Several issues have been referred to the Tenure Committee by the Provost after conferring with Ralph Wilkerson (Academic Council President):
1) answering questions concerning joint appointments;
2) assigning representatives from Management-and-Information Systems to the campus tenure/promotion committee;
3) revising the appeal procedure in tenure/promotion cases;
4) codifying the rules for midterm tenure review;
5) ensuring the inclusion of women/minorities in the campus tenure/promotion committee

JOINT APPOINTMENTS

At a 2/21/02 meeting of the Tenure Committee the following items were discussed, stimulated by comments of the Provost to the Chair (at that time, Nick Tsoufanidis) in a meeting between the two:

1) Should faculty with joint appointments receive their salary from a single department or from both departments in which they are employed? The Committee decided that the salary should come from both departments, with the salary split in proportion to the percentage numbers of the appointment. A faculty member receiving no salary from one of the departments would have less incentive to spend time working for that department; and its chair would have less authority to demand the faculty member’s time than the department providing all the salary.

2) The Provost suggested, and the Committee agrees, that no tenure will be given by a research center.

3) The Provost suggested that promotion and tenure be decided by the major department, with input from all units involved. The Committee agreed in principle, adding that the specifics of the process must be written in a document
that will be made available to the faculty member, Chair, Director, Dean.

4) The Tenure Committee strongly recommends that every joint appointee at UMR be assigned a primary department, with the faculty member’s appointment within that department constituting more than 50% of his/her total UMR appointment. This is essential to permit a single, major department to make the final decision on promotion and tenure matters for the joint-appointee.

ASSIGNING REPRESENTATIVES FROM MANAGEMENT-AND-INFORMATION SYSTEMS TO THE CAMPUS TENURE/PROMOTION COMMITTEE

Each College has two representatives on the Campus Tenure/Promotion Committee (plus one from the Academic Council). Even though MIS does not yet have sufficient faculty to participate in this committee, the Provost asked that a rule be written anticipating increased faculty.

After some consideration, a two-part rule for MIS was approved by the Committee:

1) MIS may have one representative on the campus t/p committee as soon as one is available; i.e., the representative must be a tenured faculty member who is not being considered for tenure or promotion in the academic year in which he/she is serving on the campus t/p committee.

2) MIS will be entitled to a second representative on that committee as soon as MIS has at least 20 FTE.

REVISING THE APPEAL PROCEDURE IN TENURE/PROMOTION CASES

The UMR Tenure Committee was requested to clarify the existing regulations pertaining to the appeal procedure in tenure/promotion cases. Harry Eisenman, chairman of the Campus Tenure/Promotion Committee, attended our meeting on Feb. 21 and reported that the present regulations leave at least some rejected candidates unclear about just how to proceed.

The Tenure Committee, with a faculty representative from every UMR department, is called upon when rules pertaining to tenure/promotion need to be reviewed or when the administration wishes to remove a faculty member’s tenure. Only the first of these two responsibilities pertains in the present case.
The Tenure Committee engaged in several weeks of discussion, primarily by e-mails, and I am now submitting the proposed revision which emerged from that discussion--approved by a vote of 18-0 (four members did not vote).

1) Anyone coming up for tenure or promotion shall be given a copy of the appeals rules upon submission of his/her dossier. The candidate’s chairperson is responsible for this step.

2) If a candidate is denied tenure or promotion at any step of the t/p process, including the appeal process, the administrator issuing the denial shall provide the candidate a written statement giving the reason(s) for this decision.

3) A candidate wishing to appeal should submit a written rebuttal to the next higher administrative authority over the one issuing the denial. If turned down by the departmental chair, the candidate appeals to his/her dean; if turned down by that dean, the candidate appeals to the provost; if turned down by the provost, the appeal goes to the Chancellor. The candidate shall retain the right to carry the appeal forward all the way to the Chancellor, even if turned down one or more times at a lower administrative level.

4) If the candidate appeals to his/her dean, the dean shall refer the case to his/her college t/p committee. This committee, upon considering the case, shall vote on whether to recommend to the dean that the appeal be approved. The committee shall then provide the dean a written statement giving the result of the vote and the reason(s) for the decision. This document becomes part of the official record and will be shared with the candidate.

5) If the candidate appeals to the provost, the provost shall refer the case to the campus t/p committee. This committee, upon considering the case, will vote on whether to recommend to the provost that the appeal be approved. The committee will then provide the provost a written statement giving the result of the vote and the reason(s) for the decision. This document becomes part of the official record and will be shared with the candidate.

6) The candidate may appeal only the decisions of the Chair, Dean, or Provost. But when taking the appeal to a higher administrative level, the candidate may also address points made in the written statement(s) of the t/p committee(s).
7) A candidate rejected at any stage of the t/p process has 21 calendar days from the time of notification to submit his/her initial written rebuttal. After that, every subsequent appeal must be submitted within 10 calendar days of the previous negative notification.

8) The rejected candidate may request a hearing with the t/p authorities (administrators or the appropriate t/p committee advising them) at any time in the appeals process, but the decision whether to grant a hearing remains with the administrator or t/p committee to which the administrator forwards the request.

************

For easy reference, here are the present campus regulations pertaining to the appeal procedure; they are found in POLICY AND PROCEDURES FOR PROMOTION AND TENURE (Executive Order No. 6A, 6-9-92. Revised 7-31-97). Under heading A (PROCEDURES), subheading B (Evaluation and Notification Process), sub-subheading b., we read:

“When a recommendation for continuous appointment cannot be substantially supported, a negative recommendation should be made at the earliest possible time by the first level or review. To insure fair and timely review of all actions, committees, chairpersons, and deans shall communicate their recommendations to candidates under consideration to give each candidate a reasonable time to submit written rebuttal to the recommendation so that both recommendation and rebuttal may be forwarded to the next level of review.”

Here now is background to the revised appeal rules I presented above:

1) There was some discussion about the advisory nature of the recommendations of the t/p committees—discussion triggered by ambiguity inherent in the word “advisory.” These committees are advisory to the administrator above them, but not so advisory that the administrator has the option of sidestepping them. When writing the regulation, we must be careful not to create a loophole—one which could permit a future administrator to say: Since the t/p committee is advisory, I choose not to seek its advice; or: I choose not to include its advice in the official dossier.

The ultimate decision in a t/p appeal rests with the Chancellor, but the faculty has always played an important role in clarifying the issues to be ruled on and passing along its own judgment. To ensure that this role is not diminished or eliminated, the inclusion of the t/p committees’ input must be
required to become part of the official dossier. But the Committee is agreed that this inclusion pertains (and should pertain) only to the appeal part of the t/p process—which represents a last-chance opportunity to correct a possible mistake—not to the pre-appeal part also.

2) Concern was raised that the revised appeal procedure might require each t/p committee to produce a single decision, thereby precluding a split vote. In fact, though, the t/p committees hearing an appeal will have the leeway to make any decision they wish. They can vote heavily in favor or against the candidate (and give the reason(s) for their vote) or they can provide a split decision (and give the reason(s) for the split vote). The committee members can all abstain if they wish (again, with the reason(s)).

There is great flexibility built into the proposed regulations. For example, there is no reason why a committee could not produce a split vote on a candidate and then explain that half the members find the candidate's research productivity to be sufficient while half do not.

CODIFYING THE RULES FOR MIDTERM TENURE REVIEW

The Provost has decided that the midterm tenure review is now mandatory and that all its steps must be clearly outlined for consistency among all the academic units of the campus. He asked the Tenure Committee to address the following questions:

1. Who makes up the committee of the midterm review?
Committee answer: We suggest maintaining the makeup of the current midterm review committees: a representative from the department's t/p committee, the department chair, a representative from the school/college t/p committee, the dean or his/her designated representative, and two members of the campus t/p committee, plus the Provost. Before the candidate's dossier is sent to the midterm tenure review committee, it shall first be sent for review to the department’s t/p committee, whose input shall be incorporated into the dossier.

2. What information goes into the dossier?
Committee answer: The dossier should specifically address the individual's progress toward tenure and should specify strengths and weaknesses. Also, barring very unusual circumstances which require the soliciting of one or more outside evaluators to examine part or all of the midterm review dossier, the evaluators of the dossier shall all be UMR faculty or administrators. If outside evaluation is sought, approval must first be given by the Chancellor.

3. What happens to the dossier after this review is over?
Committee answer: It is put in the department’s files but shall not be included in the t/p dossier.

4. Who discusses the results of the review with the faculty member? Chair? Dean? Other?
Committee answer: Following current practice, the Midterm Tenure Review Committee shall first meet with the candidate to discuss the dossier and shall then prepare a letter to the candidate about it. The task of reviewing the letter with the candidate shall be carried out by the Chair, although other administrators may participate if they wish.

After considerable discussion the Committee approved the above rules by a vote of 14-3 (five members did not cast votes). A particular concern of the Committee is that the review remain “in house” and not assume the additional formality of soliciting outside evaluations. Recognizing, though, that a very unusual case might call for an outside letter, the Committee left the door slightly ajar to accommodate such a circumstance, while emphasizing that the soliciting of an outside letter should be a rare exception rather than the rule.

ISSUE OF ENSURING THE PRESENCE OF WOMEN AND MINORITIES ON THE CAMPUS TENURE/PROMOTION COMMITTEE

After conferring with Ralph Wilkerson (President, Academic Council) the Provost asked the Tenure Committee to draft a regulation ensuring the presence of women and minorities on the campus t/p committee, i.e., if a woman or minority does not appear among the six elected members and the one from the Academic Council, provision should be made to add at least one from each category.

The Tenure Committee deliberated on this matter, with members sharing their views in a series of e-mail messages. The result is the following document, approved by a vote of 16-1 (with five members not voting):

1) It is unclear just what the additional woman or minority faculty member would bring to the analysis of a dossier that the elected members do not already bring. Unlike administrative-search committees, where there is a clear rationale for the inclusion of women and minorities (to question candidates about matters of particular interest to the group they represent), t/p committees deliberate on matters independent of gender and race, viz. a t/p candidate’s teaching and research record. In analyzing such matters as the scholarly value of a candidate’s research on subatomic
particles, race and gender are irrelevant.

2) Apparently the only justification for the inclusion of unelected women/minority faculty on the campus t/p committee would be the assumption that this committee cannot otherwise function fairly and honestly when dealing with the dossiers of these two groups. But no evidence of bias has been brought to the attention of the Tenure Committee, and all indications are that the campus t/p committee over the years has operated conscientiously in its deliberations. Indeed, any insinuation of bias to our faculty colleagues without evidence would be deeply offensive.

3) True protection of a t/p candidate—regardless of race, gender, or any other consideration—lies in the appeal process. A candidate who believes his/her dossier was unfairly judged, for whatever reason, has the right to a several-stage appeal. Written statements are now required at each step of the process, permitting rebuttals by the candidate, and if the Chancellor as final arbiter deems the appeal valid, the appeal will be approved.

4) The situation at UMR is not one of a white male majority attempting to exclude women and minorities from committee work (and therefore requiring a quota) but of an insufficient number of women and minorities to be well represented on all committees. The solution is for this campus to do a better job of attracting and retaining members of both groups.

5) If a quota is regarded as necessary on the campus t/p committee (based even slightly on a perceived need to counter bias/insensitivity), the way would be open for various minorities or otherwise disadvantaged groups to demand representation for their t/p candidates too. The government recognizes four minorities as deserving special consideration (African American, Hispanic, Asian/Pacific Islander, Native American/Alaskan Native). But if bias/insensitivity is imputed to the campus t/p committee, other minorities could plausibly argue that they too deserve the protection of a specific representative.

6) If a quota for women and minorities is required on the campus t/p committee, one would presumably also be required for the departmental and College t/p committees. At least some departments would be unable to meet this requirement.

7) The above considerations lead the Tenure Committee to suggest the following:
a) The wisest course is to refrain from writing a specific regulation establishing a quota for women and minorities on the campus t/p committee. The current procedure for the election of this committee is fair and defensible.

b) If the Affirmative Action officer can provide the Tenure Committee with evidence that the inclusion of a woman and/or minority faculty member in the campus t/p committee is a legal requirement, the Tenure Committee will reconsider the matter. Neither UMSL nor UMC make such provision in their bylaws (UMKC has not yet responded to a request for information), and no evidence has been brought to our attention that any other institutions have the provision either. It would be helpful to have information on the policy of such leading institutions as Stanford, Purdue, and the Ivy League; and if legislation or case law supports a quota for women and minorities on a campus t/p committee, we would appreciate seeing that too. Meanwhile, it is best not to take action without clearly understanding the reason for doing so; if legal concerns are the driving force for including a quota in the campus t/p committee, we need to see just what the evidence is.
This is a preliminary report. Others will follow as the committee’s deliberations continue.

AUTHORITY AND CHARGE OF THE COMMITTEE

After being appointed chair of the Reorganization Committee I wrote to Donald Myers and Lenn Koederitz requesting information about the authority under which this committee is operating.

The gist of their two responses is that our assignment has come from the Academic Council, whose authority in turn is based on the Faculty By-Laws as approved by the Board of Curators. Moreover, at the May 2002 IFC meeting President Pacheco said each campus should have a policy addressing reorganization (even in cases short of exigency).

1) message from Lenn Koederitz:

‘The Ad Hoc Committee on Campus Reorganization is charged to review all campus reorganizations in that the Academic Council “formulates, recommends and assists in the implementation of policies concerning the educational and research operations of the campus and other matters affecting the welfare of the campus...” according to the Faculty By-Laws of UMR as approved by the Board of Curators, Section 300.030.D.4.a which defines the Authority and Responsibility of the Academic Council.’

2) message from Donald Myers:

‘A couple of the other campuses raised the issue of reorganization when there has not yet been a situation that kicks in the “exigency policy” at the IFC May meeting. When the President was asked about this situation, he said each campus was to have a policy addressing the matter. That was the basis for the formation of your committee.’

INITIAL CONCERNS OF THE COMMITTEE

The most important concern voiced in the first two meetings of the Reorganization Committee is that any reorganization move be preceded by a properly detailed written study. What is the timetable for the various
changes envisioned in a given reorganization? What are the implications of the reorganization? What possible controversial points might exist? What are the answers to those controversial points? How much will the changes cost as a given new program is developed? Where will the money come from to finance the changes? Will any planned reorganization carry with it redistribution of financial and other resources? If so, which departments or programs will be earmarked for reduction or elimination? How will these reductions/eliminations affect the education received by UMR students?

These (and perhaps other) important questions should be formally addressed, particularly because the reorganization involves growth during a very tight budget. Something, it would seem, will have to give.

Even in better financial times the establishment of the Management Systems program some twelve years ago was preceded by a detailed written plan. No such plan has been prepared for the current reorganization currently under way.

A second concern of the Reorganization Committee is that any newly proposed academic program be submitted to the curriculum committees for deliberation and approval.

And finally, do the upper administrators have a grand plan for the campus--a vision of what they would like this campus to become? For example, where does the Chancellor see UMR in five years? What changes does he see in existing academic and research programs?

Many faculty at UMR have devoted more than 30 years of our lives to this institution and seen it develop in various favorable ways. We recognize there will be further change now and indeed look forward to supporting the Chancellor and Provost where their plans stand up to scrutiny.

That scrutiny must include well thought-out, written plans, and they must include faculty participation. I write now with a sense of optimism that this co-operative effort will be successful.
## College of Arts and Sciences

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## School of Engineering

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MEMO TO: CHANCELLOR, PROVOST, VICE CHANCELLORS, VICE PROVOSTS, DEANS, DEPARTMENT CHAIRS AND UMR FACULTY

At the beginning of the fall semester the Secretary of the General Faculty is required by the By-Laws to provide the UMR Faculty members with a listing of the officers of the General Faculty, the officers and membership roster of the Academic Council, and all standing committees established by the By-Laws. The rosters of the UMR Standing and Special Committees for the 2002-2003 academic year are available through the Registrar's homepage at www.umr.edu/~regwww/faculty.html.

Copies of the By-Laws are available for your perusal either at the Library, at the Office of the Registrar, or on the Web through the Academic Council Homepage at www.umr.edu/~acadcoun/.

Listed below are the officers of the General Faculty for 2002-2003; also dates on which the General Faculty will meet.

Gary Thomas
Leonard F. Koederitz
Laura K. Stoll
David Van Aken

Chancellor - Chair
President, Academic Council - Vice Chair
Secretary
Parliamentarian

September 3, 2002
December 3, 2002
May 6, 2003

Listed below are the officers of the Academic Council for 2002-2003; also dates on which the Academic council will meet.

Leonard F. Koederitz
Todd H. Hubing
Michael Hilgers
David Van Aken

President
President-Elect
Secretary
Parliamentarian

September 19, 2002
October 17, 2002
November 21, 2002
January 23, 2003
February 20, 2003
April 17, 2003
June 19, 2003

Respectfully,

Laura K. Stoll
Secretary, General Faculty
Provost’s Report
Academic Council
April 17, 2003
ENROLLMENT MANAGEMENT
Enrollment Management

- On track to meet or exceed all Strategic Plan Enrollment Goals for the fall
- Enrollment Management Weekly Enrollment Report
- 3 Year PRO Comparison Update Report
- Priority Registration Reports – Summer and Fall 2003 Update
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Unofficial Internal Planning Data - not intended for public release.

ADMs - data from ADMs system
PS Conv - PeopleSoft conversion data
PS - data from PeopleSoft system
### 2003 Preview, Registration, and Orientation UPDATE
**April 11, 2003**

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Reminder Cards (1149)
Reminder Cards (1200)
Reminder Cards (1057)
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Reminder Cards (732)
Reminder Cards
University of Missouri - Rolla
Priority Registration Report
Summer Semester 2003
On-Campus Only

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**NOTES:**

1 Includes freshman PRO Sessions
RESEARCH
1) New awards through March total $20.9M. This is 14% ahead of last year.

2) Proposal submissions through the end of March total $93.8M. This is 43% ahead of last year.

3) The FLW Liaison Officer, Colonel Steve Tupper, is here & looks forward to meeting with faculty.

4) Establishment of the Missouri Transportation Institute (endorsed by President Floyd) is moving ahead. We expect to be operational by Spring 04.
## Proposals Submitted during FY 02-03

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**Total:** $93.8 M

Through February: 43% growth over FY 02: $65.8M
## Proposals Awarded during FY 02-03

### Through February: 13.6% growth over FY 02: $18.4M

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**Total: $20.9 M**
UNDERGRADUATE AND GRADUATE STUDIES
Undergraduate and Graduate Studies

- CERTI (Center for Educational Research and Teaching Innovation)
  Active progress is being made toward establishing this center.

- Undergraduate Research Symposium
  The Office of Undergraduate & Graduate Studies has taken over the planning / organization of this year's Undergraduate Research Symposium. The event will happen this coming Wednesday, April 23rd, in UCE.
• **SEVIS Activity**
The International Affairs Office has conducted a series of briefings for various campus groups explaining the impact of new INS regulations on our graduate students. 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 INS. The International Affairs office is ready to assist and answer questions to help the campus community work through these new and potentially complex issues.

• **Fort Leonard Wood**
Preliminary meetings have been held with FLW personnel to determine how the new military training concepts being implemented by the Army will impact UMR’s ability to continue delivering Master’s degree programs to Army officers. Initial discussions indicate that a shift from exclusively face to face instruction to some level of distance education will need to take place.

• **Non credit activity**
Professional Development courses continue to be developed by various departments. Courses are being archived and interested students will be able to pay a fee and access them at any time and earn PDH credit as required by the professional registration board for engineers. UMR now has ecommerce capability that will allow student to access and pay for these courses over the internet. Current law requires registered engineers to earn 30 credits every two years and the 120 min. course will provide 2 such credits.

A second ecommerce application involves the American Concrete Institute which is working with UMR and using them as a repository for technical knowledge which will be archived on UMR servers and then accessed by institute members for a fee.
ENROLLMENT MANAGEMENT HIGHLIGHTS

- Fourth Week Winter Semester Enrollment up 6.9%. (WS03: 4,904, WS02: 4,588, WS01: 4,385)
- Advising Week will be March 17–21
- Fall and Summer Registration Appointment times begin on March 31
- New Freshmen Deposits for PRO Orientations are up 61% (FS03: 319, FS02: 195, FS01: 160)
- This week’s President’s Day Open House attracted record numbers: over 300 total visitors (+225 students).
- Attendance for the regional Admission Receptions is very good
- Please remind all current and new students to complete and submit their financial aid FAFSA forms by March 1
## Enrollment Statistics
Winter/Spring Semester 2003
February 11, 2003

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Preview, Registration and Orientation
PRO 2003
February 14, 2003
UMR - Enrollment Management Services
WEEKLY ENROLLMENT REPORT

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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
New awards through January total $18.3M. This is 14% ahead of last year.

Proposal submissions through the end of January total $68.4M. This is 34% ahead of last year.

Colonel Steve Tupper, the FLW Liaison Officer, will assume his duties on March 24th.

The Missouri Transportation Institute proposal has been endorsed by President Floyd. This is a $5 to 7 M/year effort related to the research, development, tech transfer, and education needs of MODOT.
UNDERGRADUATE AND GRADUATE STUDIES
1) A process is underway to establish a new Center for Educational Research and Teaching Innovation (CERTI). The center will provide the campus with a strong focus on strategies and resources to address collaborative learning, experiential learning, and technology application to improving the UMR learning environment and student learning.

2) An effort has begun to pursue an advising development strategy for the campus. Input about how such a strategy can be implemented is now being sought from department chairs. The emphasis is being sought to address advising concerns of students and faculty. It is desired to realize continual improvement in the technical, personal, and professional development that quality advising can add to the educational experiences of students at UMR.

3) The 42 Credit Hour Policy should be approved by the Council so that it may be posted on the UMR web site.
• Off Campus Enrollment at end of 4th Week Including EEC:
  Winter 2002  350
  Winter 2003  428

• Enrollment at EEC:
  Winter 2002  83
  Winter 2003  87

• Non credit activity
  Professional Development courses are being developed by several
  departments to serve as a resource for licensed professional engineers. As
  of Jan. 1, the law in Missouri, and many other states, requires professional
  engineers to enroll in professional development courses to maintain their PE
  registration. UMR currently plans to archive these courses on the internet
  and charge individuals $150 per course consisting of 120 min. of instruction.
  A portion of this money is returned to the departments for their unrestricted
  use. A wide range of topics is permissible and interested individuals are
  urged to contact the distance and Continuing Education Office at 4550.

• International Programs
  The International Affairs office has been heavily involved in meeting the new
  SEVIS requirements imposed by the U.S. Government. These requirements
  impose an obligation on institutions to report to the immigration service on the
  status of their international students every 24 hours. It is extremely important
  that international students maintain proper status in order to remain in the
  country. To insure that these requirements are well known, the International
  Affairs office is conducting a series of work shops for UMR students, staff
  and administrators. Several hundred individuals have already attended.
  Please attend when one is announced for your area.
ENROLLMENT MANAGEMENT

Provost 1/23/03
ENROLLMENT MANAGEMENT

• Winter semester enrollment of 4,838 students is up 7% over last winter's second week enrollment of 4,520. It is an 11% increase over winter 2001's 4,309 students.

• We again are experiencing enrollment growth in all areas: undergraduate and graduate, on-campus and distance education.

• The preliminary numbers for the fall 2003 classes also look very strong. Currently our freshman deposits are significantly higher than last year and the transfer applications continue to come in at a healthy pace.

• Our first PRO freshman orientation session will be on Feb. 15. We already have over 80 new students registered to attend on that day.
Research

- Proposals awarded through December: $16.9 M, Up 19%
- Proposals submitted through December: $58.1 M, Up 39%
- UM Research Board Awards for UMR faculty: $291K (29% of the total dollars awarded)
- Fort Leonard Wood Liaison Officer, Col. Steve Tupper, will join UMR on March 24th
## Proposals Awarded during FY 02-03

<table>
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<th>Jul-02</th>
<th>Aug-02</th>
<th>Sep-02</th>
<th>Oct-02</th>
<th>Nov-02</th>
<th>Dec-02</th>
<th>Jan-03</th>
<th>Feb-03</th>
<th>Mar-03</th>
<th>Apr-03</th>
<th>May-03</th>
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Through December: 19% growth over FY 02: $14.2M

Total: $16.9 M
## Proposals Submitted during FY 02-03

**July-02** | **Aug-02** | **Sep-02** | **Oct-02** | **Nov-02** | **Dec-02** | **Jan-03** | **Feb-03** | **Mar-03** | **Apr-03** | **May-03** | **Jun-03** | **Totals**
---|---|---|---|---|---|---|---|---|---|---|---|---
**Biol. Sci.** | 29,981 | 142,037 | 116,840 | 1,231,278 | 2,000 | 236,136 | 1,758,272
**Chem.** | 2,676,536 | 526,978 | 833,139 | 3,948,886 | 399,451 | 1,205,696 | 9,590,686
**Comp. Sci.** | 1,540,945 | 567,023 | 0 | 536,998 | 633,343 | 1,484,773 | 4,763,082
**Econ.** | 0 | 0 | 0 | 0 | 0 | 26,009 | 26,009
**Engl.** | 0 | 0 | 5,000 | 0 | 0 | 5,000 | 5,000
**Hist./PS.** | 0 | 0 | 0 | 0 | 0 | 48,811 | 48,811
**Math/Stat.** | 0 | 0 | 244,518 | 23,700 | 753,608 | 192,103 | 1,213,929
**Phil.** | 0 | 0 | 0 | 0 | 0 | 48,811 | 48,811
**Phys.** | 1,218,772 | 13,200 | 0 | 391,936 | 443,955 | 411,843 | 2,479,706
**Psych.** | 0 | 0 | 0 | 0 | 0 | 24,885 | 24,885
**A&S Totals.** | 5,466,234 | 1,249,373 | 1,199,497 | 6,132,798 | 2,602,565 | 3,605,371 | 20,255,704
**Ceramic Engr.** | 1,145,646 | 88,373 | 719,661 | 656,278 | 310,491 | 188,655 | 3,235,183
**Geol. & Petrol. Engr.** | 876,252 | 0 | 172,275 | 677,721 | 615,662 | 7,532 | 2,519,443
**Geol. / Geophys.** | 5,789 | 0 | 0 | 8,317 | 103,565 | 188,655 | 306,744
**Metallurgical Engr.** | 102,829 | 6 | 321,226 | 416,869 | 214,190 | 0 | 1,056,324
**Mining Engr.** | 1,271,728 | 470,800 | 0 | 774,672 | 242,864 | 975,430
**Nuclear Engr.** | 0 | 0 | 0 | 0 | 0 | 200,758 | 200,758
**SOMM Totals.** | 3,552,748 | 559,173 | 1,213,363 | 2,796,020 | 3,338,352 | 925,341 | 12,184,503
**Basic Engr.** | 0 | 0 | 429,756 | 650,610 | 460,491 | 0 | 1,180,770
**Chemical Engr.** | 1,151,699 | 356,507 | 696,557 | 394,729 | 324,940 | 1,000 | 2,997,942
**Civil Engr.** | 1,227,490 | 247,658 | 138,611 | 896,761 | 1,182,686 | 245,866 | 4,339,011
**ECE** | 1,537,085 | 1,175,720 | 600,799 | 3,445,118 | 2,295,058 | 1,674,684 | 10,731,928
**Engr. Mgt.** | 631,571 | 167,115 | 0 | 73,195 | 167,429 | 1,039,310
**MAEM** | 1,646,987 | 738,745 | 347,612 | 928,122 | 906,890 | 697,314 | 5,265,673
**SOE Totals.** | 6,594,832 | 2,685,845 | 2,123,039 | 5,884,553 | 5,241,753 | 2,934,632 | 25,464,504
**SOMS** | 0 | 105,000 | 98,863 | 0 | 0 | 24,885 | 229,748
**Enrollment Mgt.** | 9,000
**International Affairs** |
**Minority Affairs** |
**Engr. Ed. Center** | 59,742
**FDOC** | 178,688
**Grand Totals.** | 15,413,314 | 4,668,256 | 4,814,460 | 14,873,113 | 11,182,671 | 7,490,235 | 58,134,689

*Through December: 39% growth over FY 02: $41.7M*

**Total: $58.1 M**
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<th>Dollars Awarded</th>
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<td>37%</td>
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### UMRB Recipients: October 2002 Competition

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<td>Development of Single-Chamber Solid Oxide Fuel Cells</td>
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<td>Roman Dwilewicz</td>
<td>Mathematics &amp; Statistics</td>
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<td>Detection of field orientation in induction motor drive</td>
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<tr>
<td>Bill Fahrenholtz</td>
<td>Ceramic Engineering</td>
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<td>Reactive Processing of Ultra-High Temperature Materials</td>
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<td>Anne Maglia</td>
<td>Life Sciences</td>
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<td>A Bioinformatics Approach to Studying Frog Deformities</td>
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<tr>
<td>Len Rahaman</td>
<td>Ceramic Engineering</td>
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<td>Formation of Hydroxyapatite Coatings</td>
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$291K; 29\%$ of the total funds awarded
UNDERGRADUATE STUDIES
During the interim operation of the office Undergraduate Studies over the past year, efforts have resulted in the review of critical academic program needs that support student retention. New component programs including the freshman First Year Experience, faculty focus group discussions on meeting student academic needs and programs related to faculty professional development and engagement have been established. The process of measuring the impact of these strategies improvement in strategies have now begun.

A focus to development strategies to allow the campus to foster the development of more productive graduate students by addressing critical academic needs at the graduate level has been initiated. UMR is leading the 4 campuses in the discovering active roles to respond to the GSS report through a planned 4-campus conference on graduate issues.
Summary of Undergraduate Studies Programs

First Year Experience (FYE)
The First Year Experience seeks to provide students with a structured orientation to academic skills development, connection to UMR and faculty, coping with transition issues, and initial experiences with personal and professional development.

FYE began its evolution in fall '02 through established introductory courses already offered by departments in the College of Arts and Sciences and in the School of Management and Information Systems. The Freshman Engineering course, BE10, provided the FYE experience for School of Engineering and School of Mines and Metallurgy students.

As a common cross-campus effort, all departments are encouraged to provide ample opportunity for their freshman majors to become acquainted with their department and faculty. Departments are encouraged to offer students strategies for academic success, including guides to cope with time management, study skills development, visiting instructors, note/test taking, utilizing the LEAD Centers/tutors and the many other academic resources on campus. As many introductory courses already offer, students should be provided insight to research/real-world problem solving opportunities and professional development.

Introduction to Research
The Introduction to Research Program seeks to engage students to discover how they may become involved in active research and problem-solving activities. The expected outcomes of the program are to encourage student-faculty relationships, promote increased campus ownership by students, encourage informal mentoring by faculty through an organized promotion of research introduction within the department of the student’s major, and provide students with valuable out-of-class learning experiences.

Honors Academy
The UMR Honors Academy seeks to engage its students in outstanding academic pursuits that will provide enhanced learning experiences and leadership opportunities that promote their recognition and graduation as honor students, provide an honors coordination office to promote an active campus-wide honors community, and formalize the coordination of honors campus-wide projects to include an annual undergraduate research conference, an honors graduation ceremony, a campus-wide graduation jubilee, an honors seminar series, and a spring honors banquet.

The Honors Academy will support student honors experiences through promotion of the campus’ Master Student Fellowship program and the Freshman Honors Seminar.

Freshman Honors Seminar
The Freshman Honors Seminar permits students to enroll in a first-year honors activity with guest speakers, programs, panels and presentations as well as social occasions. Additionally, student will be encouraged to partake of cultural opportunities that occur on campus.

Master Student Fellowship Program
The Master Student Fellowship Program makes it possible for students to earn both Bachelor’s and Master’s degrees in five years. Those selected for the program,
generally those in the top 10% of their high school class and scoring a 32 ACT (or SAT equivalent), become involved in research as early as their sophomore year, working very closely with faculty and other outstanding students.

**Advising Development Conference**
A major goal of the advising development program is to establish a beneficial annual advising development conference for UMR advisors. It is expected that this effort will build UMR’s capacity to successfully assist students to better achieve their academic objectives. A primary focus of these local conferences is to provide critical insight on the role of advising to student academic success, advising best practices, and increase the awareness of advising related development opportunities valuable to UMR faculty.

**Advisor Network**
This component will seek to promote the collaborative development of advising strategies, publication of model advising strategies, and the development of support resources for advising activity. The activity will seek to conduct regular campus community forums that promote advisor interaction and advising development.

**Foundational Instructor Group**
The Foundational Instructor Group consists of freshman and sophomore “critical course” instructors that network to promote strategies for improved student learning and quality student learning environments. The group has initially focused on the Seven Principles of Good Practice in Undergraduate Education. One goal is to practice and promote the practice of these principles in the chemistry, computer science, English, math, and physics courses that members of the group instruct. The formation of a campus-wide network will broaden opportunities for all interested faculty to participate.

**LEAD (Bieniek)**
The Learning Enhancement Across Disciplines (LEAD) program offers learning forums for students who wish to improve their understanding of concepts and their mastery of skills in a wide variety of introductory courses to achieve their full potential. The LEAD program sponsors open-environment Learning Centers for several large-enrollment introductory courses. Discipline-based faculty and undergraduate peer instructors staff the centers during fixed hours each week. Students are encouraged to work in interactive groups to solve problems and to develop strategies, guided and validated by the experts on duty. The centers are designed not only to help students with course content, but to also help them gain professional skills in communication, problem solving and teamwork.

**New Faculty Teaching Scholars (Bieniek)**
New Faculty Teaching Scholars (NFTS) is an exciting UM system-wide program that was created in the spring of 2001. NFTS is for faculty in their 2nd, 3rd or 4th year of their tenure-line appointment. The program is specially designed to support early-career faculty as they adjust to their academic responsibilities and environments. The year-long program is an intra- and inter-campus effort that aims to build collegiality and to introduce innovative teaching methods. NFTS is dedicated to cultivating the success of new faculty and, through workshops, conferences, and retreats, will provide assistance and support to faculty accepted into the program.
Center for Learning Environment Development and Innovation

The Center for Learning Environment Development and Innovation has been established to address the specific learning environment needs of UMR faculty and students. The primary mission of the center is to provide a coordinated focus of information and resources that will better enable faculty to identify learning environment needs in their courses and constructively seek to meet these needs through the application of collaborative and experiential learning strategies and through the integration of technology. UMR instructors with interest in learning environment development and innovation issues are invited to share their interests, programs and expertise as center associates. The center also seeks to promote collaborative approaches to apply external funding applicable to improving UMR strategies focused on improving the learning environment and promoting UMR and its faculty in making outstanding model contributions to science, technology, engineering and mathematics learning.

Voyager

The Voyager Learning Community (VLC) was initiated in the fall of 2000 as a collaborative effort by faculty and student affairs staff to constructively impact the academic and social transition of UMR freshman. Because UMR is predominantly an engineering university, nearly 90% of all UMR students are required to complete Math and Chemistry curricula in partial fulfillment of their degree. Over the past three fall semesters, the voyager project has arranged for students to participate in common chemistry, mathematics, and freshman orientation courses and live in common living accommodations in order to promote student academic success and transition to the UMR community.

Early Warning

UMR’s present student academic early warning systems consists of instructors providing departments (advisors) with the names of students that have missed classes and who are not meeting the academic performance expectations of the course. The academic advisors of these students then seek to meet with and advise them of appropriate actions to address the academic need.

One critical need of this early warning strategy is that it needs to occur earlier in the semester (the current 4th-5th week notice is too late). Secondly, there needs to be a more effective response by students receiving the notice and faculty advisors.

An immediate objective is to examine the practical implementation of strategies that effectively enhance the ability to better assist students meet their academic expectations.

G.T.A. Training (Haynes)

Recent growth and the make up of the UMR graduate student population toward a majority of international students make it necessary for UMR to examine the impact graduate students have on undergraduate students and particularly the impact on freshman and sophomore students where graduate students serve in teaching roles for courses taken by undergraduates. UMR has investigated the needs associated with this concern and is seeking to expand the GTA communication workshop to address:
(1) The requirement for a longer, more comprehensive graduate teaching assistant training experience.
(2) The requirement to provide strategies for meeting the personal and professional development expectations of graduate level study.
(3) The requirement to foster the engagement of UMR graduate students into a community of pursuing common interests in a collaborative spirit.

A recent graduate student survey conducted by the MU System Administration has confirmed the need to address the issues stated above. Efforts are underway to establish UM-wide collaborative strategies to meet needs and to seek external resources that may be applied to the development of new strategies and expansion of effective programs.

UMR-K13 Programs

Hit the Ground Running (A Component of UMR Net for Under-prepared Students)

The PRE-FRESHMAN HGR (Hit the Ground Running) course is designed as an intensive four-week academic offering coinciding with the first four weeks of summer session to teach biotechnology, chemistry and math content and to inculcate realistic expectations and study skills among students. Students should expect to significantly enhance their academic performance and experience an easier transition to UMR in the fall semester. The course is offered as A&S 101 (3 credit hour option).

A team of UMR’s most dynamic educators will deliver biotechnology, chemistry and mathematics courses. Because of their significant experiences in real-world, cutting-edge technology applications, the lecturers for these courses promise to place students on a level of academic understanding never before experienced. Students should expect to be introduced to university level bio, chemistry and math principles, related to current-day issues as well as gain insight about how students may participate immediately in technical discovery through discussions on research, team problem solving and organized brainstorming.

HIGH STEP (A UMR Student Diversity Development Strategy)

Project Description

The primary objective of the UMR High STEP Initiative is to expand the number of diverse high school seniors prepared to enter UMR’s undergraduate STEM degree programs. This objective will be pursued with a focus on the prospective college students that reside within a 100-mile radius of the University of Missouri-Rolla.

The UMR High STEP Initiative will be structured with four major components. The first component will incorporate the ACT Counseling for High Skill assessment [1] resource to identify the STEM interest of rising 9th grade students. From 25 to 50 students, along with one teacher/counselor from each school district represented, will be initially selected to participate at this level. During the summer of their pre-9th grade year, these students will be invited to the UMR campus to participate in the “Discover Learning” project. The one-week camp will provide unique and engaging learning experiences in English, math, social studies, and science. The objective of the “Discover Learning” camp is to encourage learning from an enjoyment perspective. Students will participate in team competitions and study development activities that introduce basic academic skills and their application to learning. The students will also
receive insight on how their professional interests relate to the high school and college preparation needed to achieve their professional goals.

Learning projects in English, math, social studies, and science will be assigned to teams of student participants to conduct during the school year. Teachers/counselors participating in the project will serve to assist in the coordination of student activity during the school year at each local school. Scheduled visits by student participants to the UMR campus 3 to 4 times during the school year will allow students to coordinate their learning experiences and permit the project director to make intermediate assessments of the overall progress of the project.

Charter Schools
UM-Rolla has entered into its first-time participation as a charter schools sponsor. Two charter schools, Confluence Academy and The St. Louis Academies, in the St. Louis metropolitan area are presently under the sponsorship of UMR. The mentoring role of UMR with these schools includes providing leadership in primary and innovative educational curriculum development and delivery in a manner that promotes excellence in teacher development and student educational experiences that meet state, charter schools and UMR student learning outcome objectives.

MoAMP
The Heartlands Alliance for Minority Participation or MoAMP is organized to develop and implement measures as an alliance of public higher education institutions to increase the number of underrepresented minorities who earn baccalaureate and graduate degrees to pursue professional careers, in science, mathematics, engineering and technology.

1. We will participate at all HAMP Board of Governors’ meetings to assist with administering HAMP 2000 as described in the proposal.
2. We will each appoint a staff or faculty member as a Site Coordinator, and a Faculty Advisory Committee to ensure our full participation in planning and implementing HAMP 2000.
3. We will actively participate in recruitment efforts and in developing a statewide pipeline to enhance recruitment efforts with activities beginning at the K-12 level through graduate school, and by assisting with developing additional articulation and automatic transfer agreements.
4. We will be proactive in retention efforts with monitoring the progress of students, and developing more effective methods of ensuring that SMET minority students complete their degree programs in a timely manner.
5. We will strive to improve the campus environments, to promote valuing diversity, and to provide quality student mentoring and academic support services, by responding to a consultant’s evaluations, with diversity and mentor training of faculty and students, and by promoting discussions by HAMP faculty about best practices and desirable curriculum changes.
6. We will provide financial support for HAMP, as we have indicated in our communications with the principal investigator’s office, with new dollars, student scholarships and cost-sharing of faculty and staff time devoted to implementing HAMP programs.
7. We will respond to all reasonable requests for information and decision-making about important HAMP issues.
8. We will strive to realize continuation of this program beyond the NSF funding period, by continuing to work to develop a statewide coalition of institutions to advance higher education opportunities for underrepresented minorities in Missouri, and by working to develop plans to collaboratively solicit funds from public and private sources to support this effort.

9. We agree that this Partnership Agreement will be in force for the duration of the funding period of HAMP 2000, if NSF awards funding. In addition, subject to reviewing conditions for membership with the newly developing statewide organization, we will continue to work to advance educational opportunities for underrepresented minorities in the State of Missouri.

Computer Science, Engineering, Mathematics Scholarship Program (CSEMS)
The Objective of the University of Missouri-Rolla CSEMS program is to promote Bachelor of Science Degree completion by participating students within a two-year period, Master of Science degree completion within two years, and Ph.D. Degree completion within five years of receiving the Masters. This NSF sponsored programs provides new scholarship support to UMR students pursuing degrees in Computer Science, Engineering, and Mathematics Scholarship (CSEMS) Program. This program is more than just scholarship dollars provided to students, however. The CSEMS program seeks to engage students to actively participate in activities that support completing their degree within two years.

Residential College Programs
UMR has committed to the construction of a new residential college facility. The initial planning has begun to discover the residential college programs that are to be implemented with the facility being as the base of operation. Preliminary program themes include the Voyager program, leadership, service learning, Honors Academy, electronic portfolios, Master Student Fellows, Hit the Ground Running, entrepreneurship, OURE, and the study abroad program.
UMR GLOBAL

- Off Campus Enrollment at end of 1st Week Including EEC:
  Winter 2002  259
  Winter 2003  314

- Enrollment at EEC:
  Winter 2002  78
  Winter 2003  88

- Six certificate programs have now been authorized by CBHE.
  Multimedia and Information Systems
  Software Design and Development
  Engineering Mechanics
  Systems Engineering
  Military Construction Management
  CAD/CAM and Rapid Product Realization

Certificate programs pending approval:
  Manufacturing Systems
  Engineering and Construction Management
  Project Management

- Four degree programs exist and 5th is being developed in Engineering Mechanics. Other departments are encouraged to examine their degree programs to see if potential exists for distance offerings of either certificates or full degrees.

- Non credit activity
Professional Development courses being developed by the School of Engineering. Current law requires registered engineers to earn 30 credits every two years and the 120 min. course will provide 2 such credits. Other departments are encouraged to develop courses and participate in this endeavor.
  American Concrete Institute is working with UMR to use them as a repository for technical knowledge which will be archived on our web and then accessed by institute members for a fee.

- International Programs
The International Programs operation is now reporting to the VP for UMR Global. The Student Cultural Center, which was a part of this organization remains with the Vice Chancellor of Student Affairs.
Academic Council Meeting Agenda
Thursday, June 19, 2003
204 McNutt; 1:30 P.M.

I. Approval of April 17, 2003 meeting minutes

II. Reports and Responses
   A. President's Report (5 minutes)          Lenn Koederitz
   B. Chancellor's Report (5 minutes)
      1. Questions and Answers                Gary Thomas
   C. Provost's Report (5 minutes)
      1. Questions and Answers                Y.T. Shah

III. Reports of Standing and Special Committees
   A. Budgetary Affairs
   B. Curricula
   C. Public Occasions
      1. Spring Open House 2003-2004
   D. Retention
   E. Student Affairs
      a. Solar House Team
      b. Perfect 10 Improv
      c. UMR Wha Youn Ryu

IV. Old Business
   A. Action Items
      1. Written Policy for Joint Appointments - Provost

V. New Business and Announcements
   A. Announcements
   B. Staff Council
   C. Student Council
   D. Council of Graduate Students
   E. Referrals
3. Chancellor Thomas projected our share of the state budget cuts will be about 3.7 million dollars.
4. If there is no budget by July 1, many state activities will shut down. This should not affect us.
5. We increased educational fees about 20% for students. The Chancellor encouraged the use of need-based aid.

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 (Summer and Fall Enrollment is up).
   b. In Research, new awards currently total $27.7 million. Proposal submissions through the end of May total $117.4 million. Proposals Awarded through Research Centers at the end of May totaled $14.0 million.
   c. Undergraduate and Graduate Studies have begun discussions with the graduate deans to consider a graduate studies strategic plan. There is a global interest in graduate student recruitment, research productivity, graduate student and departmental needs. 21 UMR faculty will participate in the UM System's New Faculty Teaching Scholars program.
   d. Global is operating under the new INS regulations and is still looking at new ways to deliver education to Fort Leonard Wood officers. If there are any degree programs that you feel would be of interest to the military please enter in your suggestions to Sue Turner.
2. Provost Shah stated there would be a committee run by the faculty to perform an audit of programs. This will be a complete self-examination of programs to determine if they are necessary.

2 REPORTS AND RESPONSES
A. BUDGETARY AFFAIRS-This report was presented by Gregory Gelles
   1. Gelles stated that the salary structure for administrative positions in the School of Management Systems were carefully being looked at and restructured to match those of other UM schools.

B. CURRICULA – This report was presented by Thomas Schuman
   1. There was a motion and second to approve the degree and course changes generated from the May 1, 2003 and May 13, 2003 meetings. The motion passed.

C. PUBLIC OCCASIONS – This report was presented by Lenn Koederitz
   1. Motion to change Spring Open House to Good Friday April 9, 2004. Motion passed.

D. RETENTION– This report was presented by Carl Burns.
   1. Burns presented Recommended Guidelines for Dropping Students by the 6th week deadline.
   2. There was a motion and a second to committee postpone the discussion of this motion until the next meeting. The motion passed.
   3. The report is attached to the minutes.
E. STUDENT AFFAIRS – This report was presented by Mark Potrafka.

1. There was a motion and second to accept the constitutions for the following student organizations:
   “Solar House team”
   “Perfect 10 Improv”
   “UMR Wha Youn Ryu”

   The motion passed.

3 OLD BUSINESS

A. ACTION ITEMS
   1. Written policy for joint Appointments

4 NEW BUSINESS

1. Hal Nystrom discussed the lack of flexibility on the part of INS in extending student visas to students pursuing a PHD degree. There was a motion and second to send a motion to the ISC requesting them to send a motion to the President of the University to do whatever he can to encourage INS to become more flexible with the extension of visas. The motion passed.

A. STAFF COUNCIL-No report submitted
B. STUDENT COUNCIL – No report submitted.
C. COUNCIL OF GRADUATE STUDENTS - No report submitted.
D. ANNOUNCEMENTS-None
E. REFERRALS-None

There was a motion and second to adjourn the meeting. The motion passed at 2:30 P.M.

Respectfully submitted,

Mike Hilgers, Secretary
(Electronically submitted, 7/02/03 – 10:16 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: May 1 & 13, 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 0069, College of Arts and Sciences, History and Political Science. Approved new minor in Science, Technology, and Politics (STP) effective Fall 2003.

DC 0070, College of Arts and Sciences, History and Political Science. Approved curriculum change for the BA in History effective Fall 2004.

DC 0071, College of Arts and Sciences, English. Approved new Bachelor of Science Degree in Technical Communication effective Fall 2003, or the next semester after CBHE approval.

DC 0073, College of Arts and Sciences, Biological Sciences, Math, and Computer Science. Approved new interdisciplinary minor in Bioinformatics effective Fall 2003. DC 0074 and 0075 were merged into DC 0073, creating one new interdisciplinary minor that can be advertised in the catalog under all three programs.

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 5608, History 237, Political Science 237, Contemporary Political Thought. The following changes are approved for Fall 2003.
Catalog Description – Proposed: This course will explore the impact of ideas on American politics and history, including the relationship between technological change and public policy; this will be pursued through the study of American political history, social institutions, social institutions, and intellectual history.

CC 5609, Political Science 315, Public Policy Analysis. The following changes are approved for Fall 2003.
Course Title – Proposed: Principles of Public Policy

Catalog Description: An advanced study of major U.S. national policies. A wide range of public policies, including education, economics, and health and welfare will be studied. Students will be introduced to the methods of policy analysis. Emphasis will be placed on the use of tools used by policy analysts to determine program effectiveness and impact.
Credit Hours: 3 hours Lecture
Prerequisites: Pol Sc 90

CC 5611, Political Science 325, Science, Technology, and Politics. The following changes are approved for Fall 2003.

Catalog Description – Proposed: This course will explore the interactions and influences of science and technology upon politics, and of politics upon science and technology. The social and ethical impact of technology and the potential for the democratic management of change will be examined.

CC 5612, History 270, History of Technology. The following changes are approved for Fall 2003.

Course Title – Proposed: History of Technology to 1900
Catalog Description – Proposed: Technological achievements from prehistoric times to 1900; topics include agriculture, building and construction, communications, transportation, power sources, the Industrial Revolution, relationships between science and technology, factors in invention and technology, factors in invention and innovation and sociocultural effects.

CC 5613, History 374, 20th Century Technology and Society. The following changes are approved for Fall 2003.

Course Number – Present: 374
Proposed: 271

CC 5614, History 299, Historiography. The following changes are approved for Fall 2004.

Catalog Description – Proposed: Historical interpretation from Herodotus to the present. Emphasis will be placed on reading the works of prominent historians in analyzing the major developments in historical writing. Familiarization with historical source material will be another feature of this course. Serves as capstone course.

CC 5653, Geology 234, Petrology and Petrography. The following changes are approved for Fall 2004.

Course Number – Present: 234
Proposed: 334
Course Title – Present: Petrology and Petrography
Proposed: Advanced Igneous and Metamorphic Petrology
Course Description – Proposed: Processes governing the formation of igneous and metamorphic rocks as constrained by geochemical, isotopic, and thermodynamic data, with particular reference to the relationship between rock suites and tectonic setting. The laboratory will emphasize the description of rock suites in hand sample and thin section. A field trip at the student’s expense is requires.

Credit Hours – Present: Lecture: 2 Lab: 1 Total: 3
Proposed: Lecture: 3 Lab: 1 Total: 4

Prerequisites – Present: Geo 211
Proposed: Geo 130

CC 5654, Business 010, Introduction to Management & Information Systems I. The following changes are approved for Fall 2003.

Catalog Description – Proposed: 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.

CC 5655, IST 010, Introduction to Management & Information Systems I. The following changes are approved for Fall 2003.

Catalog Description – Proposed: 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.


Catalog Description: 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.

Credit Hours: 1 hour Lecture
Prerequisites: None

CC 5661, Ceramic Engineering 391, X-ray Diffraction and Fluorescence. Approved deletion of course effective Fall 2003.

CC 5662, Ceramic Engineering 369, Glass Science & Engineering. The following changes are approved for Fall 2003.

Prerequisites – Present: Cer 102
Proposed: Cer 103

CC 5663, IST 211, Web Design and Development. The following changes are approved for Fall 2003.

Course Title – Present: Web Design and Development
Proposed: Web Development and Design
Catalog Description – Proposed: Students will learn tools and programming techniques for effective web development and design. Tools include software for web editing, graphics development, animation. Programming includes coding techniques for content, style, and dynamic scripting. The course is project based with an emphasis on the application of these tools.

Co-listing: Remove Psychology 211

CC 5664, Civil Engineering 316, Soil Dynamics I. The following changes are approved for Fall 2003.

Course Title – Proposed: Geotechnical Earthquake Engineering
Catalog Description – Proposed: Geotechnical earthquake hazards and mitigations, damage to structures, plate tectonics, seismicity, wave propagation, characterization of ground motions, theory of vibrations (1 – DOF), effect of local soil conditions on ground response, development of design ground motions, liquefaction, dynamic lateral earth pressures and slope stability/deformation.

CC 5665, Metallurgical Engineering 212, Cooperative Training. New course approved for Fall 2003.
Catalog Description: On-the-job experience gained through cooperative education in the field of metallurgical engineering with credit arranged through department cooperative advisor. A pass/fail grade will be given based on the quality of reports submitted and work supervisor’s evaluation.
Credit Hours: Variable
Prerequisites: None

CC 5666, Mining Engineering 202, Mine Rescue. The following changes are approved for Fall 2003.
Credit Hours – Present: 1 hour Lab
Proposed: Lecture: 2 Lab: 1 Total: 3

CC 5671, Civil Engineering 330, Hydraulic Transients. The following changes are approved for Fall 2003.
Course Title – Present: Hydraulic Transients
Proposed: Unsteady Flow Hydraulics
Catalog Description – Present: The study of unsteady flow and its effect of closed water distribution systems, water power and irrigation systems. Relationships between unsteady flow and open channel controls.
Proposed: The study of unsteady flow and its effect on closed water systems and in open channels.

CC 5672, Civil Engineering 331, Hydraulics of Open Channels. The following changes have been approved for Fall 2003.
Catalog Description – Proposed: The phenomena accompanying the flow of water in open channels, such as uniform and varied flow, critical conditions, backwater curves, hydraulic jump, hydraulic drop and applications are studied in detail.
CC 5673, Civil Engineering 337, River and Harbor Engineering. The following changes are approved for Fall 2003.
Course Title – Present: River and Harbor Engineering
   Proposed: River Mechanics and Sediment Transport

CC 5674, Civil Engineering 338, Hydrologic Techniques. The following changes are approved for Fall 2003.
Course Title – Present: Hydrologic Techniques
   Proposed: Hydrologic Engineering
Prerequisites – Present: CV Eng 233 with a grade of “C” or better
   Proposed: CV Eng 234 with a grade of “C” or better

CC 5675, Civil Engineering 386, Groundwater Hydraulics. Approved course deletion effective Fall 2003.

CC 5676, Civil Engineering 387, Drainage. Approved course deletion effective Fall 2003.

CC 5677, Civil Engineering 413, Soil Dynamics II. The following changes are approved for Winter 2004.
Course Title – Present: Soil Dynamics II
   Proposed: Dynamics of Earth Materials
Catalog Description – Proposed: Theory of vibration, spectral response, site-specific response spectra, detailed design of retaining structures, pile and machine foundations, soil structure interaction. Dynamic soil properties, including degradation of soil properties and liquefaction, seismic slope stability analysis problem solving. Select research topics and use of computer codes.
Prerequisites – Present: None
   Proposed: Preceded or accompanied by CE 316

CC 5678, Psychology 211, Web Design and Development. The following changes are approved for Fall 2003.
Co-listing: Remove IST 211

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:
Course Description: High school teachers will learn the utilization of Technology Enhanced learning through the use of UMR’s Algebra BrainTrax. The teachers will
participate in 4 sessions for 2 graduate credits, learning and utilizing all the program components for one semester with their high school class. A culminating assessment report reflecting their experiences will be presented in the final session.

Credit Hours: 2 hours Lecture
Prerequisites: Graduate standing

EC 1427, Education 301, Math Strategies to Increase Learning, approved effective Summer 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 4th - 9th grade mathematical problem solving strategies, explore some low-cost, easily implemented brain-compatible mathematics resource, and look at instructional activities and assessments.

Credit Hours: 1 hour Lecture
Prerequisites: Graduate standing


Course Description: Advanced study of a historical topic using primary sources to produce a significant original scholarly work.

Credit Hours: 3 hours Lecture
Prerequisites: Senior standing and instructor approval

EC 1447, Statistics 301, Data Driven Mathematics for Elementary School Teachers, approved effective Summer 2003.

Course Description: This is a continuation of the STAT 305: Making Sense of Data course offered to elementary school teachers, with in dept coverage of grade relevant probability and statistics topics and emphasis on the use of data analysis as a platform for teaching mathematical concepts at the elementary level.

Credit Hours: 3 hours Lecture
Prerequisites: Graduate standing

EC 1448, Statistics 301, Data Driven Mathematics for Middle School Teachers, approved effective Summer 2003.

Course Description: This is a continuation of the STAT 306: Making Sense of Data course offered to middle school teachers, with in dept coverage of grade relevant probability and statistics topics and emphasis on the use of data analysis as a platform for teaching mathematical concepts at the middle school level.

Credit Hours: 3 hours Lecture
Prerequisites: Graduate standing


Course Description: This is a continuation of the STAT 307: Making Sense of Data course offered to high school teachers, with in dept coverage of grade relevant probability and statistics topics and emphasis on the use of data analysis as a platform for teaching mathematical concepts at the high school level.
Credit Hours: 3 hours Lecture  
Prerequisites: Graduate standing

Course Description: Numerical analysis of electromagnetic fields in electric machinery is the main focus of this course. Finite element and boundary element methods will be used to solve electromagnetic, thermal and structural fields in electric machines. A computer based design lab equipped with the commercially available Finite Element softwares will be used to support the theoretical concepts in optimal design.  
Credit Hours: Lecture: 3  Lab: 1  Total: 4  
Prerequisites: EE 305

EC 1451, Electrical Engineering 101, Introduction to Electrical and Computer Engineering, approved effective Fall 2003.  
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 hours Lecture  
Prerequisites: None  
Co-listing: Computer Engineering 101

EC 1452, Civil Engineering 301, Structural Engineering with Emerging Materials, approved effective Fall 2003. This is a duplicate of EC 1444 which was approved at the April 3, 2003 Curricula meeting.  
Course Description: Properties of and structural design with: fiber reinforced polymer (FRP) composites, high-performance concrete (HPC), fiber reinforced concrete (FRC), high-performance steel (HPC), and laminated wood (Glulam).  
Credit Hours: 3 hours Lecture  
Prerequisites: CE 221 and CE 223  
Co-listing: ArchE 301

Course Description: This course will cover the concepts of traffic flow theory and discuss how they serve as the foundation for simulation models. The course will focus on how human factors, car following theory, and flows at intersections are incorporated into specific simulation packages such as SimTraffic, CORSIM, and VISSIM.  
Credit Hours: 3 hours Lecture  
Prerequisites: Graduate standing and permission of instructor

For the information of the Academic Council the following DC forms pertaining to Graduate curricula issues have been forwarded to the Graduate Faculty with
recommendation for approval. Input from Graduate Faculty should be obtained before Academic Council vote.

**Approved DC form:**

DC 0072, College of Arts and Sciences, English. New Master of Science Degree in Technical Communication effective Fall 2003, or the next semester after CBHE approval. Forwarded to Graduate Faculty for its consideration, with recommendation for approval. Input from Graduate Faculty should be obtained before Academic Council vote.

J. Keith Nisbett, Chair
UMR Campus Curricula Committee
Provost Report
Academic Council
June 19, 2003
ENROLLMENT MANAGEMENT
ENROLLMENT MANAGEMENT
UPDATE JUNE 2003

REGISTRATION
Summer Enrollment is up 4.7%,
Pre Enrollment for Fall up 5%

STUDENT FINANCIAL ASSISTANCE
Additional Gold Loans have been available to students with demonstrated need for the 2003-04 year. The loans can be up to $2000.
No additional freshman scholarship will be awarded for the fall 2003

ADMISSIONS
Freshman Admission for the Engineering Programs will be closed on July 1. All qualified candidates after July 1 will be deferred to the spring semester 2004.

NEW STUDENT PROGRAMS
PRO deposits are up 870 for the fall semester
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## Enrollment Statistics - Summer 2003
### Weekly Numbers
**June 10, 2003**

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*Includes 63 students registered at the Center for Distance and Independent Study in Columbia for UMR Correspondence Courses.*
RESEARCH
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**Through May: 18.9% growth over FY 02: $23.3M**

**Total: $27.7 M**
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**Through May: 54.9% growth over FY 02: $75.8M**
## Proposals Awarded during FY 02-03 through Research Centers

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<th>Center</th>
<th>Jul-02</th>
<th>Aug-02</th>
<th>Sep-02</th>
<th>Oct-02</th>
<th>Nov-02</th>
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<th>Feb-03</th>
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Total: $14.0 M
UNDERGRADUATE AND GRADUATE STUDIES
Undergraduate and Graduate Studies

- Initial discussions have begun with the graduate associate deans to consider establishing a graduate studies strategic plan. It’s too early to provide quantitative descriptions of the plan. However, discussion-to-date reflects a global campus interest in graduate student recruitment, research productivity, graduate student needs and departmental graduate program needs.

- 21 UMR faculty will participate in the UM System’s New Faculty Teaching Scholars Program during the 2003-04 academic year.
INFORMATION TECHNOLOGY
Service Improvement

- Completed development of Tactical Operating Plan document
- Launched Unified Web Presence Project
- Completed Organizational Assessment
- Went from 32 unscheduled Exchange related outages in the 1st 6 months of 2002 to 7 in the 1st 6 months on 2003.
- Went from 20 unscheduled AFS server outages in the 1st 6 months of 2002 to 9 in the 1st 6 months of 2003.
- Deployed SPAM filtering services to reduce e-mail SPAM noise.
- Completed 1st semester course transition in Blackboard

Infrastructure Upgrades/Deployments

- Upgraded Advance application server
- Deployed ACI FixConcrete fileserver and Real Helix Media server
- Deployed UA Web Ezine server
- Deployed replicated extranet server www.umr.edu
- Deployed new general purpose UNIX Linux servers
- Deployed new NIC Linux servers
- Deployed migration of AFS backups from tape to new disk based system
- Removed 4 more Netware servers
- UMR Extranet development site was returned to the UMR Data Center.
- Added customer e-mail forwarding tools so customers can set forwarding on demand. Also, customers can set a forward for up to one year for accounts due to expire during our maintenance process.
- Successfully started on a new approach to departmental servers that focuses on overall campus success and IT security for the projects.
- Implemented fsaAtlas for SEVIS reporting
- Implemented a Web based program for vacation/sick leave reporting
- Participated in a UM task force on reporting
Report to Academic Council on June 19, 2003

- **International Affairs Office**
  The International Affairs Office has continued to work with the campus community to expedite the processing of I-20 requests from potential graduate students. Despite the significant burden imposed by the recent SEVIS regulations, good progress has been made, thanks to the help provided by the academic units on campus. Without this help, it would not be possible to meet the deadlines imposed by the INS for processing I-20s for both existing and incoming students.

As a reminder, the new SEVIS regulations require that students and their advisors exercise caution when making course and degree program changes in order to stay in compliance with the INS. The International Affairs office is ready to assist and answer questions to help the campus community work through these new and potentially complex issues.

- **Fort Leonard Wood**
  A meeting has been scheduled for July 22, 2003 with high ranking Fort Leonard Wood officials (including Major General Van Antwerp) to discuss how UMR might respond to the proposed changes in military training. These change will require a shift from exclusively face to face instruction to some level of distance education. The changes also have the potential of opening up an opportunity for UMR to offer a wide variety of degrees beyond those currently being offered. The deans and others from UMR have been provided a copy of the military plans and have been invited to help formulate and present UMR’s response. **Faculty inquiries and suggestions are welcome and should be forwarded to your dean’s office.**

- **Non credit activity**
  Summer camps and other activities administered jointly by various academic departments and Distance and Continuing Education have been an outstanding success this year compared with prior year’s efforts. They have consistently reached and exceeded enrollment capacity. See below and attached for examples.

  Aerospace Camps July 15 – 17 and July 22 – 24 are full.  
  Summer Transportation June 22 – July25 is full with 16 wait listed.  
  Introduction to Engineering starting June 15, July 6 & July 13 are all full.

Professional Development courses continue to be developed by various departments and will be marketed to professional engineers throughout Missouri and beyond. This is a great revenue producing opportunity for both departments and individuals. **Interested faculty not yet scheduled to develop a courses should contact Sue Turner at Ext 4550 to request information.**
Constitution of the University of Missouri – Rolla, Rolla Technical Institute Solar House Team

ARTICLE I: ORGANIZATIONAL NAME AND AFFILIATIONS

Section A. Name
The name of this organization shall be “University of Missouri – Rolla (UMR), Rolla Technical Institute (RTI) Solar House Team” which hereafter shall be referred to as “Team”.

Section B. Affiliations
UMR will focus primarily on the engineering, design, and project management. RTI will primarily focus on construction, HVAC, cabinetry, and computer design elements.

ARTICLE II: ORGANIZATIONAL PURPOSE

The purpose of this organization shall be to:

1. Promote knowledge and interdisciplinary cooperation of technological advancement of solar energy for residential use.

2. Expand Team members’ knowledge regarding group dynamics and the integration of architecture and technology with dwelling space design and function while familiarizing members with product development, marketing, and business skills through self-administration of business duties necessary to run the Team which will prepare them for leadership roles in industry.

3. Promote the name and reputations of the University of Missouri – Rolla, Rolla Technical Institute and the local community on a national level through participation in intercollegiate solar energy-related competitions while developing a strong tie between UMR and RTI students.

4. Encourage support of the Team by UMR, RTI and the local community.

It shall be the duty of the Team to ensure the following:

1. Participation in various solar energy competitions, including but not limited to the Solar Decathlon.

2. Promotion of the use of solar energy and advertisement of the Team’s achievements.

3. Assist on projects in designing and manufacturing of solar energy using residential dwellings.

ARTICLE III: MEMBERSHIP

Section A. Qualifications
The Team membership shall be open to students who are currently enrolled at UMR or RTI and meet any requirements established by their respective school for participation in student organizations. UMR will only recognize UMR student members, and only UMR students under UMR’s financial guidelines are allowed to appropriate UMR’s funds.

Section B. Status of Membership

1. Voting Member Status
Voting Member Status is obtained by a member that is currently a student and meets the qualifications stated in Section A, and shall be called a Voting Member.

2. Non-Voting Member Status
Non-Voting Member Status is obtained by a previous Voting Member, who has more than 3 unexcused absences to Regular Team Meetings in one semester and shall be called a Non-Voting Member.
"Perfect 10" Improv Constitution

We, the students of the University of Missouri - Rolla, in order to form a more perfect Improv, establish comedy, insure tragedy, provide for domestic hilarity, promote general nonsense and secure the blessings of wackiness and mental uproar for ourselves and our audience, do ordain and establish this Constitution for the "Perfect 10" Improv.

I. Organization Name and Affiliation
   A. This organization will be recognized and referred to as the "Perfect 10" Improv.

II. Aims and Objectives of the Organization
   A. To use improvisational theatre to increase members' knowledge of the art of theatre.
   B. Utilize improvisational theatre to enhance social and mental skills.

III. Membership
   A. Classes of Membership and Qualifications
      1) Regular Members
         a) Open to any UMR student
         b) These members have the right to hold office and control one vote at any meeting.
      2) Associate Members
         a) Open to all UMR faculty, staff or community
      3) Advisor
         a) "Perfect 10" Improv shall have at all times at least one full time faculty advisor.
   B. Method of Impeachment
      1) Members can be impeached for the following reasons:
         a) Failure to attend fifty percent of the business meetings.
         b) Gross misconduct during a show including but not limited to excessive swearing, lewd behavior or disregard for fellow members of "Perfect 10" Improv
      2) Steps in Impeachment
         a) Upon a unanimous vote of the other officers at a regular meeting, a member shall be impeached from membership.
         b) This member has the right to appeal to the Regular members and upon a two-thirds vote of confidence from the Regular members, shall not be removed from membership.

IV. Officers
   B. Officer Positions
      1) President
      2) Vice President
      3) Secretary
      4) Treasurer
   C. The Executive Board
      1) The executive Board will be comprised of the President, Vice President, Secretary and Treasurer.
   D. Qualifications of officers:
      1) President/ Vice President/ Secretary/ Treasurer
Constitution

UMR Youn Wha Ryu

Article I: Name

The name of this organization shall be the UMR Youn Wha Ryu Club.

Article II: Aims and Objective of the Organization

The purpose of the club is to train in self-defense and other martial arts techniques, providing members with increased self-confidence, awareness, health, and feeling of self-worth. Beyond these organization goals are the six basic principles of the Youn Wha system:

1. Be polite
2. Be patient
3. Be alert
4. Be brave
5. Do your best
6. Respect yourself and others

Article III: Membership

A. Qualification and Class of Membership

The club is open to any person with an interest in the martial arts and an interest in furthering the goals of the organization.

1. Regular Members: Restricted to UMR Students.
2. Associate Members: Non-UMR students that are employed by the university (i.e. UMR Faculty and Staff).
3. Honorary Members: Any person that is a non-UMR student and is not employed by UMR that has access to the University of Missouri-Rolla Recreation Center (i.e. UMR Faculty and Staff family members).
4. Charter Members: Any person who is a member of the National Youn Wha Ryu Organization and does not meet any of the above descriptions.
Recommended Guidelines for Dropping Students by the 6th Week Deadline

There has been a large increase in the number of instructor-initiated drops within the first six weeks during the last 1-1/2 years. Procedures being followed by different faculty and by the various departments appear to differ somewhat. In the interest of having more uniform guidelines for the drop process, faculty members who drop students for non-attendance or poor performance early in the semester are encouraged to consider the following suggestions:

- As a general rule, dropping students should be considered a last resort after other attempts to address the student’s behavior (i.e., non-attendance or very poor attendance, failure to complete important assignments) have been attempted and have failed. It is important to keep in mind that the loss of the credit hours may drop a student below the minimum for financial aid, athletic eligibility, etc.; this can obviously have serious effects on the student’s academic career. Some students are now stating explicitly that they expect that they may not pass a course that they take the first time, and that they will plan to take the course again after getting a D or F the first time. If the student is dropped, this plan is no longer feasible. It is suggested that the instructor speak with the student about these issues, or address them via e-mail if discussion is not possible (e.g., the student never shows up for class). Faculty members should also be aware that dropping students, especially for poor performance only, could lead to potential litigation against the faculty member and the University.

- The course syllabus should indicate clearly that students may be dropped and the reasons for this action. This policy should be discussed with students in the first 1-2 class meetings. The process for dropping students, including warnings, should be described clearly.

- The drop date should be specified as a date, not as a time period (“Feb. 24” vs “at six weeks”).

- The conditions under which a drop may take place need to be specified: “X number of absences within the first Y weeks”; “failure to complete and submit X number of homework assignments within the first Y weeks”; “failure to take X number of quizzes within the first Y weeks”; etc. All such conditions should be fair as they would be viewed by “a reasonable person.”

- It is not recommended that students be dropped if they are simply doing poorly, if their attendance and completion of assignments are adequate. In other words, if a student appears to be making a good-faith effort, it is not recommended that he/she be dropped.

- It is recommended that faculty utilize the electronic Academic Alert (formerly Early Warning) system that is being developed. Any other warnings used need to be given to students in a timely manner. These should be written (e.g., e-mail)
and a record kept of these transactions. Students’ responses (and non-responses) should be noted and filed (paper and/or electronically). The warning should state clearly the specific behavior leading to the concerns of the faculty member, the further actions that will be taken, and the timetable for these actions. At least two warnings should be provided, with a copy of these to the department chair. In the event of possible future litigation, it will be important to be able to document that these parties have received notice. This also will allow time to assess possible consequences for the student. It is probably advisable to maintain this file information until a time after which the student could reasonably be expected to have graduated.

- When an instructor sends a drop form to the Registrar’s office, the instructor should provide e-mail notification to the department chair as well. This procedure will allow department chairs to have some idea how many students are being dropped from courses in their departments, and it will provide at least some measure of administrative oversight in the event of subsequent litigation.
Academic Council Meeting Agenda

Thursday, April 17, 2003
204 McNutt; 1:30 P.M.

I. Approval of February 20, 2003 meeting minutes *

II. Reports and Responses
   A. President’s Report (5 minutes)  
      Lenn Koederitz
   B. Chancellor’s Report (5 minutes)  
      Gary Thomas
      1. Questions and Answers
   C. Provost’s Report (10 minutes)  
      Y.T. Shah
      1. “Faculty Workload Guidelines” *
      2. Questions and Answers

III. Reports of Standing and Special Committees
   A. Curricula (5 minutes)  
      Thomas Schuman
      1. Report from March 6, 2003 Meeting *
      2. Report from April 3, 2003 Meeting *
   B. Tenure (5 minutes)  
      Gerald Cohen
      1. Issue of Ensuring the Presence of Women and Minorities on the Campus Tenure / Promotion Committee *
   C. Student Conduct (5 minutes)  
      Nancy Hubing
   D. Ad Hoc Committee to Propose Changes to UMR Faculty Bylaws (15 minutes)  
      Todd Hubing
      1. Summary of Changes Proposed to the UMR Faculty Bylaws *
   E. Student Affairs (10 minutes)  
      Mark Potrafka
      1. Student Organization Posting Policy *
      2. “Military Aerospace Society” Constitution *
      3. “UMR Student Chapter of Architectural Engineering Institute” Constitution *
      4. “The Black Man’s Think Tank” Constitution *
      5. “UMR Flyfishing Club” Constitution *
   F. Resolution - “UMR’s 42-Credit Hour General Education Transfer Policy” *  
      Ralph Wilkerson
   G. Resolution - “Seven Principles for Good Practice in Undergraduate Education” *  
      David Van Aken
H. Academic Council, RP&A, and General Faculty Meeting Dates for 2003 – 2004 *

IV. Old Business
   A. Action Items
      1. Academic Dishonesty Cases

V. New Business and Announcements
   A. Staff Council
   B. Student Council
   C. Council of Graduate Students
   D. Referrals

* Information distributed with agenda.
The meeting was called to order at 1:30 P.M. by President Lenn Koederitz. Roll call was taken, and absentees noted were: Neil Book, Michael Meagher, Debra Robinson, H.L. Tsai, Phillip Whitefield, and Paul Worsey.

There was a motion and second to approve the minutes of the February 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 Lenn Koederitz.

1. Presently, the UM System is considering a merger with Northwest Missouri State University located in Maryville. The Board of Regents at Northwest have approved the proposal while the UM Board of Curators has voted to continue discussions.

2. The May UM Board of Curators agenda includes the proposed Spouse / Dependent Fee Waiver initiative. The proposed tuition benefit is, of course, dependent upon the budget.

3. The following meeting dates have been set for 2003-2004:

   **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

4. Senate Bill 450, bringing the UM System into the state’s healthcare plan, has disappeared after legislators were flooded with letters from university employees voicing their disapproval of the plan.

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

1. The status of the state’s budget is constantly changing. The State House of Representative recently passed a budget where higher education appropriations were only down 1-2%. The Senate found this budget to be $660 million out of balance and has distributed this cut. UMR may be forced to absorb a cut of $5
million in state appropriations. Chancellor Thomas feels that UMR needs to speak out, letting people know the ramifications of shrinking budgets to the K-12 and higher education system.

2. Chancellor Thomas said that he is considering a lot of factors while planning next year's budget. Thomas stated that he would empower the deans to find the least harmful way to meet the budget challenges.

3. Chancellor Thomas indicated that one possible benefit of a merger with Northwest Missouri State University would be the lowering of out-of-state student fees at UMR to equalize the tuition discrepancy. Thomas also mentioned that a merger would possibly bring more diversity and autonomy within each of the institutions.

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 is on target to meet or exceed all goals for Fall 2003.
      b. In Research, new awards currently total $20.9 million. Proposal submissions through the end of March total $93.8 million. Wayne Huebner is planning a Grant Writing Workshop to help faculty write successful proposals.
      c. Undergraduate and Graduate Studies is working to establish CERTI (Center for Educational Research and Teaching Innovation).
      d. Global is operating under the new INS regulations and looking at new ways to deliver education to Fort Leonard Wood officers.
   2. Provost Shah was questioned regarding the hiring of faculty in the School of Management and Information Systems (SMIS). Shah responded that all new SMIS faculty hires are necessary to meet the minimum requirements for the school.
   3. Provost Shah was asked when the policy concerning the distribution of distance education funds would be revised as promised earlier. Henry Wiebe replied that a percentage of the funds would be returned to the department, based on student count, and that the policy was very close to being ready for publication.
   4. Provost Shah discussed the development of the Faculty Workload Guidelines, stating that the committee worked with the deans, department chairs, and faculty to determine the best way to make the faculty workload consistent with the goals of the university. Committee Chair Ming Leu noted the mission of the 13-person committee was to ensure an equal workload for all.

2 REPORTS AND RESPONSES

A. CURRICULA – This report was presented by Thomas Schuman
   1. There was a motion and second to approve the degree and course changes generated from the March 6, 2003 and April 3, 2003 meetings. The motion passed.
   2. Experimental course forms were submitted for informational purposes only.

B. TENURE – This report was presented by Jerry Cohen
   1. Professor Cohen presented an excerpt from the November 2002 Tenure Committee Report regarding “The Issue of Ensuring the Presence of Women and
Minorities on the Campus Tenure/Promotion Committee.” Cohen stated that no evidence of systemic bias, linked to the campus Promotion/Tenure Committee, has been brought forward.

2. There was a motion and a second to eliminate items #1 through #6 of the report, as distributed with the meeting agenda, and accept item #7. The motion passed.

C. STUDENT CONDUCT COMMITTEE – This report was presented by Nancy Hubing.
   1. Professor N. Hubing presented the results of a faculty survey, conducted in February, regarding academic dishonesty.
   2. The committee is still discussing its recommendations to combat the problem of Academic Dishonesty at UMR and will present final suggestions at a later date.

D. AD HOC COMMITTEE TO PROPOSE CHANGES TO UMR FACULTY BYLAWS – This report was presented by Todd Hubing.
   1. Professor T. Hubing presented the committee’s summary of the changes proposed to the UMR Faculty Bylaws and distributed a line-by-line description of each bylaws change to the Academic Council.
   2. Professor T. Hubing noted an additional change to the charge of the Curricula Committee, adding the following statement:
      The Academic Council Curricula Committee will submit proposals for new graduate programs or significant changes to existing graduate programs to the Graduate Faculty for approval prior to being considered by the Academic Council.
   3. There was a motion and second to approve the proposed bylaws changes and hereby submit the changes, as presented with the meeting agenda and including the change to Curricula Committee, to the RP&A committee for possible adoption by the General Faculty.
   4. There was a friendly amendment to change the wording in section 5.g. from “not moving” to “not acting in a timely manner”.
   5. There was a motion and second to include the Administrative Review Committee and its charge, as follows, in the proposed bylaws changes.
      (1) This committee sets policies and procedures for review of campus administrators. The committee recommends the evaluation questionnaires and a plan/schedule for conducting reviews to the Academic Council. The committee conducts the reviews; oversees the sending of the evaluation forms to the evaluating persons; oversees the collection and collation of the resulting evaluations; and, along with the officers of the Academic Council, reviews and forwards the results of the evaluations.
      (2) The committee consists of a representative from each school and college nominated by the Rules, Procedures and Agenda committee (with the possibility of nominations from the floor) and elected by a vote of the Academic Council. Committee members serve for two years, terms to be
staggered with the election of two members each year, and shall be full-time, tenured faculty members with an administrative component of 50% or less.

The amendment passed.

6. The original motion, with amendment and friendly amendment, was approved by the Academic Council.

7. A line-by-line description of each bylaws change can be found on the web at:
     (Section C revisions).
     (Section D revisions).
   A description of the ad hoc Committee to Propose Changes to the UMR Faculty Bylaws and minutes of their meetings can be found on their web page at:

E. STUDENT AFFAIRS – This report was presented by Hal Nystrom.
   1. The “Student Organization Posting Policy” was submitted to the Academic Council for informational purposes.
   2. There was a motion and second to accept the constitutions for the following student organizations:
      “Military Aerospace Society”
      “UMR Student Chapter of Architectural Engineering Institute”
      “The Black Man’s Think Tank”
      “UMR Flyfishing Club”
      The motion passed.

F. RULES, PROCEDURE AND AGENDA –
   1. Ralph Wilkerson made the following motion:
      RP&A unanimously recommends that the Academic Council approve the revision of UMR’s 42-Credit Hour General Education Transfer Policy.
      There was a second and the motion passed.
   2. Robert Schwartz made the following motion:
      Academic Council will support and recommend the “Seven Principles for Good Practice in Undergraduate Education” as distributed with the meeting agenda.
      There was a second and the motion passed unanimously.

3 OLD BUSINESS

A. ACTION ITEMS
   1. Academic Dishonesty Cases

4 NEW BUSINESS

A. STAFF COUNCIL
   1. Barbara Robertson noted that Staff Recognition Day will be on May 21.
B. STUDENT COUNCIL – No report submitted.

C. COUNCIL OF GRADUATE STUDENTS - No report submitted.

There was a motion and second to adjourn the meeting. The motion passed at 3:15 P.M.

Respectfully submitted,

Mike Hilgers, Secretary
(electronically submitted, 4/24/03 – 2:16 p.m.)

*Minutes of the Academic Council are considered official notification and documentation of actions approved.
MEMORANDUM TO: Members of the General Faculty

FROM: Provost Y. T. Shah

SUBJECT: Faculty Workload Report

April 3, 2003

A task force consisting of faculty, department chairs, the deans and the Vice Provost for Research and chaired by Professor Ming Leu of the Mechanical, Aerospace Engineering and Engineering Mechanics Department, has put forth this final document of faculty workload guidelines to be used by department chairs. An open forum was held and all input received by the committee was considered before the final report was written.

I would like to thank the members of the task force and endorse their recommendations. These attached guidelines should be used by the deans and the chairs to assign and assess faculty workload.

YTS/vr
Attachment
Faculty members at the University of Missouri-Rolla (UMR) are expected to contribute to the traditional areas of teaching, research/creative activity and service. The distribution of effort between these three areas will vary for different faculty members. The department Chair or unit head has the responsibility for determining the workload of each faculty member using the following general guidelines.

Teaching

UMR regards a full time teaching load as 12 section credits per semester or the equivalent thereof, plus a minimum of 4 office hours per week. A section credit is defined to be one contact hour per week for a lecture course or 3 contact hours per week for a laboratory course. For a faculty member teaching a class for the first time, the equivalent section credits are to be regarded as 1.5 times the official section credits listed for the course. For laboratory courses requiring significant preparation and grading, or large enrollment courses with an unusually heavy grading responsibility, or courses requiring a greater than average technical preparation such as advanced subject courses, or courses using advanced technology such as distance education, the department Chair may assign a weight of up to 1.5 times the listed section credits for that course. As discussed below, individual faculty members may also be released from a portion of their full time teaching load to engage in research and service activities consistent with the mission of the University.

Research

To fulfill its research and graduate education missions, UMR expects its faculty to establish an active program of research or scholarship funded at a level consistent with the expectations of the discipline, either in the faculty member's academic discipline or in the teaching and pedagogy associated with their respective discipline. Release time from teaching is provided to fulfill this responsibility. New faculty may have 3 to 6 section credits per semester released from teaching to enable them to initiate and develop a program of research or scholarship at UMR. In addition, released time may be provided to other faculty who can document an established and active program of research or scholarship. Faculty who engage in scholarly activity commensurate with the expectations of their discipline may have the equivalent of up to 4 section credits released per semester for that activity. To receive this released time, there must be an established record of the research or scholarly activity including regular publications in a refereed journal of recognized standing, published monographs, or other forms of recognized scholarly or creative work. In addition, a faculty member who is active in research will make annual presentations of the results of their research or scholarship at national or international professional meetings, and will supervise students enrolled in undergraduate or graduate level research.

Faculty members can, subject to the approval of the faculty member's Chair and Dean, negotiate for a further reduction in teaching load contingent upon the faculty member's ability to obtain external funding to release a portion of their academic year salary. Funds generated from external grants in
this fashion are to be returned to the faculty member’s unit to allow the hiring or compensation of teaching faculty to replace the teaching services not covered as a result of the faculty member being released from their teaching commitment. To be released from an obligation of 3 section credits for one semester, a faculty member would have to generate from external grants, at a minimum, the larger of 10% of their academic year salary or the actual cost to hire a qualified replacement instructor, with the actual amount to be negotiated by the department Chair and approved by the Dean.

Faculty members with exceptional internationally recognized programs of research or scholarship may receive additional released time with the approval of the department Chair and Dean. Evidence of an exceptional research program would include a recent publication history of several articles per year in refereed national and international journals, frequent publication of monographs, invited talks at national and international meetings, and the ability to attract external grants that support multiple graduate students. Faculty members of this stature are encouraged to buy out part of their academic year salary.

Under normal circumstances, the maximum amount of time that can be released from teaching for research or scholarship related activities is 7 section credits per semester, or the equivalent.

Service

In order to fulfill its service mission, UMR provides teaching release time to faculty for service activities. Service activities include university committee work, student advising, instructional support activities and supervising, service to the local community on behalf of the university, and service to the professional community at the local level, national, or international levels. In general, the number of section credits of teaching to be released for service activities is the average number of hours per week spent in service activities divided by three. A typical faculty member is assumed to spend an average of six hours per week on service related activities, which would entitle them to 2 section credits of released time from teaching per semester. It is the department Chair’s responsibility to ensure that each faculty member is assigned sufficient service related duties to justify a reduction of teaching load based upon service considerations. Faculty members who can document an average activity of more than six hours per week may receive an additional service related release of teaching time, up to a maximum of 4 section credits per semester or equivalent. Faculty members with part time administrative duties may receive additional time released from teaching.

Summary

The full time teaching load for a UMR faculty member is 12 section credits per semester. Faculty members may receive released time from teaching for their research and service activities. Under normal circumstances, the maximum amount of released time for service will be 4 hours and the maximum amount of released time for research will be 7 hours. However, the maximum total amount of time released from teaching that a faculty member may normally receive for both research and service is 9 section credits per semester, or the equivalent.
Accountability

At the end of each academic year, the department Chair will make a report to the Dean of his or her unit, detailing (i) the teaching load of each faculty member in the department for the entire academic year, (ii) the factors as outlined above that justified any reduction in teaching load from the UMR standard of 12 section credits per semester, and (iii) the Chair’s recommended workload for each faculty member of the department for the next academic year, as determined through discussion and negotiation with the faculty member. The actual teaching load assigned to each faculty member for the coming year is then to be determined by the faculty member’s department Chair in consultation with and approval by the Dean.

Special Circumstances

The department Chair or unit head should make every effort to assign workloads consistent with these guidelines. However, it is recognized that fluctuations in enrollment and changes in the division of a faculty member’s teaching and research emphasis over time might make it necessary for there to be a temporary deviation from the guidelines. Deviations from the guidelines may also be warranted in the event of pregnancy, childbirth, primary care of a newborn child, or unusual medical or family circumstances consistent with other University policies.

Fluctuations in enrollment will occasionally cause a scheduled course to be cancelled. In the event of course cancellation, a faculty member assigned to a cancelled course as part of their agreed workload will, whenever possible, be assigned by the department Chair to another course of comparable section credit hours. In the event that additional courses consistent with the faculty member’s abilities are unavailable for reassignment, the department Chair will have the responsibility of assigning the faculty member additional duties, commensurate with the considerations outlined above, to ensure that the faculty member follows the spirit of the assigned workload. The department Chair will include a discussion of any such alterations to assigned faculty workload in the Chair’s annual report to the Dean.
Memo To: Academic Council  
From: UMR Campus Curriculum Committee Meeting  
RE: March 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 0040, College of Arts & Sciences, Physics. Approved for Fall 2003 a proposed reduction in required credit hours for a Bachelor of Science degree in Physics from 130 to 128.

DC 0059, School of Mines & Metallurgy, All Departments. Approved for Fall 2003 a proposed reduction in the minimum required number of credit hours for a Bachelor of Science degree in the School of Mines & Metallurgy from 132 to 128. This change does not preclude a department from requiring more than 128 hours.

DC 0060, School of Management and Information Systems, Economics and Finance. Approved for Fall 2003 a proposed reduction in required credit hours for a Bachelor of Science degree in Economics from 130 to 120, and to make the general education and core requirements the same as the other SMIS programs.

DC 0061, School of Mines & Metallurgy, Mining Engineering, proposed new emphasis area called Sustainable Development. Approved for Fall 2003.

DC 0062, School of Mines & Metallurgy, Mining Engineering, proposed new emphasis area called Mining Health and Safety. Approved for Fall 2003.

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 5427, Physics 371, Quantum Electronics. The following changes are approved for Fall 2003.

Course title – Present: Quantum Electronics
Proposed: Laser Physics

CC 5428, Chemistry 237, Inorganic Chemistry. The following changes are approved for Fall 2003.
  Prerequisites – Present: Preceded or accompanied by Chem 243
  Proposed: None

CC 5429, Chemistry 331, Selected Topics in Inorganic Chemistry. The following changes are approved for Fall 2003.
  Prerequisites – Present: Preceded or accompanied by Chem 243
  Proposed: None

  Catalog Description: Introduction to the interaction between architecture and art. A series focused on the history of architecture as it relates to styles and functions. Theories of building and site design, plan and spatial organization, formal composition, and environmental contest are considered as principle form determinants.
  Credit Hours: Lecture: 1 hr. Lab: 2 hrs. Total: 3 hrs.
  Prerequisites: Sophomore standing

  Catalog Description: Selected topics in non-Euclidean, solid, projective, and fractal geometry.
  Credit Hours: 3 hours Lecture
  Prerequisites: Math 330

  Catalog Description: An instructional unit based on material learned in Math 440 will be designed by each student. These units will be class tested. The unit and results of class testing will be presented both in written and oral format.
  Credit Hours: 1 hour Lecture
  Prerequisites: Math 440

CC 5501, Math 240, Mathematical Software Applications in the Classroom. New course approved for Summer 2003.
  Catalog Description: Students will be introduced to a variety of mathematical software applications, both PC and calculator based which will aid teachers in presenting concepts and in classroom management. Specific topics covered will be selected based on student interest.
  Credit Hours: 3 hours Lecture
  Prerequisites: Math 22 and admission to the MST program

Catalog Description: A review of the fundamental ideas of physics, including mechanics, matter, energy, sound, electricity, magnetism, and light with an emphasis on thermodynamics can be used to help understand the underlying concepts. (For secondary teachers or Masters of Science Teachers candidates only.)

Prerequisites: 3 hours Lecture


Catalog Description: This course covers control-oriented modeling, simulation, and control of manufacturing processes. Topics include digital control, control system hardware, servomechanisms, interpolation, coordinated motion control, regenerative chatter, and control of machining and non-traditional processes. Control algorithms are implemented on a machining center.

Credit Hours: 3 hours Lecture
Prerequisites: Math 22 and admission to the MST program

CC 5511, Economics 397, Capstone Seminar in Economics. New course approved for Fall 2003.

Catalog Description: Course will cover issues and problems relating to application and integration of economics, business and management systems skills. Group projects will require work as a member of a team, including creative problem-solving and application of business system principles to real and simulated problems.

Credit Hours: 3 hours Lecture
Prerequisites: Senior Standing as an Economics Major

CC 5513, Metallurgical Engineering 368, Physical Metallurgy III Laboratory. Approved deletion of course effective Fall 2003.

CC 5514, Metallurgical Engineering 360, Materials Selection & Fabrication. Approved deletion of course effective Fall 2003.


CC 5516, Metallurgical Engineering 211, Metallurgical Laboratory. Approved deletion of course effective Fall 2003.

CC 5519, Geology 51, Physical Geology. The following changes are approved for Fall 2003.

Course Title – Present: Physical Geology
Proposed: Physical and Environmental Geology

Catalog Description: Materials, structures and other features of the Earth and planetary bodies are studied in the context of Earth resource hazards and environmental challenges. The laboratory focuses on the study of common rocks and minerals, air photographs, maps, and case studies of geological problems. One field trip is required.
CC 5586, Economics 357 and co-listed IST 357, Network Economy. Approved new courses for Fall 2003.

Catalog Description: The course takes a look at the emerging Network/Internet economy, using traditional economic tools. Topics include production and reproduction cost of information, information as an “experience good,” creation of different version of products, switching cost and lock-in affects, market adoption of dynamics, first-mover advantage, and intellectual property rights.

Credit Hours: 3 hours Lecture
Prerequisites: Econ 221
Co-listing: IST 357


Catalog Description: This course studies the need for funds in business and the techniques of analysis used to determine how effectively these funds are invested within the firm. Topics include the institution, instruments, and markets concerned with raising funds.

Credit Hours: 3 hours Lecture
Prerequisites: Bus 120, Econ 111, and Econ 122
Co-listing: Bus 250

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 1410, Computer Engineering 401, Advanced VLSI Design, approved effective Fall 2003.

Credit Hours: 3 hours Lecture
Prerequisites: Cp Eng 311

EC 1411, Computer Engineering 401, Electrical Engineering 401, and Computer Science 401, High-Speed Networks: Design and Simulation, approved effective Fall 2003.

Credit Hours: 3 hours Lecture
Prerequisites: CS 285, or Cp Eng 319, or hardware competence.

EC 1412, Electrical Engineering 301, Basic Engineering 301, and Education 301, Engineering and Science in the Primary Curriculum, approved effective Summer 2003.

Credit Hours: 3 hours Lecture
Prerequisites: Senior Standing or Practicing Educator

EC 1413, Electrical Engineering 401, Advanced Topics in Optics IV, approved effective Fall 2003.

Credit Hours: 3 hours Lecture
Prerequisites: Graduate Standing
  Credit Hours: 3 hours Lecture
  Prerequisites: E Mgt 375 or equivalent

EC 1415, English 301, Modern Irish Literature, approved effective Fall 2003.
  Credit Hours: 3 hours Lecture
  Prerequisites: English 20 and a semester of college literature

EC 1416, Geological Engineering 401, Discontinuity Analysis for Rock Engineering I, approved effective Fall 2003.
  Credit Hours: 3 hours Lecture
  Prerequisites: Geology 220, or GE 371, or Min Eng 231, or Graduate Standing.

EC 1417, Geophysics 301, Introduction to Earthquake Seismology, approved effective Fall 2003.
  Credit Hours: Lecture: 2 hrs. Lab: 1 hr. Total: 3 hrs.
  Prerequisites: Geophysics 381

EC 1418, Geophysics 401, Earthquake Seismology, approved for Fall 2003.
  Credit Hours: Lecture: 2 hrs. Lab: 1 hr. Total: 3 hrs.
  Prerequisites: Geophysics 381

EC 1421, Nuclear Engineering 401, Radiation Dosimetry, approved for Fall 2003.
  Credit Hours: 3 hours Lecture
  Prerequisites: NE 333, or NE 335, or Bio 352

  Credit Hours: 3 hours Lecture
  Prerequisites: Math 2 or 4 or by placement exam

  Credit Hours: 3 hours Lecture
  Prerequisites: IST 141, or IST 233, or IST 321

J. Keith Nisbett, Chair
UMR Campus Curricula Committee
Memo To: Academic Council  
From: UMR Campus Curriculum Committee Meeting  
RE: April 3, 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 0028, Ceramic Engineering, proposed curriculum changes approved effective Fall 2003.

DC 0063, School of Mines & Metallurgy, Metallurgical Engineering. A proposed reduction in required credit hours for a Bachelor of Science degree in Metallurgical Engineering from 132 to 128 and modify curriculum to accommodate this, approved effective Fall 2003.

DC 0065, School of Engineering, Mechanical Engineering – Manufacturing Processes emphasis area. Approved change to the current curriculum for the BS degree in Mechanical Engineering, Manufacturing Processes emphasis area, effective Fall 2003.

DC 0066, School of Mines and Metallurgy, Nuclear Engineering. Approved change in curriculum for the Bachelor of Science degree in Nuclear Engineering, effective Fall 2003.

DC 0067, School of Mines and Metallurgy, Mining Engineering. Approved change in total required curriculum hours for a Bachelor of Science in Mining Engineering from 130 to 128, effective Fall 2003.

DC 0068, College of Arts & Sciences, Psychology. Approved change in total required hours for a BS degree in Psychology from 130 to 124, effective Fall 2003.

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 5380, Ceramic Engineering 122, Ceramic Materials Laboratory II - Glass and Traditional Ceramics. The following changes have been approved for Fall 2003.
Course Title – Present: Ceramic Materials Laboratory II – Glass and Traditional Ceramics
Proposed: Ceramic Materials Laboratory II – Glass and Ceramic Processing
Credit Hours – Present: 1.5 hour Lab
Proposed: 2 hour Lab

CC 5383, Ceramic Engineering 242, Ceramic Processing Lab II. The following changes have been approved for Fall 2003.
Credit Hours – Present: 1.5 hour Lab
Proposed: 2 hour Lab

CC 5384, Ceramic Engineering 231, Ceramic Processing Lab I. The following changes have been approved for Fall 2003.
Credit Hours – Present: 1.5 hour Lab
Proposed: 2 hour Lab

CC 5386, Ceramic Engineering 262, Ceramic Engineering Design Lab. The following changes have been approved for Fall 2003.
Description – Present: A continuation of Ceramic 261 with two final tasks having to do with evaluation of the design, casting and safety aspects. Students will give individual oral reports and will submit a design project paper.
Proposed: A continuation of CrEng 261, students working in small groups will fabricate and evaluate their designs. Design process elements such as safety aspects, environmental issues and ethics will be introduced. Groups will provide oral presentations and written reports of their results.

CC 5387, Ceramic Engineering 111, Ceramic Materials Laboratory I - Characterization of Materials. The following changes have been approved for Fall 2003.
Credit Hours – Present: 1.5 hour Lab
Proposed: 2 hour Lab

Catalog Description: Directed readings and writing on selected topics and areas in British literature. Credit will only be given for one of English 402, 403, 404 or 405 toward the cooperative MA program with UMSL.
Credit Hours: 3 hours Lecture
Prerequisites: Graduate standing and consent of instructor

CC 5508, English 403, Readings in American Literature. New course approved for Fall 2003.
Catalog Description: Directed readings and writing on selected topics and areas in American literature. Credit will only be given for one of English 402, 403, 404 or 405 toward the cooperative MA program with UMSL.

Credit Hours: 3 hours Lecture
Prerequisites: Graduate standing and consent of instructor

CC 5509, English 404, Readings in Literature and Theory. New course approved for Fall 2003.

Catalog Description: Directed readings and writing on selected topics and areas in Literature and Theory. Credit will only be given for one of English 402, 403, 404 or 405 toward the cooperative MA program with UMSL.

Credit Hours: 3 hours Lecture
Prerequisites: Graduate standing and consent of instructor

CC 5510, English 405, Readings in Rhetoric and Composition. New course approved for Fall 2003.

Catalog Description: Directed readings and writing on selected topics and areas in Rhetoric and Composition. Credit will only be given for one of English 402, 403, 404 or 405 toward the cooperative MA program with UMSL.

Credit Hours: 3 hours Lecture
Prerequisites: Graduate standing and consent of instructor.

CC 5517, Metallurgical Engineering 355, Metallurgical Thermodynamics II. The following changes have been approved for Fall 2003.

Course Title – Present: Metallurgical Thermodynamics II
Proposed: Process Metallurgy Applications

Catalog Description – Proposed: Application of thermodynamics to process metallurgy. Equilibrium calculations with stoichiometry and heat balance restrictions, phase transformations, and solution thermodynamics. Use of thermodynamic software to solve complex equilibria in metallurgical applications.

Credit Hours – Present: Lecture: 2 Lab: 1 Total: 3
Proposed: Lecture: 2 Lab: 0 Total: 2

Prerequisites – Present: Met 203
Proposed: Met 281

CC 5518, Metallurgical Engineering 125, Fundamentals of Chemical Metallurgy. The following changes have been approved for Fall 2003.

Course Title – Present: Fundamentals of Chemical Metallurgy
Proposed: Chemistry of Materials

Catalog Description – Proposed: Basic Inorganic Chemistry of Materials. Topics will include chemical properties, structure and bonding of solids, energy, enthalpy, entropy, thermochemistry, kinetics and rate processes. Application of chemistry principles to materials engineering through flowsheeting, reactor design, materials/metals processing and the environment.

Credit Hours – Present: Lecture: 2 Lab: 0 Total: 2
Proposed: Lecture: 3 Lab: 0 Total: 3
Prerequisites – Present: Chem 3
Proposed: Chem 1

Catalog Description: A study of the theories of corrosion and its application to corrosion and its prevention.
Credit Hours: 3 hours Lecture
Prerequisites: Chem 243 or MetE 281 (The prerequisite change also applies to the co-listed Met E 381)

CC 5589, Chemistry 423, Advanced Topics in Organic Chemistry. The following changes are approved for Fall 2003.
Prerequisites – Present: Chem 227
Proposed: Chem 223 or equivalent

CC 5590, Chemistry 453, Separations. The following changes are approved for Fall 2003.
Prerequisites – Present: Chem 351
Proposed: Chem 355 or equivalent

CC 5591, Chemistry 455, Chemical Spectroscopy. The following changes are approved for Fall 2003.
Prerequisites – Present: Chem 351, Chem 343 or equivalent
Proposed: Chem 355, Chem 343 or equivalent courses

CC 5593, Nuclear Engineering 201, Reactor Operations I. New course approved for Fall 2003.
Catalog Description: A first course in reactor operations training and practical approach to nuclear reactor concepts. Students will receive hands-on training and are encouraged to take the NRC Reactor Operator’s Exam.
Credit Hours: 1 hour Lab
Prerequisites: Nu Eng 25 or Nu Eng 105, and Phys 23 or Chem 001/002

CC 5594, Nuclear Engineering 341, Metallurgical Engineering 341, Nuclear Materials I. The following changes have been approved for Fall 2003.
Prerequisites – Present: Nu Eng 205, Mt Eng 121
Proposed: Nu Eng 205, Nu Eng 223, Mt Eng 121

CC 5595, Nuclear Engineering 319, Nuclear Power Plant Systems. The following changes have been approved for Fall 2003.
Catalog Description – Proposed: A study of current nuclear power plant concepts and the environmental economics and safety considerations affecting their design. Includes such topics as: thermodynamics, thermal hydraulics, and mechanical and electrical aspects of nuclear power facilities.
Prerequisites – Present: Nu Eng 205 and Mc Eng 219
Proposed: Nu Eng 205 and accompanied or preceded by Nu Eng 223

CC 5596, Mechanical Engineering 219, Thermodynamics. The following changes are approved for Fall 2003.
Prerequisites – Present: Cmp Sc 73, and a grade of “C” or better in Math 8, 21, 22, and Physics 23
Proposed: Cmp Sc 53 or 73 or 74; and a grade of “C” or better in each of Math 14 (or 8), 15 (or 21), 22, and Physics 23

CC 5597, Mechanical Engineering 225, Heat Transfer. The following changes are approved for Fall 2003.
Prerequisites – Present: Math 204, Mc Eng 219, and Cmp Sc 73
Proposed: Math 204, Mc Eng 219; and Cmp Sc 53 or 73 or 74

Catalog Description: Fundamentals of spacecraft design. Systems engineering, subsystem analysis and design. Gantt charts, organizational charts. Oral presentations and technical documentation. Term project to involve design and development of actual flight hardware, continuing into Spacecraft Design II.
Credit Hours: 3 hours Lecture
Prerequisites: AE 251, 261, and 271 for AE majors; consent of instructor for non-AE majors

CC 5599, Aerospace Engineering 382, Spacecraft Design II. New course approved for Fall 2003.
Catalog Description: As a continuation of AE 380, detailed spacecraft design is performed, leading to procurement of components. As schedules permit, spacecraft fabrication and test commence. Development of labs to facilitate spacecraft test, operation, and data analysis continues.
Credit Hours: 3 hours Lab
Prerequisites: AE 235, 253, and 380 for AE majors; consent of instructor for non-AE majors

CC 5600, Ceramic Engineering 104, Ceramics in the Modern World. The following changes have been approved for Fall 2003.
Credit Hours – Present: 3 hours Lecture
Proposed: 2 hours Lecture

CC 5601, Ceramic Engineering 392, X-Ray Diffraction and Fluorescence Laboratory. The following changes have been approved for Fall 2003.
Course Title – Present: X-Ray Diffraction and Fluorescence Laboratory
Proposed: X-Ray Diffraction Laboratory
Catalog Description – Present: Qualitative and quantitative analysis by diffraction and fluorescence; high temperature studies of expansion and kinetics of phase formation or transformation.
Proposed: Practical aspects of sample preparation, instrument set-up, data collection, and analysis are covered. Students cannot receive credit for Cr. 292 and Cr. 392.

Prerequisites – Present: Preceded or accompanied by Cr Eng 391

Proposed: Preceded or accompanied by Cr Eng 291 or Cr Eng 477 or an advanced crystallography course

Catalog Description: Practical aspects of x-ray diffraction analysis will be emphasized; students will gain hands-on experience in qualitative and quantitative analysis techniques, use of electronic databases, and operation of modern powder diffractometers.
Credit Hours: 1 hour Lab
Prerequisites: Preceded or accompanied by Cer Eng 291

CC 5603, Ceramic Engineering 391, X-ray Diffraction and Fluorescence. The following changes have been approved for Fall 2003.
Course Number – Present: 391
Proposed: 291
Course Title – Present: X-ray Diffraction and Fluorescence
Proposed: Characterization of Inorganic Solids
Catalog Description – Present: Symmetry and space groups; x-ray diffraction, reciprocal lattice; calculated diffracted beam intensity; indexing methods; precise lattice parameters.
Proposed: X-ray diffraction analysis is emphasized including lattice parameter determination, qualitative and quantitative analysis methods, and sources of error. In addition, the basic principles of other common characterization techniques including electron microscopy, thermal analysis, and energy dispersive spectroscopy are discussed.
Prerequisites – Present: None
Proposed: Cer 102 or Met 121 or a similar introductory course on structure of solids

CC 5604, Ceramic Engineering 284, Electrical Properties of Ceramics. The following changes have been approved for Fall 2003.
Catalog Description – Present: The application of ceramic chemistry and physics to the development and evaluation of the electronic, dielectric, magnetic, and optical properties of materials. Emphasis is placed on the design/application relationships which are used to develop materials.
Proposed: The application of ceramic chemistry and physics to the development and evaluation of electronic, dielectric, magnetic, and optical properties. Emphasis is placed on the relationships between properties and crystal structure, defects, grain boundary nature, and microstructure.
Credit Hours – Present:  3 hours Lecture  
        Proposed: Lecture: 3  Lab: 1  Total: 4

CC 5605, Ceramic Engineering 306, Thermomechanical Properties and Their Use in Design. The following changes have been approved for Fall 2003.
Course Title – Present:  Thermomechanical Properties and Their Use in Design  
        Proposed: Mechanical Properties of Ceramics
Catalog Description – Present:  This course will treat the theory and testing practice related to design for a range of thermal and mechanical properties of ceramic materials.  
        Proposed:  This course will treat the theory and testing practice related to design based on the mechanical properties of ceramics. The course also includes a laboratory consisting of experiments for the characterization of the mechanical properties of ceramics.
Credit Hours – Present:  3 hours Lecture  
        Proposed: Lecture: 3  Lab:1  Total: 4

Catalog Description:  This course will teach the crystal physics underlying heat capacity, internal energy, phonon and photon conduction, and thermal expansion. These properties will be used to rationalize the behavior of a wide variety of ceramic materials in severe thermal environments.
Credit Hours:  3 hours Lecture  
Prerequisites:  Senior Standing

CC 5607, Geology 330, Granites and Rhyolites. New course approved for Fall 2003.  
Catalog Description:  Processes governing the generation and crystallization of felsic magma will be covered, with specific reference to: 1) crust vs mantle sources, 2) melt migration and emplacement, 3) magma chamber dynamics, 4) the volcanic-plutonic connection, and 5) the relationship to tectonic setting. A field trip at the student’s expense is required.
Credit Hours:  Lecture: 3  Lab: 1  Total: 4  
Prerequisites:  Geology 130

CC 5646, College of Arts & Sciences, (Math, Physics, Statistic). Approved for Fall 2003, this CC form is to replace all occurrences of Math 8 in the prerequisite of any course in the College of Arts & Sciences with “Math 8 or 14”, and to replace all occurrences of Math 21 in the prerequisite of any course in the College of Arts & Sciences with “Math 21 or 15”. The following is a list of courses effected:  Math 21, 22, 208 and 209; Physics 21, 23, 24 and 25; Statistics 211, 213, 215 and 217.

Catalog Description: Design and specification of interior and exterior building illumination systems, including lighting loads, branch circuits and switching. Work includes study of applicable NFPA 70 (NEC) and related building codes.

Credit Hour: 3 hours Lecture
Prerequisites: EE 281 and ArchE 204


Credit Hours: 3 hours Lecture
Prerequisites: Preceded or accompanied by CE 221 or CE 223

Catalog Description: Lean manufacturing is a total enterprise philosophy built on increasing the synergy between humans and technological systems. Use of various concepts such as flow, just-in-time, lead times, inventory turns, standardized work, pull system, value streams, quick changeover, workplace organization, and visual controls are covered to improve system performance.

Credit Hours: 3 hour Lecture
Prerequisites: Graduate Standing, and EMGT 372 or equivalent

CC 5650, School of Engineering, (AE, ChemE, CE, EE, ME). Approved for Fall 2003, this CC form is to replace all occurrences of Math 8 in the prerequisite of any course in the School of Engineering with "Math 14 (or 8)", and to replace all occurrences of Math 21 in the prerequisite of any course in the School of Engineering with "Math 15 (or 21)". The following is a list of courses effected: AE 213, 231 and 251; Chem Eng 27, Civil Eng 001, Elec Eng 151, Mech Eng 161, 211, 213, 219 and 227.

CC 5651, Nuclear Engineering 105, Introduction to Nuclear Engineering. The following changes have been approved for Fall 2003.
Prerequisites – Present: Math 8
    Proposed: Math 8 or 14

CC 5652, Petroleum Engineering 131, Drilling Practices and Well Completions. The following changes have been approved for Fall 2003.
Prerequisites – Present: Preceded or accompanied by Math 21 and Physics 23
    Proposed: Preceded or accompanied by Math 21 (or 15) and Physics 23

CC 5657 – 5660 were mailed out in a separate packet because the forms were received after the April agenda had been mailed. Therefore, these forms did not appear on the April agenda.
CC 5657, Computer Engineering 391, Computer Engineering Senior Project I. The following changes have been approved for Fall 2003.
Credit Hours – Present: 1 hour Lab
Proposed: Lecture: 0.5 Lab: 0.5 Total: 1

CC 5658, Computer Engineering 392, Computer Engineering Senior Project II. The following changes have been approved for Fall 2003.
Prerequisites – Present: Cp Eng 391, Cp Eng 210
Proposed: Cp Eng 391

CC 5659, Electrical Engineering 391, Electrical Engineering Senior Project I. The following changes have been approved for Fall 2003.
Credit Hours – Present: 1 hour Lab
Proposed: Lecture: 0.5 Lab: 0.5 Total: 1

CC 5660, Electrical Engineering 392, Electrical Engineering Senior Project II. The following changes have been approved for Fall 2003.
Prerequisites – Present: El Eng 391, El Eng 210
Proposed: El Eng 391

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 1424, Biological Sciences 101, Principles of Biology, approved effective Fall 2003.
Description: 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 hours Lecture
Prerequisites: Entrance requirements

EC 1428, Geology 301, Geology Summer Field Course for K-12 Teachers, approved effective Summer 2003.
Description: This will be a two week field course taught in southwestern Utah. Students will visit several National Parks including Bryce, Zion and the Grand Canyon and will learn through field observations how western North America has changed through time. Four nights of camping are required.
Credit Hours: 3 hours Lab
Prerequisites: Geology 51 or some background in Earth Sciences

EC 1444, Civil Engineering 301, Architectural Engineering 301, Structural Engineering with Emerging Materials, approved effective Fall 2003.
Description: Properties of and structural design with: fiber reinforced polymer (FRP) composites, high-performance concrete (HPC), fiber reinforced concrete (FRC), high-performance steel (HPC), and laminated wood (Glulam).
Credit Hours: 3 hours Lecture
Prerequisites: CE 221, CE 223

EC 1445, Engineering Management 301, Investment, approved effective Fall 2003.
Description: This course provides an introduction to the theory and practice of investment. Topics will include: an understanding of the financial markets, trading of securities, stocks, bonds, mutual funds, investment banking, interest rates, risk and return, market efficiency, equity valuation, financial statement analysis, macroeconomic and industry analysis, fundamental and technical indicators.
Credit Hours: 3 hours Lecture
Prerequisites: Emgt 208, 252, 308, or equivalent

EC 1446, Electrical Engineering 301, Mechanical Engineering 301, Civil Engineering 301, Engineering Management 301, Chemical Engineering 301, Patent Law, approved effective Fall 2003.
Description: A presentation of the relationship between patent law and engineering for students involved with developing and protecting new technology or pursuing a career in patent law. Topics include an intense study of patentability and patent protection including preparation of patent applications and prosecution before the US Patent and Trademark Office, patent licensing and agreements, patent litigation and legal opinions, and international patent practice. The class also provides a comparison of patent law to the other types of intellectual property. (This course will be offered electronically from EEC at St. Louis to the Rolla campus.)
Credit Hours: 3 hours Lecture
Prerequisites: Senior or graduate standing

J. Keith Nisbett, Chair
UMR Campus Curricula Committee
ISSUE OF ENSURING THE PRESENCE OF WOMEN AND MINORITIES ON THE CAMPUS TENURE/PROMOTION COMMITTEE

After conferring with Ralph Wilkerson (President, Academic Council) the Provost asked the Tenure Committee to draft a regulation ensuring the presence of women and minorities on the campus t/p committee, i.e., if a woman or minority does not appear among the six elected members and the one from the Academic Council, provision should be made to add at least one from each category.

The Tenure Committee deliberated on this matter, with members sharing their views in a series of e-mail messages. The result is the following document, approved by a vote of 16-1 (with five members not voting):

1) It is unclear just what the additional woman or minority faculty member would bring to the analysis of a dossier that the elected members do not already bring. Unlike administrative-search committees, where there is a clear rationale for the inclusion of women and minorities (to question candidates about matters of particular interest to the group they represent), t/p committees deliberate on matters independent of gender and race, viz. a t/p candidate's teaching and research record. In analyzing such matters as the scholarly value of a candidate's research on subatomic particles, race and gender are irrelevant.

2) Apparently the only justification for the inclusion of unelected women/minority faculty on the campus t/p committee would be the assumption that this committee cannot otherwise function fairly and honestly when dealing with the dossiers of these two groups. But no evidence of bias has been brought to the attention of the Tenure Committee, and all indications are that the campus t/p committee over the years has operated conscientiously in its deliberations. Indeed, any insinuation of bias to our faculty colleagues without evidence would be deeply offensive.

3) True protection of a t/p candidate--regardless of race, gender, or any other consideration--lies in the appeal process. A candidate who believes his/her dossier was unfairly judged, for whatever reason, has the right to a several-stage appeal. Written statements are now required at each step of the process, permitting rebuttals by the candidate, and if the Chancellor as final arbiter deems the appeal valid, the appeal will be approved.

4) The situation at UMR is not one of a white male majority attempting to exclude women and minorities from committee work (and therefore requiring a quota) but of an insufficient number of women and minorities to be well represented on all committees. The solution is for this campus to do a better job of attracting and retaining members of both groups.
5) If a quota is regarded as necessary on the campus t/p committee (based even slightly on a perceived need to counter bias/insensitivity), the way would be open for various minorities or otherwise disadvantaged groups to demand representation for their t/p candidates too. The government recognizes four minorities as deserving special consideration (African American, Hispanic, Asian/Pacific Islander, Native American/Alaskan Native). But if bias/insensitivity is imputed to the campus t/p committee, other minorities could plausibly argue that they too deserve the protection of a specific representative.

6) If a quota for women and minorities is required on the campus t/p committee, one would presumably also be required for the departmental and College t/p committees. At least some departments would be unable to meet this requirement.

7) The above considerations lead the Tenure Committee to suggest the following:
   a) The wisest course is to refrain from writing a specific regulation establishing a quota for women and minorities on the campus t/p committee. The current procedure for the election of this committee is fair and defensible.
   b) If the Affirmative Action officer can provide the Tenure Committee with evidence that the inclusion of a woman and/or minority faculty member in the campus t/p committee is a legal requirement, the Tenure Committee will reconsider the matter. Neither UMSL nor UMC make such provision in their bylaws (UMKC has not yet responded to a request for information), and no evidence has been brought to our attention that any other institutions have the provision either. It would be helpful to have information on the policy of such leading institutions as Stanford, Purdue, and the Ivy League; and if legislation or case law supports a quota for women and minorities on a campus t/p committee, we would appreciate seeing that too. Meanwhile, it is best not to take action without clearly understanding the reason for doing so; if legal concerns are the driving force for including a quota in the campus t/p committee, we need to see just what the evidence is.
Student Conduct Committee Report:  
Faculty Opinions on Academic Dishonesty on the UMR Campus  
April 17, 2003

In February 2003 the Student Conduct Committee conducted a survey of the UMR faculty concerning academic dishonesty among students on the UMR campus. This report summarizes the results of that survey. The original blank survey form is shown in Appendix B at the end of this report. 139 faculty members responded to the survey.

The first question listed several types of academic dishonesty and requested that faculty indicate which types they had observed in their classes. Copying homework, plagiarism and cheating on exams were the top three choices indicated by the faculty, as shown in Figure 1. The vertical axis on all of the graphs in this report represents the number of faculty members selecting a particular response. Many respondents marked more than one category on this question.

With the second question we attempted to determine how widespread the problem is among UMR students by asking faculty how many students are involved in academic dishonesty. The responses “some” and “few” were the most common responses with 25% of faculty indicating “some” and 58% indicating “few”. Figure 2 summarizes faculty responses to this question.

The third question asked for the total number of academic dishonesty incidents observed in the last three years. The results indicate that 37% of faculty have observed fewer than 3 incidents in the last 3 years. Another 24% have observed between 3 and 6 incidents and 16% have observed more than 6 incidents. Figure 3 summarizes faculty responses to this question. Some people did not respond to this question. The percentages were calculated by taking the number of responses and dividing by the total number of surveys collected.
The fourth question concerned the frequency with which incidents are reported to the Provost's office. Of the faculty responding, 91% either did not report the incidents of academic or were not aware of the Provost's reporting process. Figure 4 summarizes responses to this question.

The fifth question was “Do you perceive that there is an increasing amount of academic dishonesty on the UMR campus?” Out of the total responses, 31% of faculty said “Yes”, 58% said “No” and 11% did not respond to the question. Figure 5 shows faculty responses to this question.

The sixth question related to faculty perceptions of the seriousness of the problem of academic dishonesty on the UMR campus. As shown in Figure 6, most faculty believe the problem is “somewhat serious” (31%) or “not very serious” (28%).

The final question on the survey requested additional comments and/or suggestions from faculty. Many comments were received. In the interest of representing all opinions, all of the comments received are reproduced in Appendix A of this report. The comments are separated into categories to make them easier to scan through.
Summary
The results of this survey can be summarized as follows.
(1) Few academic dishonesty cases are identified by faculty (1 or less per year is typical)
(2) Most cases of academic dishonesty involve copying homework and plagiarism. Exam cheating ranks third.
(3) Most cases of academic dishonesty are handled by the faculty member involved. Many faculty members are not aware of the existing procedures for reporting cases to the Provost.
(4) UMR faculty members believe that academic dishonesty is a serious problem, however, they have many different ideas about how to respond to it.

Appendix A: Comments from Faculty
Comments related to existing policy
- There are no serious consequences for cheating at UMR.
- I take this subject seriously & tell my junior & senior students so. I take steps to make it difficult during exams and deal with it harshly. I am pleased to finally see a reporting process.
- I think that there is a problem with homework, test files but I am not sure it is really a dishonesty issue. We do not have guidelines about it.
- Let faculty know the proper reporting procedure—don’t send us to some Webpage or handbook. Mail us something—we’ll open & notice our mail, but often don’t have time to go look this stuff up someplace.
- Cheating in my classes seems to be less than in earlier days. However, the administration is so wimpy on supporting faculty in this regard, I have hedged on reporting these formally. I, instead, handle some myself. It should be that instead of publishing page after page in the student handbook on how to appeal school decisions and challenge faculty, you should replace it with one page of what we expect of them. Lay down the law and enforce it!

Specific suggestions to discourage academic dishonesty
- Fac must be present during exams. Keep honest honest.
- If the faculty expect the students to avoid academic dishonesty, then the faculty should set a good example.
- Trusting the students instead of trying to police them gives them additional incentives to establish a more trusting environment.
- Some instances of ‘academic dishonesty’ seem to result from a lack of understanding of the rules associated with plagiarism and responsibilities of individual reports on team activities. Once the rules are explained, the transgressions end.
- Students hurt themselves thru copying & plagiarism. I have witnessed very little cheating during examinations mainly because I allow students to bring a “cheat sheet” into many exams.
- I go to considerable lengths to make academic dishonesty difficult. Different homeworks for different people, different homeworks each year, new tests and exams each year, talk about it in class, proctor exams carefully, etc. Academic dishonesty has always been with us. Think back to your own time as a student. Not you personally, of course.
- Have someone help you create an “honest” survey! PS I believe that academic dishonesty can be greatly reduced by designing courses to remove temptations!
- In each of the cases which I observed, after a discussion with the student, I was “surprised” to find that student, at the time of the incident, didn’t think about what they were doing as cheating. I kept a file and, after a lengthy discussion with the student about the repercussions of cheating had no other problems or incidents concerning that individual.
Extent of the problem

- Academic Dishonesty is also a problem at the graduate level and this is most discouraging.
- I stopped doing any term papers years ago because too many were not the result of the student’s effort. They appeared to be someone else’s work.
- Plagiarism is the most common problem I encounter. I suspect that 1) the students are truly not clear about the rules or 2) they don’t consider plagiarism “very” dishonest so it’s OK.
- Very few persons can create an incorrect overall picture. But these person’s conduct is partially quite severe.
- A very large majority are honest and do their own work. A few push the line -- and a very few are egregious in cheating.
- I think there is an unacceptable level, but I do not believe it is increasing significantly.
- I teach mainly graduate courses so it is hard to gauge the climate at the UG level. I have found that grad students have a tendency to “collaborate” on assignments more so than UGs.
- This is not a new problem.
- The ethical standards of UMR students are almost non-existent!
- I have mainly noticed copying of homework and lab reports. Many times students don’t even make an effort to hide the fact that they are copying. I have confronted them but never reported it outside of class.
- About 15 years ago I was informed of three instances of cheating on one exam I gave. But that’s all.
- Copying homework is so common, it’s almost not considered “academic dishonesty” any more.
- I believe that it is more prevalent in my area (Humanities), because students don’t want to invest time in courses not directly related to their majors.
- Don’t know if its increasing or not. As a department chair, I haven’t seen much of it, but 2 of my faculty did this past semester
- The problem I observed has to do with possibly purchased term papers. I suspect this practice may be rampant, but was not able to substantiate.
- It is becoming more difficult to trust that homework assignments are done by a student.
- In 14 years I have suspected cheating on exams only a couple of times but did not have any proof
- I have students who copy homework and turn it in. This is not a major problem in my classes because most of the grade is from the exams. If they don’t do the homework they will not do well on the exams, and I tell them that. I also see a bit of glancing around during exams, but feel that I maintain enough presence to keep that under control.
- Question 6 is confusing. Dishonesty is a serious problem, regardless of how widespread it is. Yes, I think this problem is very serious, but I don’t think it is widespread in my department.
- Re: Ques 6 Always serious but not widespread in my experience

Internet problems

- It is not strictly dishonesty, but the problem I see emerging is this: You give an assignment and the first reaction is: What is in the Internet? Instead of thinking how to solve the problem.
- The Internet seems to me to be a major problem. And our cultural attitude toward intellectual property seems to be changing.
- The availability of the Internet has made it easier to “re-use” others’ work. We need to make the students aware that using others’ work is OK as long as it is put in the proper context (citations). Additionally, we need to design class assignments with this availability of information in mind!

Suggestions for improving campus policy

- I think there should be a campus-wide (well published and publicized) procedure for punishing perpetrators of such actions.
• The administration must set the tone on the issue of academic dishonesty. I currently do not work in an environment where I am encouraged to enforce the university standards of academic honesty.

• Penalty/discipline at the University level need to be exercised to support faculty members’ effort to prevent academic dishonesty from happening.

• Freshman should be informed when they enter UMR

• Develop a student honor code (U/G & Grad). Set up a student honor court to prosecute & resolve allegations of dishonesty

• Purchase some anti-plagiarism software, to improve our ability to stop and deter plagiarism. Have students study ethics as freshmen and as beginning graduate students. Otherwise, don’t expect writing-across-the-curriculum to grow much, and don’t expect us to give challenging exams.

• Students need to be made aware of what counts as acad dishonesty

• An honor code needs to be established for students and perhaps an honor court

• Need University Policy on Plagiarism – Standards

• There is a trend of increasing disregard for ethical conduct. Academic dishonesty is one such area that needs to be addressed by UMR faculty and administration.

• Establish a clear reporting process and let faculty know what it is. I should be able to check if students have cheated before, I currently can’t.

• Many faculty handle this in “house.” It would be better to have a clear policy to follow.

• We need a well publicized and utilized central repository (Provost’s Office?) for reporting of major infractions as well as a system to inform home department and academic advisor.

• Adopt an honesty policy/agreement by all freshmen. Similar to honor code at military academies.

• I would like to see an honor code instituted at UMR. See Univ of Michigan code of conduct for engineering school.

• Not sure what is the best method, but something needs to be said or done to impress upon the students that “cheating” is not permitted or ethical.

• We should have a formal code of conduct for students.

Other
• My comments are based only on my personal experiences

• The fact that seven students presented identical inputs (including identical errors) was most disturbing. When informed of their misguided way, not one came forward with an apology. It was a 300-level course.

• With the increasing pressure of more research money and more student recruiting, most faculty do not have the time to pursue academic honesty. This is a problem.

• Let the Instructors and Department Chairs deal with it! And get rid of the Damn Committee!!

• Suspicion & proof are the big questions

• Any academic dishonesty is a serious problem.

• All of the plagiarism incidents I discovered occurred during the 2001/2002 academic year. I did not have any incidents in Fall 2002. I did not report these incidents to the Provost’s Office, because I was told that I only had to report to the Chair of my department. The students received “F”s on the plagiarized work and did not dispute the grades.

• Don’t overreact

• If a faculty reports “academic dishonesty” then the students will take revenge on the faculty through the UMR student opinion of teaching effectiveness survey at the end of the semester. This will affect the faculty’s salary and promotion. Thus, faculty in general ignore the problem.

• Plagiarism seems to occur because students haven’t had this defined in detail.
Appendix B: Student Conduct Committee Survey

An unofficial survey taken at the May 2002 Academic Council meeting resulted in an indication among that body that “academic dishonesty” was an increasing problem on the UMR campus. The Student Conduct Committee believes that a more official faculty survey should be conducted to determine if the Committee should consider the matter in-depth. Your input on this issue would be appreciated. Please answer the following questions, then accordion fold and drop in campus mail.

1. Which of these types of academic dishonesty have you observed in your classes at UMR?
   - Copying homework
   - Loading equations/information on calculators when it is prohibited
   - Plagiarism
   - Cheating during examinations
   - Other ________________________________________________ 

2. How many students in your classes do you strongly suspect commit academic dishonesty?
   - All
   - Most
   - Many
   - Some
   - Few
   - None

3. How many incidents of academic dishonesty have you identified in the last 3 years?

4. Of the incidents you identified in question 3, how many of these did you report to the Provost’s Office?
   - All
   - Most
   - Less than half
   - None
   - Not aware of Provost’s reporting process

5. Do you perceive that there is an increasing amount of academic dishonesty on the UMR campus?
   - Yes
   - No

6. How serious is the problem of academic dishonesty on the UMR campus?
   - Very serious
   - Serious
   - Somewhat serious
   - Not very serious
   - Not a problem

7. Any additional comments and/or suggestions?
Possible Recommendations with regard to Academic Dishonesty on the UMR Campus (these are still under discussion by the Student Conduct Committee)

Administration
- Publicize Academic Dishonesty policy
- Encourage reporting of academic dishonesty cases
- Keep records and take action on repeated cases
- Consider devoting part of Freshman Orientation week and Graduate Student Orientation to academic honesty.

Student Council
- Investigate the idea of an honor code for all UMR students.

Student Conduct Committee – Academic Council
- Investigate the idea of an honor code (in parallel with Student Council)
- Suggest ways to implement current policy uniformly across campus

Department Chairs
- Make sure the campus policy is followed consistently within the department
- Protect faculty (especially untenured faculty) from student retaliation

Individual Faculty Members
- Refer to the Student Code of Conduct in course syllabi.
- Report cases of academic dishonesty to the Primary Academic Officer
Summary of Changes Proposed to the UMR Faculty Bylaws

The existing bylaws specify 23 Faculty Standing Committees. The revised bylaws reduce this to 13 Faculty Standing Committees plus 5 Judicial Committees.

The Faculty Standing Committees are:

- Academic Freedom and Standards -- (Combines Acad. Freedom and Acad. Adm. and Standards)
- Budgetary Affairs
- Information Technology / Computing (formerly Computer Policy)
- Curricula
- Facilities Planning
- Honorary Degrees
- Library and Learning Resources
- Personnel
- Public Occasions
- Rules, Procedures and Agenda
- Student Affairs
- Student Awards and Financial Aids
- Tenure

The Judicial Committees are:

- Grievance Hearing Panel
- Parking, Security and Traffic
- Student Conduct
- Student Scholastic Appeals
- Tuition and Residence

Committees that are no long spelled out in the bylaws are:

- Academic Assessment – no longer required as a Faculty Standing Committee
- Athletic Committee – responsibilities moved to Student Affairs and Public Occasions
- Campus Safety – responsibilities moved to Facilities Planning
- Publications – no longer required as a Faculty Standing Committee

In the revised bylaws, faculty members comprise at least 50% of each Faculty Standing Committee and Faculty Standing Committees are chaired by faculty members.

In the revised bylaws, key Faculty Standing Committees are represented on the Rules, Procedures and Agenda (RP&A) committee. RP&A is given the authority to call meetings of Faculty Standing Committees. In situations where a Faculty Standing Committee is unresponsive, RP&A can appoint an ad hoc chair for a meeting that it calls.

In the revised bylaws, Special Committees cannot be formed to circumvent the role of Faculty Standing Committees.

A line-by-line description of each bylaws change can be found on the web at:

http://web.umr.edu/~acadcoun/pdf/draft-bylaw-rev-C3.pdf  (Section C revisions)

A description of the ad hoc Committee to Propose Changes to the UMR Faculty Bylaws and minutes of their meetings can be found on their web page at:

http://web.umr.edu/~acadcoun/adhoc_bylaws_committee.html.
FACULTY BYLAWS OF THE UNIVERSITY OF MISSOURI-ROLLA

A. PREAMBLE - The faculty of the University of Missouri-Rolla in order to facilitate communications and to provide for effective academic governance, for participation in decision making, and for shared responsibility in academic affairs, do establish and subscribe to these Bylaws.

B. EXECUTIVE AUTHORITY

1. University - The President of the University of Missouri is its chief executive officer and academic officer.

2. Campus - The Chancellor of the University of Missouri-Rolla is the chief executive and academic officer of the campus.

C. GENERAL FACULTY

1. Membership - The General Faculty of the University of Missouri-Rolla consists of all full-time staff members holding the rank of instructor or above, the President, the Chancellor, the Provost, the Deans, the Registrar, the Director of Admissions, the Librarian, and any other person who may be elected by a two-thirds majority vote of the General Faculty.

2. Duties, Powers, Responsibilities & Privileges - The primary functions of the faculty are education, research and service. The responsibilities and functions of the faculty are those derived from its authority to organize as granted to it by the Board of Curators. It shall have such other authority as delegated to it by the President and/or the Chancellor.

3. Faculty Rights and Responsibilities

a. Academic Rights - Each faculty member has the right to freedom of inquiry, discovery, teaching, research and publication, as well as the responsibilities correlative with this right (as prescribed by the Board's Rules and Regulations).

b. Civil Rights - Faculty members are not required to relinquish any of their constitutional rights (as prescribed by the Board's Rules and Regulations).

c. Employment Rights - Faculty members shall have rights consistent with their continuous appointment or term appointment (during the term) except for cause, retirement or financial exigencies (as stated in the Board's Rules and Regulations).

d. Notification of Appointment - Faculty members shall be notified of their appointments promptly (as stated in the Board's Rules and Regulations).

e. Right to be Kept Informed - The faculty shall be kept informed of actions and activities of committees and executive officers, and of other occurrences that pertain to the University of Missouri-Rolla. Where possible such information, to include referrals, committee minutes, EC-1 and CC-1 forms, and other documents related to faculty governance responsibilities shall be made available to the Faculty via the internet or by other means as appropriate before being made available to the general public.

4. Officers of the General Faculty - The officers of the General Faculty shall consist of the President of the University, the Chancellor, the President of the Academic Council, a Secretary, and a Parliamentarian.

a. Chancellor - The Chancellor of the University of Missouri-Rolla is the presiding officer of the General Faculty. The Chancellor presides at meetings of the General Faculty and may extend this right to the President of the University when present.

b. President - The President of the Academic Council presides at meetings of the General Faculty in the absence of or at the discretion of the Chancellor.

c. Secretary - The Secretary is appointed by the Chancellor and need not be a member of the General Faculty. The Secretary keeps minutes of the proceedings of the General Faculty meetings. The Secretary is required to distribute an agenda prior to each meeting, and the minutes after each meeting, to all members of the General Faculty.

d. Parliamentarian - The Parliamentarian is appointed by the Chancellor and must be a member of the General Faculty.

5. Meetings - All meetings are called by the Chancellor. A quorum shall consist of twenty (20) percent of the members when business described in the published agenda is being considered and fifty (50) percent when other items of business are being considered.
Proposed revisions to the UMR Faculty Bylaws: Sections D4-8

4. Academic Council

a. Authority and Responsibility — The Academic Council is the legislative and policy-making body of the General Faculty. It carries out the functions and responsibilities assigned to it by the General Faculty and shall consider all matters referred to and by the Board of Curators, the President of the University, the Chancellor, and individual faculty members. The Academic Council, acting in accordance with the Rules and Regulations of the Board of Curators and the General Faculty, formulates, recommends and assists in the implementation of policies concerning the educational and research operations of the campus and other matters affecting the welfare of the campus, the faculty and the students.

b. Membership and Voting Rights

(1) Members of the Academic Council are elected in August, and serve from September 1 until the end of their term.

(2) Faculty representatives are elected from and by each department as follows: Each department elects one representative for the first ten (10) or fraction thereof, full-time faculty members in that department, and an additional representative for each additional ten (10) full-time faculty members in that department, rounded off to the nearest ten (10) faculty members, with five (5) being rounded upward.

(3) Ex officio voting members of the Academic Council consist of the Chancellor, Provost, Vice Chancellor for Student Affairs and Academic Dean. Ex officio non-voting members may be appointed by the Chancellor.

(4) Student representatives are selected as follows: The Student Council will select one representative for each one thousand (1,000) full-time undergraduate students or fractions thereof, with all privileges except voting. The Council of Graduate Students will also select one representative for each one thousand (1,000) graduate students or fractions thereof, with all privileges except voting.

(5) All members of the General Faculty are eligible to vote for, to be elected to, and to serve on the Academic Council.

(6) All full-time students in good standing are eligible to be selected to and to serve on the Academic Council.

(7) Terms of Office

(a) Departmental representatives serve two year terms. Any departmental representative unable to serve during a given semester will be replaced by special election in the department. The replacement either finishes the term or serves the semester in question, at the discretion of the department.

(b) Student members are selected to a one-year term.

c. Officers of the Academic Council — The officers of the Academic Council consist of a Past President, President, President-Elect, Secretary and Parliamentarian. The new officers, with the exception of the Past President, are elected annually from the membership of the Council by its voting members. The election is held during the meeting in which the new members are seated. The Past President presides at the meeting for electing new officers.

(1) The President presides at the meetings of the Academic Council. The President is the official spokesman of the Council and maintains open communications with the faculty, administration and students. The President is responsible for supervising all authority delegated by the Council and execution of decisions made by the Council.

(2) The President-Elect serves in the capacity of the President during the latter's absence, or upon the President's request. The President-Elect is also an assistant to the President.

(3) The Secretary is responsible for all records, minutes, resolutions, and correspondence of the Academic Council. The Secretary supervises the publication of the agenda and the minutes of the meetings. The minutes shall be distributed by the Secretary of the Academic Council to all members of the General Faculty within ten (10) days after the meeting.

(4) The Parliamentarian makes recommendations on questions of parliamentary procedure for the Academic Council.

d. Meetings and Rules of Order

(1) The Academic Council meets on a Thursday (determined by the Council) at 1:30 p.m., at least three times each semester and once during the summer term. Council members shall be relieved from other time-conflicting duties, and this time is considered to be a part of their full-time effort.

(2) Agenda of the Academic Council meetings are distributed to all faculty members no later than one week in advance of the meetings.

(3) Meetings of the Academic Council are conducted in accordance with Robert's Rules of Order. Should a conflict arise among Robert's Rules of Order, the Bylaws of the General Faculty, and the Procedural and General Resolutions for the Academic Council,
the order of precedence shall be first the Bylaws, second the Procedural and general Resolutions, and then Robert's Rules of Order.

(4) Any member of the General Faculty has the right to attend meetings of the Academic Council but is not entitled to vote.

(5) Two-thirds of the voting membership of the Academic Council constitutes a quorum.

(6) The effective date of all actions is thirty (30) days after the action has been communicated to the faculty, unless four-fifths of the Academic Council members approve a motion that an action become effective immediately or unless action to veto or amend is initiated by the General Faculty within the thirty day period. No action taken by the Academic Council shall be implemented prior to its certification at a meeting of the General Faculty if a petition to veto or to amend such action is submitted to the Chancellor by more than ten percent of the members of the General Faculty.

(7) Special Meetings — Special Meetings are called upon the request of the President of the University, of the Chancellor, of the President of the Academic Council, and, by written petition of five (5) percent of the members of the Academic Council.

(a) All special meetings shall be called within ten (10) school days after the request is presented to the President of the Academic Council.

(b) Only topics designated in the call for a special meeting may be discussed or acted upon at said meeting.

e. Delegation of Authority

(1) Since the authority of the Academic Council is delegated to it by the General Faculty, it is subject to over-rule by the General Faculty.

(2) All authority delegated by the Academic Council to committees or individuals is subject to revocation by the Academic Council.

(3) Standing Committees of the General Faculty shall report to the Academic Council at regular meetings upon one week's notification by the President or President-Elect of the Council.

5. Standing Committees

a. Standing Committees report to and through the Academic Council unless otherwise provided. These committees formulate and recommend actions and policies in the assigned area of each. Authority to act is limited to the specific functions for which this power is delegated to the following sections of these Bylaws or the functions prescribed by the Board of Curators in their Rules and Regulations.
admission, graduation, and academic standards. The committee shall, upon request, conduct hearings on cases of alleged violations of academic freedom.

(2) The committee consists of one faculty member elected from and by each school or college, and four elected from and by the General Faculty. Members serve a two-year term with approximately one half elected each year.

e. Admissions and Academic Standards Committee

(1) This committee promotes academic excellence. It recommends and reviews policies concerning requirements for admission, graduation, and academic standards.

(2) The committee consists of three faculty members elected from and by the Academic Council, one from and by each school or college, and one administrative member appointed by the Chancellor. Elected members serve a two-year term with approximately one half elected each year.

f. Campus Safety Committee [function moved to Facilities Planning Committee]

(1) The principal responsibility of this committee is to advise the Vice-Chancellor for Administrative Services and Academic Council on matters pertaining to the Safety Program on Campus.

(2) The membership of the committee shall be determined by the Chancellor and shall include two faculty members from each school/college; two students; at least one of whom is an undergraduate student; two members of the staff; and a representative from the Occupational Health and Safety Services. The Chairperson shall be appointed by the Chancellor; the Occupational Health and Safety Services representative serves as Secretary.

g. Computer Policy/Information Technology / Computing Committee

(1) This committee advises the Provost and the Chief Information Officer assists the Director of the Computer Center in the formulation and implementation of policies regarding information technology (IT) and computing activities on campus. These policies include, but are not limited to networking, email, academic computing, electronic databases, web publishing, distance learning, electronic classrooms, academic software and procurement of equipment for faculty, student and staff desktops and campus IT/computing facilities, advising on the procurement of equipment and use of computer facilities on campus.

(2) The committee consists of one member elected from each academic department desiring representation, two students selected by the Student Council, and one graduate student selected by the Council of Graduate Students. The Provost, the Vice-Chancellor for Administrative Services and the Director of the Computer Center/Chief Information Officer serve as ex officio members. Faculty members serve for a three-year term with approximately one third of the membership elected each year. Subcommittees may be formed by the committee to assist in timely decision making.

h. Curricula Committee

(1) This committee acts as advisor and coordinator in regard to curricula proposals and all course offerings. Proposals for curricula and course changes shall be submitted to the Curricula Committee via the Dean of the School or College. The Dean's recommendations shall be submitted with the proposal. Within two weeks after receipt of the proposal, the Curricula Committee shall distribute copies to all departments. Counter proposals submitted to the committee by the school or college representative of the concerned department shall be considered when the original proposals are discussed. The decision recommendation of the committee shall be forwarded to the Academic Council for appropriate action.

(2) The committee consists of one or two faculty members elected from and by the Academic Council, one elected from and by each school and college, and one member
elected by the Curricula Committee of the Graduate Council, and one administrative member appointed by the Chancellor. Elected members serve a two-year term with approximately one half elected each year.

i. Facilities Planning Committee

(1) This committee studies and makes recommendations to the Academic Council and the Chancellor concerning policies and priorities for physical facilities, including buildings, equipment, and land acquisition and use. The committee also makes recommendations to the Academic Council on policy pertaining to parking, security, traffic and matters affecting campus safety.

(2) The committee shall consist of three faculty members elected from and by the Academic Council; one elected from and by each school and college; one administrative member appointed by the Chancellor; two students selected by the Student Council, and one graduate student selected by the Council of Graduate Students. Faculty members shall serve for a two-year term with approximately one half selected each year.

ii. Honorary Degrees Committee

(1) This committee reviews recommendations from the faculty for Honorary Degrees and submits its selection to the Board of Curators after a three-fourths vote of approval of the General Faculty. Only those persons that recommended shall be considered by the committee. All recommendations shall be held in strict confidence, and public announcements will be made only by the Board of Curators or its representatives.

(2) The committee consists of the Provost and one member elected from each school and college. Elected committee members serve one-year terms.

iii. Library and Learning Resources Committee

(1) This committee makes recommendations to the Academic Council and appropriate administrative officials with respect to the administration of the Library and Learning Resources facilities and on rules governing use by students, faculty, and others. It shall consider all problems concerning the operation of the Library and its facilities.

(2) The committee consists of two members elected from and by each school or college with each faculty member serving a two-year term with approximately one half to be elected each year; one graduate student selected by the Council of Graduate Students and one undergraduate student to be selected by the Student Council and the Director of Library and Learning Resources.

m. Parking, Security and Traffic Committee

(Policy issues moved to Facilities Planning. Everything else moved to Section 7)

(1) The committee makes recommendations to the Academic Council on policy pertaining to parking, security, and traffic. It functions according to the principles stated in the Board of Curators' description of the UMKC Traffic Regulations. It oversees application of rules and regulations concerning parking and traffic.

(2) The committee shall be composed of three faculty members elected from each school or college for a two-year term, one-half being elected each year, two undergraduate students selected by the Student Council, one graduate student selected by the Council of Graduate Students, one member selected by the Staff Council, and the Director of the Physical Plant. Student trustees shall be for one year. The Director of the University Police shall be a member ex officio. Two additional committee members may be appointed by the Chancellor. The Chancellor shall designate one of the committee members as chairperson.

n. Personnel Committee

(1) This committee recommends to the Academic Council general policies on the conditions of appointment, employment and retirement of faculty and administrative officers.

(2) The committee consists of two faculty members elected from and by the Academic Council, one member elected from and by each school or college, one member selected by the Student Council, and one administrative member appointed by the Chancellor. Elected members serve a two-year term with approximately one half elected each year.

o. Public Occasions Committee

(1) This committee makes general plans for University-sponsored assemblies, programs and public occasions such as University Day, Parents Day, Homecoming, and Commencement. It recommends policy for faculty and student programs, guest speakers
and ad hoc events. The committee may appoint special subcommittees and delegate its responsibilities in order to assure appropriate preparation and execution of these activities. It also supervises a calendar of events for the campus and approval of intercollegiate athletic schedules.

(2) The committee consists of six members elected from and by the General Faculty, one administrator appointed by the Chancellor, three students selected by the Student Council, and one student selected by the Council of Graduate Students. Faculty members shall serve for a two-year term with one half elected each year.

p. Publications Committee

(1) This committee is to recommend policy for external publications bearing the UMR imprimatur. This includes but is not limited to assuring the quality of material published.

(2) The committee consists of six faculty members elected from and by the General Faculty and an administrator appointed by the Chancellor.

Faculty committee members serve a two-year term, one half elected each year.

g. Rules, Procedures and Agenda Committee

(1) This committee oversees the application of these Bylaws and any Rules and Regulations of bodies established by them. It may investigate and make recommendations on procedure to the Academic Council. It may also prepare drafts for amending the Bylaws.

(2) The committee is responsible for the conduct and supervision of Academic Council and General Faculty elections. It shall receive nominations from the faculty for elections, adding, but not deleting, names as necessary to provide candidates for all offices and committees and shall obtain the consent of all nominees.

(3) It is the responsibility of this committee to prepare the agenda for Academic Council meetings and to assist the Vice Chairman of the General Faculty in the preparation of the agenda for General Faculty meetings.

(4) The committee consists of one faculty member from each school or college, elected from and by the Academic Council; two from and by the General Faculty; one Past President, the president, President-Elect, Secretary, and Parliamentarian of the Academic Council; one graduate student selected by the Council of Graduate Students; and one student selected by the Student Council; and the chairs of the following standing committees: Academic Freedom and Standards, Budgetary Affairs, Curricula, Facilities Planning, Personnel, Student Affairs, and Tenure. Other Faculty Standing Committee chairs are ex-officio non-voting members. Elected faculty members serve a two-year term with approximately one half elected each year.

(5) The Past President chairs this committee. If the Past President is unable to serve, the committee will elect a chair.

r. Student Affairs Committee

(1) This committee makes recommendations to the Academic Council regarding relationships between students and UMR, including but not limited to, the following: student-teacher relationships; student-administration relationships; scheduling of classes and examinations; budgeting and distribution of funds paid by students for student activities; rules and regulations pertaining to student housing, health and services for students, University counseling services, departmental advisement practices; rules and regulations pertaining to student organizations, including varsity and intramural athletics; recognition and discipline of student organizations; operations of the University Center; student publications; and civil rights of all students. The committee may appoint subcommittees and delegate its responsibility to them. Members of such subcommittees need not be members of the Academic Council or the Student Affairs Committee.

(2) The committee consists of ten members: one member elected from and by each school or college; one from each elected from the Academic Council, one of whom shall be a student; five students selected by the Student Council; one student selected by the Council of Graduate Students; and one non-voting administrative member appointed by the Chancellor. Faculty members serve a two-year term with one to be elected each year.

s. Student Awards and Financial Aids Committee

(1) This committee recommends policies regarding the administration of student awards and financial aids, including loans and scholarships, consistent with specifications of the respective donors and grantors. It shall be the duty of the committee to consider and rule on appeals that may be submitted by students regarding awards and financial aids.

(2) The committee consists of three faculty members elected from and by the Academic Council, two faculty elected from and by the General Faculty, two undergraduates selected by the Student Council, one graduate student selected by the Council of Graduate Students, the Provost, the Director of Student Financial Aid, and such other appointees as the Chancellor names. All members have voice and vote when considering new or revised policy. When considering student appeals, only the elected faculty members, the Provost and the Director of Student Financial Aid have voice and vote. At the request of the appealing student, the undergraduate members—for an undergraduate—or graduate student member—for graduate students—may participate with voice and vote. Faculty are elected for two-year terms, students are selected annually.

t. Student Conduct Committee [Moved to Section 7]

(1) This committee is to regulate questions of interpretation of the "University of Missouri Rules of Procedure in Student Disciplinary Matters." It may also make recommendations
on policies to the Board of Curators through the Academic Council. Decisions of this
committee on disciplinary matters shall be reported to the Academic Council.

(2) The committee consists of members as prescribed by the Board of Curators. All
members of the committee shall have the same voting privileges and responsibilities.
Faculty members serve two-year terms with approximately one-half elected each year.

v. Student Scholastic Appeal Committee [Moved to Section 7]

(1) This committee establishes procedures for individual student scholastic appeals.
The committee shall consider and rule on all individual cases of appeal relating to
scholastic performance, including but not limited to graduation with honors, probation
and dropping from school, readmission after being dropped for scholastic reasons,
scholastic deficiencies and evaluation of credit and transfer of credits, grades and honor
points from other campuses to UMR. It serves as an appeal board for cases of students
on scholastic probation who are involved in the activities of organizations.

(2) The committee shall consist of eight members: three faculty members elected from
and by the Academic Council, two elected from and by the General Faculty, two
students selected by the Student Council, and one student selected by the Council of
Graduate Students. Faculty members serve a two-year term with approximately one-half
elected each year. Student members serve a one-year period.

w. Tuition and Residence Committee [Moved to Section 7]

(1) This committee assists the Curator, when requested, in determining the residence
status of a student relative to the required non-resident tuition fees established under
the applicable regulations of the Board of Curators. The committee also considers properly
filed appeals by students taking exception to the Curator's ruling relative to their
residence or tuition status.

(2) The committee consists of three faculty members and three administrative members
appointed for a one-year term by the Chancellor, who shall designate one member as
Chairperson.

7. Judicial Committees

a. Grievance Hearing Panel

(1) This panel is concerned with the fair and equitable resolutions of faculty grievances
with the University. It functions according to the principles stated in the Faculty
Grievance Procedures adopted by the University of Missouri Board of Curators. It may
also make recommendations for policy changes through the Academic Council to the
Board of Curators.

(2) This panel consists of thirty faculty members, fifteen selected by the Academic
Council and fifteen appointed by the Chancellor. Members will serve a three-year term.
One third of the panel will be chosen by the Academic Council and the Chancellor each
year.

b. Parking, Security and Traffic Committee

(1) The committee oversees application of rules and regulations concerning parking and
trafficking in accordance with the Academic Council's policy pertaining to parking,
security, and traffic. It functions according to the principles stated in the Board of
Curators' description of the UMR Traffic Regulations. It oversees application of rules and
regulations concerning parking and traffic.

(2) The committee shall be composed of three faculty members elected from each school
or college for a two-year term with one-half being elected each year, two undergraduate
students selected by the Student Council, one graduate student selected by the Council of
Graduate Students, one member selected by Staff Council, and the Director of the
Physical Plant. Student terms shall be for one year. The Director of the University Police
shall be a member ex officio. Two additional committee members may be appointed by
the Chancellor. The Chancellor shall designate one of the faculty committee members as
chairperson.

c. Student Conduct Committee

(1) This committee rules on questions of interpretation of the "University of Missouri
Rules of Procedure in Student Disciplinary Matters." It may also make recommendations
on policies to the Board of Curators through the Academic Council. Decisions of this
committee on disciplinary matters shall be reported to the Academic Council.

(2) The committee consists of members as prescribed by the Board of Curators. All
members of the committee shall have the same voting privileges and responsibilities.
Faculty members serve two-year terms with approximately one half elected each year.

d. Student Scholastic Appeals Committee

(1) This committee establishes procedures for individual student scholastic appeals. The
committee shall consider and rule on all individual cases of appeal relating to student
scholastic performance, including but not limited to: graduation with honors, probation
and dropping from school, readmission after being dropped for scholastic reasons,
scholastic deficiencies and evaluation of credit and transfer of credits, grades and honor
points from other campuses to UMR. It serves as an appeal board for cases of students on
scholastic probation who are involved in the activities of organizations.

(2) The committee shall consist of eight members: three faculty members elected from
and by the Academic Council, two elected from and by the General Faculty, two student
members selected by the Student Council, and one student selected by the Council of
Graduate Students. Faculty members serve a two-year term with approximately one half
elected each year. Student members serve a one-year period.

e. Tuition and Residence Committee

(1) This committee assists the Cashier, when requested, in determining the residence
status of a student relative to the required non-resident tuition fees established under the
applicable regulations of the Board of Curators. The committee also considers properly
filed appeals by students taking exception to the Cashier's ruling relative to their
residence or tuition status.

(2) The committee consists of three faculty members and three administrative members
appointed for a one-year term by the Chancellor, who shall designate one member as
Chairperson.

f. Special Committees

a. Special Committees addressing issues not presently the purview of Faculty Standing
Committees or Judicial Committees may be authorized from time to time, as needed, by
the Chancellor, General Faculty, Academic Council, schools, colleges, and departments.
However, when the faculty or the administration establishes any committee having
campus-wide responsibilities or authority, they shall file with the Secretary of the
Academic Council a statement specifying the responsibilities, authority and composition
of the committee, together with a list of current members. A catalog of such existing
committees shall be circulated to the faculty annually by the Secretary of the General
Faculty.

b. When deemed appropriate by the Chancellor, by the General Faculty, or by the
Academic Council reports of Special Committees shall be distributed to all members of
the General Faculty. Each Special Committee prepares an annual report to be made
available to all faculty members.

c. Whenever possible, Special Committees shall be organized prior to September 1 and be
responsible for their duties from September 1 through August 31 of the following year.
Student Organization Posting Policy

General Regulations
In order to use the privilege of posting promotional materials on campus, adherence to the following regulations is required:

- In order to post materials on campus, student organizations must be recognized by the University. Special consideration may be given to organizations seeking recognition.
- Any posting not specifically addressed within the posting policy is considered a special promotional event (as outlined within the policy).
- No materials shall be pasted, nailed, taped, stapled, or otherwise attached to any part of the interior or exterior (including windows & doors) of university buildings, light posts, telephone poles, or trash receptacles.
- Materials can not promote the consumption of alcohol.
- Sponsoring organizations must be identified on all materials.
- Statements and/or pictures interpreted as discriminatory, illegal, or negatively directed at other students, faculty, staff, or student groups is prohibited.

Failure to comply with these regulations will be subject to appropriate action from the Office of Student Activities.

Regulations for Banners

- No banner can exceed 4’ x 6’ in size without prior approval from the Office of Student Activities.
- Posting of banners will be allowed on a first-come, first-serve basis, between 8:00 AM and 4:30 PM, Monday through Friday. No reservations will be taken.
- There are eight horizontal and two vertical spaces available for banners. Banners may cover only one 4’ x 6’ space. Organizations may post only one banner per event and no more then two banners at one time.
- Banners may be posted up to one week in advance of the event. Banners must be removed the first class day following the advertised event by the organization who posted it, no later then noon of that day.
- If the banner falls or is damaged due to inclement weather, wind, etc. the organization will be responsible for rehanging or disposing of the banner.

Regulations for Flyers/Table Tents

- Flyers may be placed on appropriate bulletin boards only. (See list below)
- Posting organization is responsible for removing all posted flyers within 48 hours after the conclusion of the advertised event.
- Table Tents will only be allowed in Thomas Jefferson Cafeteria and Rayl Cafeteria with permission of the facility manager. Table Tents will only be allowed in the University Center East Cafeteria and the University Center West Sandwich Shop with the permission of Student Activities.
Regulations for Electronic Posting

- Forms of electronic posting are mass e-mails, Student E-Connection, SAVID, and the Campus Web Calendar.
- Recognized Student Organizations must follow the posting policy for the Campus Web Calendar.
- With the exception of mass e-mails, all postings must be student organizations or campus department events and activities.
- Mass e-mails are to follow the mass e-mail policy, which can be found at http://web.umr.edu/~stuact/emailpol.html.
- Items to be included for the next release of the Student E-Connection must be submitted no later than Tuesday at 4:30, for release on Thursday of that week.
- Electronic releases in the Student E-connection may not exceed 250 characters.
- Organizations must abide by all campus computing services and mass e-mail policies.

Regulations for Campus Chalking

- Chalkings must also follow the regulations for Special Promotional Events (as outlined within the policy).
- Chalkings are only allowed on horizontal, concrete surfaces.
- Chalkings must occur in open areas, away from building entrances and not under balconies, awnings, overhangs, etc.
- Chalking permits may only be granted for a period of 7 days and are subject to renewal.
- The chalking organization must remove all chalkings within 2 school days of the expiration of the activity permit.
- Chalkings must include organization identification.
- Chalkings are only allowed on the two malls of campus.

Regulations for Special Promotional Events

- All special promotional events need approval from the Office of Student Activities, 218 UCW.
- Organizations must have an Activity Permit on file with the Office of Student Activities for the event, no later than 48 hours prior to the start setup for the event.

Tips for Posting at UMR

- Please plan ahead.
- Use good judgment on the ending time for an activity, especially during the week. If there is no scheduled ending time, then don’t put one down. Do not put a “?” or “whatever”
• Language referring to ‘open parties’ and references to alcohol are not allowed. Check with Student Activities before printing your flyer if you have questions.
• The Student Union Board, 218 University Center West, has banner paper and indelible markers free to all student organizations for posting.
• Please don't use tempera or water-based paint to make your banners because “when it rains, it runs.”
• Please keep the area free of debris and garbage.
• Please be patient during busy banner weeks – we’ll try to find a place for your banner somewhere.
• Chalkings must be removed with water.

CO-SPONSORSHIP
The following guidelines will be used when student organizations request permission to co-sponsor activities with non-university groups or put up promotional materials reflecting co-sponsorship. Restrictions apply to all businesses, including those that distribute/sell alcohol.

• All co-sponsored activities must be the same type of activity normally sponsored by the student organization and not in conflict with the mission of the University.
• Promotional materials should reflect the names of all the co-sponsors. Student organizations have the option of listing all or none of the co-sponsors.
• The corporate name, not the product name, must be used.
• All other co-sponsors must be notified if the event is co-sponsored by an alcohol distributor and/or producer.
• Student Activities staff approval is needed if large visual displays (suspended balloons, etc.) are to be used on UMR property.
• Posters reflecting co-sponsorship may not be placed on departmental bulletin boards. This would be considered advertising on campus. However, such posters may be placed in mailboxes of fraternities, sororities, residence halls, and those places where student participants reside. They may also be posted on one University Center West bulletin board, which is monitored by the staff in the Student Activities office, and in the library.
• Corporations MAY NOT use student groups solely for advertising purposes.
• Posters produced and/or supplied by the co-sponsor may not be posted on campus when the product is the most prominent feature of the poster.
Organization Constitution

MILITARY AEROSPACE SOCIETY CONSTITUTION

University of Missouri-Rolla

ARTICLE I

This organization shall be known as the Military Aerospace Society.

ARTICLE II

The purpose of this organization shall be to fulfill the AFROTC mission objectives. These objectives shall be:
(a) to aid the development of effective Air Force Officers;
(b) to create a closer, more efficient relationship
within the Air Force Reserve Officers Training Corps (AFROTC);
(c) to further the purpose, traditions, and
concepts of the United States Air Force;
(d) to support aerospace power and its role in national security;
and (e) to advance air and space age citizenship.

ARTICLE III

Section 1. These Articles and By-laws shall govern this organization.

Section 2. General legislative authority shall rest with the organization membership in meeting. Only active
members in good standing shall have the power to amend these Articles and By-laws and to vote in the election
of officers. Unless otherwise stated in these Articles, a majority affirmative vote shall exercise the will of the
Organization.

Section 3. A quorum for the transaction of business shall be two-thirds of the full membership of the
organization. The term full membership as used in these Articles shall refer to all of the active members of the
organization who are in good standing and who are in attendance at the University of Missouri-Rolla. The term
membership shall refer to a quorum of the full membership.

Section 4. Robert's Rules of Order, Newly Revised, shall constitute the parliamentary authority of this
Organization in all cases to which it is applicable and in which it is not inconsistent with this Constitution.

ARTICLE IV

Section 1. Persons eligible for candidacy include:
(a) all AFROTC cadets who are students at the University of Missouri-Rolla;
(b) cadets must have at least two full semesters of school remaining; and
(c) cadets must possess an overall grade point average (GPA) of at least 2.2 (on a 4.0 scale) and an aerospace studies GPA of at
least 3.0. Any cadet with an overall GPA of less than 2.2 or any cadet with less than two semesters of school
remaining may become eligible for candidacy by the unanimous approval of the full membership.
CONSTITUTION
University of Missouri-Rolla Student Chapter
Architectural Engineering Institute

Article I: Name

The name of this organization shall be the University of Missouri-Rolla Student Chapter of the Architectural Engineering Institute.

Article II: Relation to A.E.I.

The relationship of this Student Chapter to the Architectural Engineering Institute shall be governed by the Constitution and Bylaws of that body. In case of dispute between the University and the Architectural Engineering Institute, the University shall prevail.

Article III: Objective

The objectives of this Chapter shall be to encourage the development of a professional consciousness, to afford an opportunity for architectural engineering students to become acquainted and to practice working together effectively, to promote a spirit of congeniality among them, and to provide friendly contact with the engineering profession.

Article IV: Membership

Section 1: The membership of this Chapter shall consist of two classes: Active Members and Associate Members. Active Members shall be entitled to all rights and privileges of the Chapter including the right to vote and hold office. Associate Members shall be entitled to all the rights and privileges of the Chapter except the right to vote and to hold office.

Section 2: Eligibility to Active Membership shall be limited to all students of the University of Missouri-Rolla.

Section 3: Eligibility to Associate Membership shall be limited to:
(a) All members of the faculty of the University of Missouri-Rolla.
(b) All members of the Architectural Engineering Institute above student grade membership.
I. Name
A. The organization shall be referred as “The Black Man’s Think Tank.”

II. Aims and Objectives
A. To encourage African-American males to graduate from the University of Missouri-Rolla.
B. To act as a resource for transfer students and those that may not be associated with residential and fraternal life. To assist members who are transfer students in integrating into the Rolla community.
C. To exert a profound influence on the academic, personal, professional, and social enhancement of members.

III. Membership
A. Qualifications:
   1. Good standing with the University
   2. Current student of UMR
   3. Informational sheet completed
   4. Received Dues
B. Rights & Privileges:
   1. Only members shall vote and hold office
C. Impeachment
   1. Any member may be impeached for misconduct (to be defined by the group (for example - failure to perform duties, attendance, misuse of funds, etc.) The member shall be given a seven days notice and an opportunity to defend himself/herself. The impeachment shall also be announced at the meeting preceding the impeachment vote. This impeachment vote shall require a two-thirds majority vote of members present.

IV. Officers
A. Executive Board:
   1. President
   2. Vice President
   3. Secretary
   4. Treasurer
   5. Parliamentarian
   6. Sergeant of Arms

   7. General Board - Representatives
      a. Freshman Class
Constitution of the University of Missouri – Rolla Flyfishing Club

ARTICLE I: ORGANIZATIONAL NAME AND AFFILIATIONS

Section A. Name
The name of this organization shall be “University of Missouri – Rolla (UMR) Flyfishing Club” which hereafter shall be referred to as “the Club”.

ARTICLE II: ORGANIZATIONAL PURPOSE

The purpose of this organization shall be to:

1. Promote recreational opportunities for students associated with flyfishing in the Rolla area.
2. Provide knowledge and support for flyfishing and related activities for novice and skilled anglers.
3. Work to promote wildlife and habitat conservation within the Club, UMR, and surrounding community.
4. Encourage support of the Club by UMR and the local community.

It shall be the duty of the Club to ensure the following:

1. Promote the unique recreational opportunities associated with flyfishing and related activities available to UMR students.
2. Provide technical support to both beginners and skilled anglers.
3. Promotion of conservation and sportsmanship.
4. Assist on stream related conservation projects suitable to the Club’s capabilities.

ARTICLE III: MEMBERSHIP

Section A. Qualifications
The Club membership shall be open to students who are currently enrolled at UMR and meet any requirements established by UMR for participation in student organizations. UMR will only recognize UMR student members and only UMR students under UMRs financial guidelines are allowed to spend UMRs monies.

Section B. Status of Membership

1. Voting Member Status
   Voting Member status shall consist of the member that is currently a student, current on Club dues and meets the qualifications stated in Section A.
2. Non-Voting Member Status
   Non-voting member status shall be a previous voting member, who is not current on Club dues or not a UMR student.

Section C. Method of Membership Adjustments

1. Reinstatement
   Non-Voting members pay the Club dues to the Club treasurer to regain voting member status.
2. Dropping Members
   Members can be dropped from the Club. A vote may be called to drop a member by any officer, but only upon basis of improper conduct (as defined in the UMR Code of Conduct) or gross negligence of assigned duties. The nominating officer must specify the charges to remove at the time of nomination. Nomination to remove must be at least one week prior to the vote to remove to allow proper response to the charges made. The vote will be made by those voting members present at that time and must consist of a 2/3 majority.

Section D. Rights and Privileges

1. Voting Members
   Voting Members have the right to participate in all team functions. Voting members also have the right to vote, hold office, and bring motions before the Club.
2. Non-Voting Members
   Non-Voting Members have the right to participate in Club functions but cannot vote or bring motions before the Club.

April 17, 2003
Attachment III.E.5
On April 3, 2003, the Rules, Procedure and Agenda Committee unanimously recommended that the Academic Council approve the revision of UMR's 42-Credit Hour General Education Transfer Policy, posted at http://campus.umr.edu/provost/42HourTransferPlan.html.
Seven Principles for Good Practice in Undergraduate Education

Adapted from A.W. Chickering & Z.F. Gamson, Am. Assoc. Higher Ed. Bulletin, 1987, 39(7) 3-7 for the University of Missouri-Rolla, Missouri’s Technological University approved by the campus Retention Committee on 3/20/03

Principle 1: Encourage Student-Faculty Contact
Frequent student-faculty contact is a key factor in student motivation, involvement, and learning. Faculty concern helps students get through rough times and continue to strive for success. Devise methods that actively and successfully promote student-faculty contact with both individual students and larger groups of students.

Principle 2: Encourage Cooperation among Students
Learning is enhanced when it is more like a team effort than a solo race, and working cooperatively with others often increases students’ involvement in their own learning. Sharing ideas and responding to others can sharpen thinking and deepen students’ understanding of the material at hand. Take positive, proactive steps to ensure that meaningful and effective cooperative learning takes place among groups or teams of students.

Principle 3: Encourage Active Learning
Learning is not a spectator sport. Most students do not learn very well or retain information very long by sitting passively in classes, memorizing pre-packaged assignments and spitting out answers. Students need to ponder what they are learning, express it in a variety of ways, relate it to past experiences, and apply it to new situations. Promote active learning by creating regular opportunities for students to engage deeply, directly, and creatively with course material.

Principle 4: Give Prompt, Frequent, Informative Feedback
Students who know where they stand in a course are better able to gauge their strengths, their weaknesses, and what they must do to succeed. To reach their full potential, students require appropriate feedback about their current level of personal understanding and mastery of course content. Provide students with frequent assessments of their achievement level and offer them specific suggestions as to how they can improve their performance.

Principle 5: Emphasize Time on Task
There is no substitute for time on task—the time students spend actively engaged with course material. Learning to manage one’s time effectively is critical for success in the classroom, yet many students struggle to acquire and maintain this important skill. Devise course strategies that ensure students spend productive time on their coursework, and hold them accountable for learning the assigned material.

Principle 6: Communicate High Expectations
High but attainable expectations are important for everyone—for the poorly prepared, for those unwilling to exert themselves, and even for the bright and motivated. Expecting students to perform well can become a self-fulfilling prophecy when faculty clearly express their goals and how students can accomplish them. Convey to students that they have individual responsibilities in achieving these high goals, and demonstrate that you are willing to help them succeed in this.

Principle 7: Respect and Encompass Diverse Talents and Learning Styles
Recognize and accept that students learn in many different ways. Many talented students do not share the same learning styles and internal motivations as their teachers. Some might learn better by hearing information out loud, seeing something written down, or witnessing concepts represented in visual or physical ways. Incorporate a range of teaching approaches into your courses, in varying degrees, which allow for different styles of learning.

For further information and ideas about implementing the Seven Principles, please visit www.umr.edu/~lead/7principles.
Academic Council Meeting Agenda
Thursday, February 20, 2003
204 McNutt; 1:30 P.M.

I. Approval of January 23, 2003 meeting minutes

II. Reports and Responses
   A. President’s Report (5 minutes)  
      Lenn Koederitz
   B. Chancellor’s Report (5 minutes)
      1. Questions and Answers
      Gary Thomas
   C. Provost’s Report (5 minutes)
      1. Questions and Answers
      Y.T. Shah

III. Reports of Standing and Special Committees
   A. Athletic  
      Jeff Cawlfield
   B. Curricula
      1. February Committee Report *
      Thomas Schuman
   C. Public Occasions
      1. Public Occasions Dates for 2003-2004 *
      Ron Kohser
   D. Tenure
   E. Ad Hoc Committee to Propose Changes to UMR Faculty Bylaws
      Mike Hilgers

IV. Old Business
   A. Action Items
      1. Academic Dishonesty Cases

V. New Business and Announcements
   A. Selection of Robert Schwartz as Academic Council Parliamentarian
   B. The revision of UMR’s 42-Credit Hour General Education Transfer Policy is posted at http://campus.umr.edu/provost/42HourTransferPlan.html.
   C. Staff Council
   D. Student Council
   E. Council of Graduate Students
   F. Referrals

* Information distributed with agenda.
Christopher J. Campbell  
912 East Seventh Street  
Rolla, MO 65401  

February 20, 2003  

The Honorable Bob Holden  
Governor of Missouri  
Room 216, State Capitol  
Jefferson City, MO 65101  

Dear Governor Holden:  

I am currently attending the University of Missouri-Rolla. I would like to express my support for confirmation of the appointment of Cheryl Walker as a curator for the University of Missouri. I feel she would be an excellent member of this governing board at a time when tough decisions need to be made and new ideas are needed.

We hope your nomination of Cheryl Walker will soon be confirmed by the Legislature so that she can become an active participant. We feel strongly that the Missouri economy needs a strong public higher education system, and we appreciate your efforts to improve both.

Sincerely,

Christopher J. Campbell  

cc: Senator Peter Kinder
XXXII, 5 The meeting was called to order at 1:30 P.M. by President Lenn Koederitz. Roll call was taken, and absentees noted were: Richard Bullock, Richard Hall, Mike Hilgers, K.M. Isaac, Kurt Kosbar, Debra Robinson, Lee Saperstein, and Paul Worsey.

Koederitz noted the following correction to the minutes of the January 23, 2003 Academic Council, (Volume XXXII, Number 4, Section 2, A, 3):

Don Madison pointed out that both the Graduate Faculty and the Academic Council are required to approve new graduate programs or major changes to existing programs. However there is no established procedure for the order of such approvals and he suggested that such a procedure should be established. After discussion, it was suggested that this matter should be referred to the committee considering bylaw changes.

There was a motion and second to approve the corrected minutes of the January 23, 2003 Academic Council meeting. The Academic Council body voted to accept the minutes with corrections.

1 REPORTS AND RESPONSES

A. PRESIDENT’S REPORT – This report was presented by Academic Council President Lenn Koederitz.

1. Presently, the UM System is considering a Tuition Benefit which would allow the spouse and/or dependents of University employees to attend any UM campus, paying only half of the tuition cost. A “Rule of X” retirement plan is also being considered, where “X” would equal employee’s age plus years of service, to equal 85. UM is opposed to bringing the university health care insurance plan under the state plan.

2. IFC is developing a workload policy draft. Koederitz is serving on the planning committee.

3. UM President Floyd is favoring salary increases of 2-4% for university faculty and staff. Also, President Floyd is planning to act within 30 days on all grievances that have been on hold. None involve UMR.

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

1. The status of the state’s budget is constantly changing. Currently, the consensus is that FY2002 will be $300 million short of anticipated revenues. Governor Holden has proposed the securitization of tobacco settlement monies (selling future worth...
of the settlement for present value) netting $350 million in cash. This income would cover $150 million shortfall from this year and $200 million next year. Education will take a cut of $82 million, with $21 million coming from higher education.

2. The Board of Curators supports a 2% minimum raise across UM. Thomas feels that a 2% increase is insufficient and that a 4% increase is necessary.

3. Fees will likely increase by 3.2%, without further cuts or withholdings. It's possible for UMR to operate with a declining deficit despite 2% salary increases and a 3.2% fee increase as long as there is increasing enrollment, high retention of current students, and increased indirect cost recovery.

C. PROVOST'S REPORT – This report was presented by Provost Y.T. Shah.

1. Shah distributed a handout outlining the progress in the academic areas. The fourth week Winter Semester enrollment is up 6.9%. The President's Day Open House attracted record numbers of students. In Research, new awards through January total $18.3 million, up 14% over last year. President Floyd has endorsed the Missouri Transportation Institute proposal, a $5-$7 million per year effort related to the research, development, tech transfer and education needs of MoDOT. Undergraduate and Graduate Studies is pursuing an advising network for all students at UMR. Distance Education Enrollment has increased by 78 students from last year. The International Affairs office has moved from Student Affairs to UMR Global.

2. Henry Wiebe, Harvest Collier and Shah are spearheading CERTI (Center for Educational Research and Teaching Innovation) providing the campus with a strong focus on strategies and resources to improve student learning.

3. The revision of UMR's 42-Credit Hour General Education Transfer Policy, posted at [http://campus.umr.edu/provost/42HourTransferPlan.html](http://campus.umr.edu/provost/42HourTransferPlan.html), needs to be reviewed and approved by the Academic Council.

4. Shah explained that retiring faculty are being replaced, as money is released. There are 20-25 faculty searches currently in progress. Many faculty who elected to take VERIP are continuing to teach part-time.

2 REPORTS AND RESPONSES

There was a motion to modify the meeting agenda to include a report from the Ad Hoc Committee on Administrative Review. There was a second and the motion passed.

A. ATHLETIC - This report was presented by Jeff Cawlfield.

1. Cawlfield presented the conclusions of the Athletic Task Force, formed in Fall 2001 and chaired by Jack Ridley. The Task Force forwarded their report to the Vice Chancellor for Student Affairs, Debra Robinson, and Chancellor Thomas.

2. The Task Force concluded that UMR Athletics were very important and positively affected the student athletes, who maintain a higher GPA and graduation rate when compared to non-athletes. Athletics has a good balance of male to female teams and is ethnically diverse.
3. The Task Force indicated a concern with the competitive conference in which UMR participates. The Athletic Department is exploring the possibility of finding a different conference for competition.

B. CURRICULA – This report was presented by Thomas Schuman
   1. There was a motion and second to approve the degree and course changes generated from the February 6 Curricula meeting.
   2. There was a motion and second to separate DC 0057 and DC 0058, with corresponding course changes, from the report. The motion passed.
   3. After discussion, there was a motion and second to postpone the report. The motion failed.
   4. There was a motion and second to table DC 0043 through DC 0064 because of the reference to “general education requirements.” After discussion, the amendment and second were withdrawn.
   5. The Academic Council voted to approve, with one abstention, the February 6 Curricula report, with the exception of DC 0057 and DC 0058, and corresponding course changes.
   6. There was a motion and second to postpone DC 0057 and DC 0058 (and corresponding course changes CC 5521 through CC 5585). The motion failed.
   7. There was a motion and second to accept DC 0057 and DC 0058 and CC 5521 through CC 5585. The motion passed.
   8. There was a motion and second to approve the revised curriculum for Engineering Management. The revisions were approved by Curricula, but not distributed to Academic Council members seven days in advance of the meeting. The motion passed.

C. PUBLIC OCCASIONS
   1. There was a motion and second to approve the Public Occasions Dates for 2003-2004. The motion passed.

D. TENURE – This report was presented by Jerry Cohen
   1. Cohen reported on the status of questions concerning Joint Appointments. The committee decided that the administration should refer and adhere to the Best Practices of Joint Appointments document.
   2. The following motion was presented by Don Myers:
      
      Academic Council recommends that the Provost develop a written policy, to be included with UMR Policy Memorandums, for Joint Appointments of Tenure Track Faculty. The Policy should provide sufficient guidelines to channel promotion and tenure issues as well as funding and assignment issues.
      
      There was a second and the motion passed.

E. AD HOC COMMITTEE TO PROPOSE CHANGES TO UMR FACULTY BYLAWS – No report presented.
F. AD HOC COMMITTEE ON ADMINISTRATIVE REVIEW – This report was presented by Carol Ann Smith.

1. Smith presented the following resolution on behalf of the Ad Hoc Committee:
   “That there be established a permanent standing committee, to be known as the Administrative Review Committee;
   That the Administrative Review Committee be charged with setting the policies and procedures for review of administrators on the UMR campus, such as type of questionnaire, schedule of reviews, etc.;
   That the Administrative Review Committee be charged with conducting the review of administrators, overseeing the sending of the evaluation instrument to the evaluating persons, overseeing the collection and collation of the resulting evaluations and, along with the officers of the Academic Council, reviewing and forwarding the results of the evaluations;
   That the Administrative Review Committee be composed of a representative from each of the four schools and college, such representatives to be full-time, tenured faculty members with an administrative component of 50% or less;
   That the members of the Administrative Review Committee be nominated by R.P.& A. (with the possibility of nominations from the floor) and elected by a vote of the Academic Council;
   That the members of the Administrative Review Committee serve for two years, terms to be staggered with the election of two members each year; And, that the initial year’s elections be for two members with two year terms and two members with one year terms, the determination to be decided by lot.”

2. There was a second and the motion passed.

3 OLD BUSINESS

A. ACTION ITEMS
   1. Academic Dishonesty Cases
      The Student Conduct Committee has conducted a survey of the faculty concerning Academic Dishonesty. The committee hopes to make a report of their findings in April.

4 NEW BUSINESS

A. Current Academic Council Parliamentarian David Van Aken has asked to be excused from his duties. RP&A recommended that Robert Schwartz be appointed. There was a motion and second to elect Robert Schwartz as Academic Council Parliamentarian. The motion passed.

B. The revision of UMR’s 42-Credit Hour General Education Transfer Policy is posted at http://campus.umr.edu/provost/42HourTransferPlan.html. Please direct comments
to Harvest Collier or Lenn Koederitz. The policy needs to be discussed and approved by the Academic Council at the April meeting.

C. STAFF COUNCIL – No report submitted.

D. STUDENT COUNCIL – No report submitted.

E. COUNCIL OF GRADUATE STUDENTS - No report submitted.

There was a motion and second to adjourn the meeting, motion carried at 3:15 P.M.

Respectfully submitted,

(electronically submitted, 2/26/03 – 3:55 p.m.)

Lenn Koederitz, President

*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: February 6 & 10, 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 0033, School of Mines & Metallurgy, Master of Science and Master of Engineering in Manufacturing approved for Winter 2003. The existing masters degrees in Manufacturing are offered through the School of Engineering. This allows the same degrees to also be offered through the School of Mines and Metallurgy.

DC 0034, College of Arts and Sciences, Chemistry - PreMedicine Emphasis Area. Approved for Fall 2003 reducing the minimum hours for graduation from 132 to 131 by dropping the one hour of Chem 300.

DC 0035, College of Arts and Sciences, Chemistry - Polymer & Coatings Science Emphasis Area. Approved for Fall 2003 modifying notes for clarification and guidance for selecting elective courses.

DC 0036, College of Arts and Sciences, Chemistry - Biochemistry Emphasis Area. Approved for Fall 2003 changing the 12 hr. out-of-dept. electives to 12 hr. general electives, to give more flexibility to students. Modifying the notes for clarification and guidance for selecting elective courses.

DC 0037, College of Arts and Sciences, Chemistry. Approved for Fall 2003 changing the 12 hr. out-of-dept. electives to 10 hr. general electives, to give more flexibility to students. Also reducing minimum hrs. for graduation from 133 to 131 and modifying the notes for clarification and guidance for selecting elective courses.

DC 0038, College of Arts and Sciences, Chemistry (Non-ACS Certified). Approved for Fall 2003 modifying the notes to add a statement of the minimum number of hours required for graduation.

DC 0041, School of Mines & Metallurgy, Mining Engineering, proposed new emphasis area called Mining and the Environment. Approved for Fall 2003.
DC 0042, School of Mines & Metallurgy, Mining Engineering, proposed new Coal emphasis area. Approved for Fall 2003.

DC 0043, School of Engineering, All departments. Approved for Fall 2003 the reduction in hours required for the B.S. degree in engineering programs from 132 to 128. Modifications made to the catalog (a) to reflect a minimum of 128 credit hours required for graduation, (b) defining the six hours of Free Electives within each program, and (c) modifying the Humanity/Social Science requirements as General Education requirements. After discussion with guests at the meeting, Dean Mitchell agreed to modify the originally submitted description of the Free Electives, now to read as follows:

Free electives. Each student is required to take six hours of free electives in consultation with his/her academic advisor. Credits which do not count towards this requirement are deficiency courses (such as algebra and trigonometry), and extra credits in required courses. Any courses outside of Engineering and Science must be at least three credit hours.

DC 0044, School of Engineering, Aerospace Engineering. Approved for Fall 2003 a proposed change of current degree requirements of 133 credit hours to 128 credit hours.

DC 0045, School of Engineering, Mechanical Engineering. Approved for Fall 2003 the curriculum being modified to comply with the School of Engineering standard 128 credit hours with 6 free credit hours.

DC 0046, School of Engineering, Architectural Engineering. Removed from the table. Approved for Fall 2003 the curriculum being modified to comply with the 128 credit hour change. CC forms have been submitted for the previously undefined courses.

DC 0047, School of Engineering, Civil Engineering. Approved for Fall 2003 the curriculum being modified to comply with the 128 credit hour change.

DC 0048, School of Engineering, Environmental Engineering. Approved for Fall 2003 the curriculum being modified to comply with the 128 credit hour change.

DC 0049, School of Engineering, Electrical Engineering. Approved for Fall 2003 a proposal in the curriculum being changed to comply with the 128 credit hour change.

DC 0050, School of Engineering, Computer Engineering. Approved for Fall 2003 a proposed change in the curriculum to comply with the 128 credit hour change.

DC 0057, School of Engineering, Chemical Engineering. Approved for Fall 2003 a proposed curriculum change to reflect the reduction in total hours for the campus-wide standard for engineering programs. Including the addition of six credit hours of free elective and maintaining 21 hours of general education. Note: The course numbering was modified from the original submission on several courses to avoid re-using existing course numbers.
DC 0058, School of Engineering, Biochemical Engineering Emphasis. Approved for Fall 2003 a proposed curriculum change to reflect the changes in the core Chemical Engineering curriculum with a consistent renumbering of courses and streamlining of prerequisites. Includes six credit hours of free electives and maintains 21 credit hours of general education.

DC 0064, School of Engineering, Mechanical Engineering. Approved for Fall 2003 changes to the BS degree in Mechanical Engineering for the Fall 2003 catalog revisions. These changes are in addition to the ones proposed on DC 0045.

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 5411, Military Science 25, Basic Leadership. Approved new course effective Fall 2003. 1 hour lecture. Description: Establishes foundation of basic leadership fundamentals such as problem solving, communications, briefings, and effective writing, goal setting, techniques for improving listening and speaking skills with an introduction to counseling and first aid.

CC 5412, Military Science 15, Foundations of Officership. Approved new course effective Fall 2003. 1 hour lecture. Description: Introduction to responsibilities of a commissioned officer in the United States Army. Establishes a foundation for officership skills, leadership, and management techniques that are practiced and followed for success – coupled with life skills such as physical training and time management.

CC 5413, Military Science 106, Leadership and Ethics. Approved changes for Fall 2003. Changes in credit hours from 3 hours lecture, 1 hour lab, “TO” 2 hours lecture and 1 hour lab.

CC 5414, Military Science 105, Leadership and Problem Solving. Approved changes for Fall 2003. Changes in credit hours from 3 hours lecture “TO” 2 hours lecture and 1 hour lab. Change in prerequisites from MS 10, 30, 20, and 40 “TO” MS 15, 25, 35, and 40 – Exceptions to be made by Department Chair only in the accordance with Army (Cadet Command) policies.

CC 5415, Military Science 207, Leadership and Management. Approved changes for Fall 2003. Changes in credit hours from 2.5 hours lecture and .5 hour lab “TO” 2 hours lecture and 1 hour lab. Change in prerequisites from MS 105 and MS 106 “TO” MS 105 and 106 – exceptions to be made by Department Chair only in accordance with Army (Cadet Command) policies.

CC 5416, Military Science 208, Officership. Approved changes for Fall 2003. Credit hours changed from 3 hours lecture and 1 hour lab “TO” 2 hours lecture and 1 hour lab. Change in prerequisites from MS 207 “TO” MS 207 – exceptions to be made by Department Chair only in accordance with Army (Cadet Command) policies.

CC 5418, Math 405, Finite Fields and Applications, approved new course effective Winter 2004. 3 hours lecture. Prerequisites: Math 305. Description: After reviewing basic group theory and introducing basic properties of commutative rings, the main focus of the course will be on topics such as structure of finite fields, polynomials over finite fields, and applications such as coding theory and cryptography.

CC 5421, Military Science 200, Special Problems. Approved for Fall 2003 change in prerequisites from MS 107 and MS 108 “TO” MS 207 and 208 – exceptions to be made by Department Chair only in accordance with Army (Cadet Command) policies.

CC 5430, Architectural Engineering 204, Introduction to Architectural Engineering Design II, approved new course effective Fall 2003. 1 hour lecture and 2 hours lab. Prerequisites: ArchE 203. Description: A continuation of Architectural Engineering Design I with an increased focus on problems and models associated with detail development, principles of acoustic design and building construction as a from determinant.

CC 5431, Civil Engineering 230, Elementary Fluid Mechanics. Approved for Fall 2003 a change in prerequisites from BE 50 with a grade of “C” or better “TO” BE 150 or BE 140 with a grade of “C” or better.


CC 5434, Aerospace Engineering 233, Introduction to Aerothermochemistry. Approved course deletion effective Fall 2003.


CC 5436, Architectural Engineering 204, Introduction to Architectural Engineering Design II. Approved for Fall 2003. Change in course title to: Architectural Design II.

CC 5437, Civil Engineering 001, Fundamentals of Surveying and Introduction to Engineering. Approved for Fall 2003. Change in course title to: Fundamentals of Surveying. Change in course description to: Surveying fundamentals: leveling, directions, angles, distances, errors, traverse calculations and basic adjustments. Fundamentals of horizontal curves. Lab exercises include leveling, traversing, horizontal
circular curve layout and building layout. Change in credit hours from 3 hours lecture and 1 hour lab “TO” 2 hours lecture and 1 hour lab.

CC 5438, Civil Engineering 003, Engineering Communication. Approved for Fall 2003. Change in course description to: Introduction to programming concepts and software tools (computer aided design drafting, computer mathematics, word processing, spreadsheets, and presentation software) with application to written and oral communication in professional civil and architectural engineering practice. Change in credit hours from 2 hours lecture and 1 hour lab “TO” 1 hour lecture and 1 hour lab.

CC 5439, Civil Engineering 210 and Architectural Engineering 210, Seminar. Approved for Fall 2003. Change in course title from Seminar “TO” Senior Seminar: Engineering in a Global Society. Change in course description to: Discussion of contemporary issues: public safety, health, and welfare; the principles of sustainable development; lifelong learning; impact of engineering solutions in a global and societal and political context; relationships with owners, contractors, and the public; public service; the Code of Ethics; and the Missouri licensing Statutes and Board Rules. Change in credit hours from 0 “TO” 1 hour lecture. Co-listed with ArchE 210.

CC 5440, Civil Engineering 241 and Architectural Engineering 241, Economy of Engineering Design. Approved for Fall 2003. Change in course description to: Engineering decision-making procedures with emphasis on time value of money principles. Includes topics such as present, annual, and future worth analysis; rate of return and benefit/cost ratio methods; effects of taxes, depreciation, and inflation on project viability; sensitivity analysis; design component optimization; project financing costs; and applications. Change in credit hours from 3 hours lecture “TO” 1 hour lecture and 1 hour lab. Change in prerequisites from Junior Standing “TO” Preceded or accompanied by Stat 213. Co-listed with ArchE 241.

CC 5441, Environmental Engineering 210, Senior Seminar: Engineering in a Global Society. Approved new course for Fall 2003. 1 hour lecture. Prerequisite: Senior standing. Description: Discussion of contemporary issues: public safety, health, and welfare; the principles of sustainable development; lifelong learning; impact of engineering solutions in a global and societal and political context; relationships with owners, contractors, and the public; public service; the Code of Ethics; and the Missouri licensing Statutes and Board Rules. Co-listed with ArchE 210 and CE 210.

CC 5442, Environmental Engineering 262 and Civil Engineering 262, Biological Fundamentals of Environmental Engineering. Approved new course for Fall 2003. 3 hours lecture. Prerequisites: Bio 211 and preceded or accompanied by Civ/Env Eng 261. Description: Introduction to the function of organisms related to environmental engineering. The course focuses on both the application of organisms to removing contaminants and the effects of contaminants on organisms. Co-listed with CE 262.

CC 5443, Environmental Engineering 263 and Civil Engineering 263, Chemical Fundamentals of Environmental Engineering. Approved new course for Fall 2003. 2
hours lecture and 1 hour lab. Prerequisites: Chemistry 3, Physics 23, and Math 22.
Description: Introduction to the key chemical and physical concepts integral to environmental systems and processes. This course provides a fundamental background in those chemical and environmental engineering principles that are common to all environmental engineering disciplines. Co-listed with CE 263.

CC 5444, Environmental Engineering 364 and Civil Engineering 364, Environmental Systems Modeling. Approved new course for Fall 2003. 3 hours lecture. Prerequisites: EnvE/CE 261, EnvE/CE 262 and EnvE/CE 263; or Graduate standing. Description: Introductory course in modeling environmental systems. Course will focus on contaminant fate and transport in the environment. Models will be developed that will include physical, chemical, and biological reactions and processes that impact this fate. Co-listed with CE 364.

CC 5520, Mechanical Engineering 161, Introduction to Design. Approved for Fall 2003 a change in credit hours from 1 hour lecture and 1 hour lab “TO” 2 hours lecture and 1 hour lab. Prerequisites changed from Bas En 20, Math 8, Physics 23, and Mc Eng 153 “TO” Bas En 20, Math 8, Physics 23, Mc Eng 153; preceded or accompanied by Bas En 50.

CC 5521, Chemical Engineering 020, Computers and Chemical Engineering. Approved new course for Fall 2003. 2 hours lecture and 1 hour lab. Description: Introduction to chemical engineering, both its intellectual and professional opportunities. Students are introduced to computer programming and software packages while performing meaningful chemical engineering calculations.

CC 5522, Chemical Engineering 027, Chemical Engineering Calculations. Approved for Fall 2003 a change in course number from 027 “TO” 120. Change in course title to: Chemical Engineering Material Balances. Description changed to: The application of mathematics, physics and chemistry to industrial chemical processes. The use of equations of state, chemical reaction stoichiometry, and the conservation of mass to solve chemical engineering problems. Prerequisites changed from Chem 3 or 5, Math 8 “TO” Preceded by Chem 3 or 5; preceded or accompanied by Math 15; and preceded or accompanied by Ch Eng 20, or CmpSc 73&77, or CmpSc 74&78, or CmpSc 53&54.

CC 5523, Chemical Engineering 141, Chemical Engineering Thermodynamics I. Approved for Fall 2003 a change in description to: Development and application of the laws and fundamental relationships of thermodynamics to industrial chemical processes. Emphasis is placed on the estimation of thermophysical property values for applications in chemical process engineering. Prerequisites changed from Ch Eng 27, Math 22 “TO” Preceded or accompanied by Ch Eng 120 and Math 22.

materials, biomaterials, and nanomaterials. Generally offered Winter semester only. Prerequisites: Math 15, Physics 23; preceded or accompanied by Chem 221.

CC 5525, Chemical Engineering 111, Professional Guidance. Approved for Fall 2003 change in course number from 111 “TO” 211. Change in title to: Professional Practice and Ethics. Description changed to: Preparation for post-graduate activities including resume writing and job searching. Professional attitudes, practice, licensure, and ethics in the chemical engineering profession. Discussions led by visiting industrialists and other invited speakers. Discussion of professional development including professional and graduate programs. Generally offered Fall semester only. Prerequisites changed from Senior year only “TO” To be taken in final academic year.

CC 5526, Chemical Engineering 231, Principles of Chemical Engineering I. Approved for Fall 2003 change in course title to: Chemical Engineering Fluid Flow. Prerequisites changed from Ch Eng 141, Math 204, accompanied or preceded by Chem 221, 241 “TO” Ch Eng 141, accompanied or preceded by Math 204.

CC 5527, Chemical Engineering 233, Principles of Chemical Engineering II. Approved for Fall 2003 a change in course title to: Chemical Engineering Heat Transfer. Description changed to: Process principles of heat transfer in the chemical process industry. Steady and unsteady state heat conduction and radiation heat transfer. Free and forced convection and condensation and boiling heat transfer. Practical heat exchanger design. Prerequisites changed from Ch Eng 141, Math 204, accompanied or preceded by Ch Eng 231 “TO” Accompanied or preceded by Ch Eng 231.

CC 5528, Chemical Engineering 234, Chemical Engineering Laboratory I. Approved for Fall 2003 a change in course description to: Experiments associated with the unit operations with fluid flow and heat transfer. Design of experiments and uncertainty analysis are introduced. Process equipment designs based on laboratory data stress the importance of creativity as well as the need for effective communication. This is a communication emphasized course. Generally offered Winter semester only. Credit hours changed from 3 hours lab “TO” 1 hour lecture and 1 hour lab. Prerequisites changed from Ch Eng 143, 231, and 233, Chem 51 and 52 “TO” Ch Eng 233.

CC 5529, Chemical Engineering 235, Principles of Chemical Engineering III. Approved for Fall 2003 a change in course title to: Staged Mass Transfer. Prerequisites changed from Ch Eng 143, 231, 233, and Chem 221, and 241 “TO” Accompanied or preceded by Ch Eng 237 or Ch Eng 263.

CC 5530, Chemical Engineering 236, Chemical Engineering Laboratory II. Approved for Fall 2003 change in course description to: Experiments illustrating the unit operations of continuous and staged separation. Experimental design methods are extended to include the principles of regression and model building. Communication skills are stressed. This is a communication emphasized course. Credit hours changed from 3 hours lab “TO” 1 hour lecture and 2 hours lab. Prerequisites changed from Ch Eng 235, and 237 “TO” Ch Eng 234, and Ch Eng 235.
CC 5531, Chemical Engineering 237, Principles of Chemical Engineering IV. Approved for Fall 2003 change in course title to: Continuous Mass Transfer. Description changed to: Fundamentals of diffusion and mass transfer applied to absorption, extraction, humidification, drying and filtration. Design and rating of continuous chemical separators. Prerequisites changed from Ch Eng 143, 231, 233, and Chem 221, and 241 “TO” Ch Eng 233, 245, and preceded or accompanied by Chem 241.

CC 5532, Chemical Engineering 143, Chemical Engineering Thermodynamics II. Approved for Fall 2003 a change in course number from 143 “TO” 245. Description changed to: Physical, chemical and reaction equilibrium. Study of the thermophysical relationships of multicomponent, multiphase equilibrium. Application of equilibrium relationships to the design and operation of chemical mixers, separators and reactors. Prerequisites changed from Ch Eng 141, Chem 51, 52, Math 204, grade of “C” or better in Ch Eng 27 and 141 “TO” Grade of “C” or better in Ch Eng 120 and 141, accompanied or preceded by Math 204.

CC 5533, Chemical Engineering 247, Molecular Chemical Engineering. Approved new course for Fall 2003. 3 hour lecture. Description: Introduction to the molecular aspects of chemical thermodynamics, transport processes, reaction dynamics, and statistical and quantum mechanics. Prerequisites: Ch Eng 245.

CC 5534, Chemical Engineering 261, Industrial Instrumentation. Approved for Fall 2003 change in course number from 261 “TO” 251. Course title changed to: Chemical Engineering Process Dynamics and Control. Description changed to: Study of the dynamics of chemical processes and the instruments and software used to measure and control temperature, pressure, liquid level, flow, and composition. Generally offered Fall semester only. Prerequisites changed from Math/Stat 204 or 229, Ch Eng 231, Ch Eng 233, preceded or accompanied by Ch Eng 262 “TO” Accompanied by Ch Eng 252.

CC 5535, Chemical Engineering 262, Industrial Instrumentation Laboratory. Approved for Fall 2003 a change in course number from 262 “TO” 252. Course title changed to: Process Dynamics and Control Laboratory. Description changed to: Application of the concepts of industrial process dynamics and control using experiments that demonstrate different control and sensing devices and software. Generally offered Fall semester only. Prerequisites changed from Preceded or accompanied by Ch Eng 234, or Ch Eng 236, accompanied by Ch Eng 261. (In the summer the requirement that Ch Eng 262 be accompanied by Ch Eng 261 can be waived.) “TO” Preceded or accompanied by Ch Eng 236 or Ch Eng 264; accompanied by ChEng 251.

CC 5536, Chemical Engineering 238, Fundamentals of Mass Transfer and Separation for Bioprocesses. Approved for Fall 2003 change course number from 238 “TO” 263. Change course title to: Biochemical Separations. Description changed to: The fundamentals of mass transfer are introduced and applied to various unit operations employed in the separation of chemical and biochemical compounds. Prerequisites
changed from Ch Eng 143, 231, 233, Chem 221, and 241 “TO” Ch Eng 233, 245 and preceded or accompanied by Chem 241.

CC 5537, Chemical Engineering 240, Biochemical Engineering Laboratory I. Approved for Fall 2003 a change in course number from 240 “TO” 264. Change in course title to: Biochemical Separations Laboratory. Description changed to: Introduction to the unit operations employed in the separation of chemicals and biochemicals. The experiments illustrate the stage and continuous separation systems are involved. This is a communication emphasized course. Prerequisites changed from Ch Eng 238 “TO” Ch Eng 263.

CC 5538, Chemical Engineering 345, Chemical Engineering in Biochemical Technology. Approved for Fall 2003 change in course number from 345 “TO” 265. Course title changed to: Biochemical Reactors. Description changed to: Application of chemical engineering principles to biochemical reactors. Fermentation, enzyme catalysis, and biological transport phenomena, with emphasis on food, chemicals, medicine and pharmaceuticals, fuels, and waste treatment are studied. Prerequisites changed from Ch Eng 235, and 237 “TO” Ch Eng 263.

CC 5539, Chemical Engineering 241, Biochemical Engineering Laboratory II. Approved for Fall 2003 change in course number from 241 “TO” 266. Course title changed to: Biochemical Reactor Laboratory. Description changed to: Introduction to the unit operations involved with the production of biochemicals. The experiments emphasize enzymatic and whole-cell reactions and the ancillary processing steps used to produce useful products. This is a communication emphasized course. Prerequisites changed from Ch Eng 240 “TO” Preceded or accompanied by Ch Eng 265.

CC 5540, Chemical Engineering 243, Chemical Engineering Reactor Design. Approved for Fall 2003 change in course number from 243 “TO” 281. Description changed to: The study of chemical reaction kinetics and their application to the design and operation of chemical and catalytic reactors. Prerequisites changed from Ch Eng 143, Math 204, Chem 223, and 243 “TO” Ch Eng 237 or Ch Eng 263, preceded or accompanied by Ch Eng 247, preceded or accompanied by Advanced Biology/Chemistry elective with laboratory.

CC 5541, Chemical Engineering 253, Chemical Engineering Economics. Approved for Fall 2003 change in course number from 253 “TO” 283. Description changed to: Economic analysis of a chemical process including capital requirements, operating costs, earnings, and profits. The economic balance is applied to chemical engineering operations and processes. Optimization and scheduling techniques are applied to process evaluation. This is a communication emphasized course. Credit hours changed from 3 hours lecture “TO” 2 hours lecture. Prerequisites changed from Ch Eng 235, and 237 “TO” Ch Eng 235.

CC 5542, Chemical Engineering 258, Chemical Process Safety. Approved for Fall 2003 change in course number from 258 “TO” 285. Description changed to: The
identification and quantification of risks involved in the processing of hazardous and/or toxic materials are studied. Generally taught Winter semester only. Prerequisites changed from Preceded or accompanied by Ch Eng 243 “TO” Preceded or accompanied by Ch Eng 145 and Ch Eng 281.

CC 5543, Chemical Engineering 255, Chemical Engineering Design. Approved for Fall 2003 change in course number from 255 “TO” 288. Course title changed to: Chemical Process Design. Description changed to: Engineering principles involved in the design and layout of chemical process equipment. Material and energy balances, equipment selection and design, and preconstruction cost estimation are performed for a capstone design project. Communication emphasized course. Prerequisites changed from Ch Eng 243, Ch Eng 253, preceded or accompanied by Ch Eng 261 “TO” Ch Eng 281, preceded or accompanied by Ch Eng 251 and 283.

CC 5544, Chemical Engineering 320, Chemical process Flowsheeting. Approved for Fall 2003 change in course number from 320 “TO” 320. Credit hours changed from 3 hours lecture “TO” 2 hours lecture and 1 hour lab. Prerequisites changed from CmpSc 73, and Math 204 “TO” Ch Eng 235 or graduate standing.

CC 5545, Chemical Engineering 333, Separation Processes for product Purification. Approved for Fall 2003 a change in course title to: Intermediate Separation Processes. Prerequisites changed from Ch Eng 235, 237 “TO” Ch Eng 235 or graduate standing.

CC 5546, Chemical Engineering 335, Momentum, Heat and Mass Transfer. Approved for Fall 2003 a change in course title to: Intermediate Transport Phenomena. Prerequisites changed from Ch Eng 235, 237, and Math 204 “TO” Ch Eng 235 or graduate standing.

CC 5547, Chemical Engineering 336, Transport Phenomena. Approved deletion of course effective Fall 2003.

CC 5548, Chemical Engineering 341, Physical Property Estimation. Approved for Fall 2003 description changed from Techniques for estimating and correlating thermodynamic and transport properties of gases and liquids will be studied “TO” Study of techniques for estimating and correlating thermodynamic and transport properties of gases and liquids. Prerequisites changed from Ch Eng 143, 237 “TO” Ch Eng 235 or graduate standing.

CC 5549, Chemical Engineering 342, Experimental Methods in Chemical Engineering. Approved deletion of course effective Fall 2003.

CC 5550, Chemical Engineering 377, Principles of Engineering Materials. Approved for Fall 2003 change in course number from 377 “TO” 347.

CC 5551, Chemical Engineering 375, Structure and Properties of Polymers. Approved for Fall 2003 change in course number from 375 “TO” 349. Prerequisites changed from Chem 223, Chem 243 “TO” Ch Eng 235 or graduate standing.
CC 5552, Chemical Engineering 354, Unit Process Laboratory. Approved deletion of course effective Fall 2003.

CC 5553, Chemical Engineering 365, Process Dynamics. Approved for Fall 2003 a change in course number from 365 “TO” 355. Course title changed to: Intermediate process Dynamics and Control. Prerequisites changed from Ch Eng 235, 237, and 261 “TO” Ch Eng 251 or graduate standing.

CC 5554, Chemical Engineering 367, Plantwide Process Control. Approved for Fall 2003 a change in course number from 367 “TO” 359. Prerequisites changed from Ch Eng 261 or El Eng 231 “TO” Ch Eng 251 or graduate standing.

CC 5555, Chemical Engineering 364, Dynamic Behavior of Separation Processes. Approved deletion of course effective Fall 2003.

CC 5556, Chemical Engineering 361, Environmental Chemodynamics. Approved for Fall 2003 a change in course number from 361 “TO” 371. Description changed to: Interphase transport of chemicals and energy in the environment. Application of the process oriented aspects of chemical engineering and science to situations found in the environment. Prerequisites changed from Ch Eng 141 or equivalent, Ch Eng 231 or equivalent, Ch Eng 233 or equivalent, Chern 1, 2, and 3 or Chern 5 “TO” Ch Eng 235 or graduate standing.

CC 5557, Chemical Engineering 362, Pollution Prevention via Process Engineering. Approved for Fall 2003 a change in course number from 362 “TO” 373. Prerequisites changed from None “TO” Ch Eng 235 or graduate standing.

CC 5558, Chemical Engineering 373, Energy Conversion and Conservation. Approved deletion of course effective Fall 2003.

CC 5559, Chemical Engineering 357, Industrial Pollution Control. Approved for Fall 2003 a change in course number from 357 “TO” 379. Prerequisites changed from Ch Eng 235, and 237 “TO” Ch Eng 235 or graduate standing.

CC 5560, Chemical Engineering 383, Chemical Engineering of High Polymers. Approved deletion of course effective Fall 2003.

CC 5561, Chemical Engineering 343, Chemical Engineering Kinetics. Approved for Fall 2003 a change in course number from 343 “TO” 383. Changed course title to: Intermediate Chemical Reactor Design. Prerequisites changed from Ch Eng 243 “TO” Ch Eng 281 or graduate standing.

CC 5562, Chemical Engineering 384, Polymer Science Laboratory. Approved deletion of course effective Fall 2003.
CC 5563, Chemical Engineering 344, Interdisciplinary Problems in Manufacturing Automation. Approved for Fall 2003 a change in course number from 344 "TO" 384.

CC 5564, Chemical Engineering 385, Electrochemical Engineering I. Approved deletion of course effective Fall 2003.

CC 5565, Chemical Engineering 331, Principles of Chemical Engineering. Approved for Fall 2003 a change in course number from 331 "TO" 388. Course title changed to: Intermediate Process Design. Prerequisites changed from Ch Eng 235, 237 "TO" Ch Eng 235 or graduate standing.

CC 5566, Chemical Engineering 353, Unit Processes - Organic Chemical Industry. Approved for Fall 2003 a change in course number from 353 "TO" 389. Change course title to: Industrial Chemical Processes. Description changed to: Detailed study of various industrial chemical manufacturing processes including underlying chemistry, reaction pathways and separation processes. Prerequisites changed from ChEng 235, 237 Chem 221 "TO" ChEng 235 or Chem 221 or graduate standing. All changes except for course number also apply to co-listed Chem 325.

CC 5567, Chemical Engineering 461, Applied Mathematics in Chemical Engineering. Approved for Fall 2003 a change in course number from 461 "TO" 420. Credit hours changed from 3 hours lecture "TO" 2 hours lecture and 1 hour lab.

CC 5568, Chemical Engineering 462, Application of Optimization Theory. Approved for Fall 2003 a change in course from 462 "TO" 421. Course title changed to: Applied Optimization in Chemical Engineering.


CC 5571, Chemical Engineering 432, Filtration and Mechanical Separation. Approved deletion of course effective Fall 2003.

CC 5572, Chemical Engineering 433, Advanced Chemical Engineering. Approved for Fall 2003 a change in course title to: Advanced Transport Phenomena.

CC 5573, Chemical Engineering 434, Advanced Unit Operations. Approved deletion of course effective Fall 2003.
CC 5574, Chemical Engineering 435, Turbulence in Fluid Flow. Approved deletion of course effective Fall 2003. Co-listed courses in McEng and AeEng are not deleted.

CC 5575, Chemical Engineering 436, Theory and Practice of Liquid Mixing. Approved deletion of course effective Fall 2003.

CC 5576, Chemical Engineering 437, Absorption and Extraction. Approved deletion of course effective Fall 2003.

CC 5577, Chemical Engineering 438, Drying and Humidification. Approved deletion of course effective Fall 2003.

CC 5578, Chemical Engineering 444, Chemical Reaction Engineering. Approved deletion of course effective Fall 2003.

CC 5579, Chemical Engineering 441, Advanced Chemical Engineering Thermodynamics. Approved for Fall 2003 a change in course number from 441 “TO” 445.

CC 5580, Chemical Engineering 475, Plasma Polymerization. Approved for Fall 2003 a change in course number from 475 “TO” 449. Description changed to: Fundamental aspects of polymer formation in plasma (weakly ionized gas), and properties of polymers formed by such a process are studied.


CC 5582, Chemical Engineering 476, Polymer Membranes for Separation. Approved deletion of course effective Fall 2003.

CC 5583, Chemical Engineering 443, Chemical Engineering Kinetics – Advanced Topics. Approved for Fall 2003 a change in course number from 443 “TO” 481. Course title changed to: Advanced Chemical Reactor Design.

CC 5584, Chemical Engineering 487, Electrochemical Engineering II. Approved deletion of course effective Fall 2003.

CC 5585, Chemical Engineering 453, Advanced Process Design, Simulation and Control Studies. Approved for Fall 2003 a change in course number from 453 “TO” 488. Course title changed to: Advanced Chemical Process Design. Credit hours changed from 3 hours lecture “TO” 2 hours lecture and 1 hour lab.

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 1406, Petroleum 401, Advanced Log Interpretation, approved effective Fall 2003. 3 hours lecture. Prerequisites: Petroleum Engineering 232.


EC 1408, Computer Engineering 201, Linear Systems for Computer Engineers, approved effective Fall 2003. 3 hours 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 1409, Electrical Engineering 401, Current Electromagnetic Compatibility Research, approved effective Fall 2003. 1 hour lecture. Prerequisites: Graduate standing.

J. Keith Nisbett, Chair
UMR Campus Curricula Committee
# PUBLIC OCCASIONS DATES FOR 2003-2004

## Fall Semester:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Fall Career Fair</td>
<td>Thursday, September 25, 2003</td>
</tr>
<tr>
<td>Rolla Night at the Engineer’s Club of St. Louis</td>
<td>Thursday, October 2, 2003</td>
</tr>
<tr>
<td>Student Council Free Day</td>
<td>Friday, October 3, 2003</td>
</tr>
<tr>
<td>Homecoming</td>
<td>Friday &amp; Saturday, October 10-11, 2003 (Southwest Baptist at UMR)</td>
</tr>
<tr>
<td>Fall Open House I</td>
<td>Saturday, October 18, 2003</td>
</tr>
<tr>
<td>Family Day</td>
<td>Saturday, November 1, 2003 (Emporia State at UMR)</td>
</tr>
<tr>
<td>Fall Open House II</td>
<td>Saturday, November 15, 2003 (Missouri Western at UMR)</td>
</tr>
<tr>
<td>Commencement*</td>
<td>Saturday, December 20, 2003</td>
</tr>
</tbody>
</table>

## Spring Semester:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Spring Career Fair</td>
<td>Wednesday, February 11, 2004</td>
</tr>
<tr>
<td>Spring Open House I (President’s Day)</td>
<td>Monday, February 16, 2004</td>
</tr>
<tr>
<td>Science and Engineering Fair</td>
<td>Wednesday, March 24, 2004</td>
</tr>
<tr>
<td>Spring Open House II</td>
<td>Saturday, April 24, 2004</td>
</tr>
<tr>
<td>Commencement*</td>
<td>Saturday, May 15, 2004</td>
</tr>
</tbody>
</table>

*Previously established as part of the 2003-2004 calendar*
I. Approval of November 14, 2002 meeting minutes *

II. Reports and Responses
   A. President’s Report (5 minutes) Lenn Koederitz
   B. Provost’s Report (10 minutes)
      1. Questions and Answers Y.T. Shah

III. Reports of Standing and Special Committees
   A. Curricula
      1. December 5, 2002 Committee Report *
      2. January 6, 2003 Committee Report *
      Thomas Schuman
   B. Student Affairs
      1. “Women In Mining” Constitution *
      2. “Chancellor’s Leadership Alumni Association” Constitution *
      Mark Potrafka
   C. Ad Hoc Committee on Campus Reorganization
      1. Final Committee Report *
      Jerry Cohen
   D. Ad Hoc Administrative Review Committee
      Don Myers

IV. Old Business
   A. Action Items
      1. Academic Dishonesty Cases

V. New Business and Announcements
   A. Committee to Review Bylaws Changes
   B. Staff Council
   C. Student Council
   D. Council of Graduate Students
   E. Referrals

Information distributed with agenda.
Volume XXXII, Number 4

Minutes of the January 23, 2003 Academic Council Meeting

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, Randy Glaeser, Paul Hamacher, Kurt Kosbar, Michael Meagher, Gary Mueller, Mark Mullin, Debra Robinson, Lee Saperstein, H.L. Tsai, Philip Whitefield, Ralph Wilkerson, and Paul Worsey.

There was a motion and second to approve the minutes of the November 14, 2002 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 Lenn Koederitz.
   1. Academic Council is obligated to meet on selected Thursdays at 1:30 P.M. Changing the meeting time would require a bylaw change, despite the scheduling conflict arising from the change in class meeting times this semester.
   2. A committee is being formed to review bylaw changes. Contact Todd Hubing (thubing@umr.edu) or Lenn Koederitz (koe@umr.edu) if you are interested in serving on the committee.
   3. IFC will meet with UM System President Floyd for the first time on Friday, January 31.
   4. The Curricula Committee presently has one Graduate Faculty member serving and feels this is sufficient. Curricula has agreed to distribute the meeting agenda to the Graduate Faculty.
   5. Faculty input regarding the proposed changes to Policy Memorandums will be posted on the Academic Council website at http://web.umr.edu/~acadcoun/. The Chancellor will receive a copy of the comments.
   6. The Administrative Review has been completed. The response rate was 42.4% for Chancellor Thomas; 42.6% for Provost Shah; 47.1% for Dean Mitchell; and 54.2% for Dean Saperstein.

   Academic Council Officers and the Ad Hoc Committee on Administrative Review determined that numerical results would be distributed to the person being evaluated, their supervisor and participating faculty.
Comments collected from the survey will only be distributed to the person being evaluated and their supervisor. The vote concerning distribution was not unanimous. Results will be mailed within two weeks.

B. PROVOST'S REPORT – This report was presented by Provost Y.T. Shah.
1. Connie Eggert is the new Vice Chancellor for Advancement. Debra Robinson has been named the Vice Chancellor for Student Affairs.
2. Approval has been granted changing “Economics” to “Economics and Finance” and moving the department into the School of Management and Information Systems. “Chemical Engineering” is now “Chemical and Biological Engineering.”
3. Presently, Governor Holden has not slated any cuts to higher education. State legislators will determine cuts based on state revenues and the results of negotiations between the governor and legislators.
4. Henry Wiebe has been named as the Vice Provost-Global. An Interim Chair in Engineering Management will be named while a search for the new department chair is underway.
5. The search for a Vice Provost for Undergraduate and Graduate Studies has been started with the formation of a search committee. The search will be internal.
6. Arlan DeKock is currently the Interim Dean of the School of Management and Information Systems. Approval has been received to conduct an internal search.
7. Price Waterhouse has been selected to do the technology audit for the campus. Three external candidates for the Computing Information Office position will visit the campus during February.
8. There is a 7% growth in enrollment over Winter Semester 2002. Graduate student enrollment is being adversely affected by immigration.
9. $16.9 million research proposals have been awarded. Shah thanked the faculty for their work. Increased research will change UMR's image, build revenue and improve ranking. Steve Tupper, FLW Liaison, will be in place March 24. Tupper's duties will include aggressively pursuing a relationship with FLW.
10. The Division of Undergraduate Studies is working to create an advising network and a center for teaching and learning.
11. Global is a $2 million revenue business. Financial growth areas include professional development and distance education.

2 REPORTS AND RESPONSES

A. CURRICULA - This report was presented by Thomas Schuman.
1. There was a motion and second to approve the reports generated from the December 2002 and January 2003 Curricula Committee meetings. The motion passed.
2. Experimental course forms that were submitted by University departments for courses to be offered in the near future were presented to Academic Council.

3. Don Madison, Graduate Faculty Chair, expressed concern that the Graduate Faculty is not fulfilling its responsibility stated in the bylaws with respect to changes in graduate degree programs. He requested that Academic Council establish a procedure that would improve communication between Graduate Faculty and Academic Council. It was observed that the bylaws provide for a member of the Graduate Faculty on the Curricula Committee. After discussion, it was decided that the Graduate Faculty should examine the matter further and propose a bylaw change if it deems it necessary.

B. STUDENT AFFAIRS – This report was presented by Mark Potrafka.
   1. There was a motion and second to approve the constitution for “Women In Mining.” The motion passed.
   2. There was a motion and second to approve the constitution for “Chancellor's Leadership Academy Alumni.” The motion passed.

C. AD HOC COMMITTEE ON CAMPUS REORGANIZATION – This report was presented by Jerry Cohen.
   1. Cohen presented the final report of the committee. The committee gave its approval to the department name changes under consideration, i.e., renaming 1) the Department of Economics to the Department of Economics and Finance; 2) the Department of Chemical Engineering to the Department of Chemical and Biological Engineering; and 3) the Department of Civil Engineering to the Department of Civil, Architectural and Environmental Engineering. He further recommended that a “Name Change Form” be created. He offered an example of such a form that the committee used to examine the current proposals for department name changes. He suggested the Curricula Committee and Academic Council use the form when considering future proposals for name changes.
   2. There was a motion and second to accept the report and recommendations. After discussion, it was decided that the new form is consistent with other “change” forms and that the Curricula Committee would have ownership of the form, as it does with other similar forms. The motion passed.
   3. There was a motion and second that the previous motion go into effect immediately. The motion passed.

D. AD HOC ADMINISTRATIVE REVIEW COMMITTEE – No report submitted.

3 OLD BUSINESS
   A. ACTION ITEMS
      1. Academic Dishonesty Cases

4 NEW BUSINESS
A. ANNOUNCEMENTS – Todd Hubing will chair the Committee to Review Bylaw Changes. Please direct any comments to Todd Hubing (thubing@umr.edu) or Lenn Koederitz (koe@umr.edu).

B. STAFF COUNCIL – No report submitted.

C. STUDENT COUNCIL – No report submitted.

D. COUNCIL OF GRADUATE STUDENTS - No report submitted.

There was a motion and second to adjourn the meeting, motion carried at 2:35 P.M.

Respectfully submitted,

Michael Hilgers, Secretary
(electronically approved, 2/5/03 - 10:19 a.m.)

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

Thursday, January 23, 2003
204 McNutt; 1:30 P.M.

I. Approval of November 14, 2002 meeting minutes *

II. Reports and Responses
   A. President’s Report (5 minutes)                    Lenn Koederitz
   B. Provost’s Report (10 minutes)
      1. Questions and Answers                      Y.T. Shah

III. Reports of Standing and Special Committees
   A. Curricula                                      Thomas Schuman
      1. December 5, 2002 Committee Report *
      2. January 6, 2003 Committee Report *
   B. Student Affairs                                Mark Potrafka
      1. “Women in Mining” Constitution *
      2. “Chancellor’s Leadership Alumni Association” Constitution *
   C. Ad Hoc Committee on Campus Reorganization     Jerry Cohen
      1. Final Committee Report *
   D. Ad Hoc Administrative Review Committee        Don Myers

IV. Old Business
   A. Action Items
      1. Academic Dishonesty Cases

V. New Business and Announcements
   A. Committee to Review Bylaws Changes
   B. Staff Council
   C. Student Council
   D. Council of Graduate Students
   E. Referrals

* Information distributed with agenda.
The meeting was called to order at 1:30 P.M. by President Lenn Koederitz. Roll call was taken, and absentees noted were: Craig Adams, S.N. Balakrishnan, Arlan DeKock, Randy Glaeser, Richard Hall, Paul Hamacher, Todd Hubing, Kurt Kosbar, Wendell Ogrosky, David Van Aken, Philip Whitefield, and Paul Worsey.

Koederitz asked that the Academic Council consider receiving electronic copies of the meeting agendas, committee reports, and minutes instead of hard copies to reduce paper use and copy fees.

There was a motion and second to approve the minutes of the October 17, 2002 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 Lenn Koederitz.

1. The University of Missouri System Board of Curators has selected Elson S. Floyd to become the 21st president of the University of Missouri. Floyd will assume his duties as UM System President on January 6, 2003.

2. The Faculty Workload Policy, as outlined in the recent Reduction of Academic Costs report, has been changed to the Instructional Workload Policy.

3. The University of Missouri is awaiting a decision on the new “Sunshine Law” case, which would open more campus meetings to the public.

B. REPORT FROM THE OFFICES OF THE CHANCELLOR AND PROVOST – This report was presented by Vice Provost of Research Wayne Huebner.

1. Huebner presented information about Research at UMR. We are making great progress on campus with respect to the research mission. Increasing research to $50 million per year would greatly reduce our dependence on state funding.

   a. Through October of FY02, there has been a 24% growth in the amount of research dollars awarded. Submitted research has also grown by 50%.

   b. Good decisions about who to hire, promote and tenure will lead to growth in research. All departments need to define excellence within
their department. Student success is the number one measure by which we should be judged as a campus.

c. Net indirect recovery collected on campus equaled $5.2 million. Nearly $1.3 was distributed to generating units. Huebner recommended investing SRI funds in infrastructure.

d. Thirteen of 30 Federal Plus Up proposals equaling $76.3 million have been accepted, involving nearly one-third of the faculty.

e. Growth in research will affect UMR's infrastructure. We need to utilize the space we have, and Huebner envisions a "Research Flagship Building" and perhaps a "classified facility" at Fort Leonard Wood.

2. Huebner also reported that Enrollment and Retention efforts are on target.

a. Scholars Day will be on December 7. All qualified Chancellor's Scholarship candidates have been invited to campus to review their essay. If you are interested in participating with the interviews, please contact Bob Whites.

b. Winter Semester advising and registration is underway. The Registrar's office has switched to a two-week open registration. 245 students have taken advantage of the new repeat course GPA adjustment.

c. Recruiting is strong. The admissions representatives have visited 250 high schools and 20 community colleges/transfer programs and attended 140 career fairs. 480 guests have attended the two Open Houses this fall. Over 200 middle school students will visit the campus to learn about opportunities at UMR.

d. Distance Education enrollment is up. The Coordinating Board of Higher Education (CBHE) has authorized six certificate programs. Four degree programs are available.

e. The proposed draft for the CBHE 42-credit hour General Education Transfer Credit is available for review and comments.

2 REPORTS AND RESPONSES

A. CURRICULA - This report was presented by Thomas Schuman.

1. There was a motion and second to approve the curriculum changes and degree proposals (English minor, "American Studies") and curriculum changes and course changes (four course changes) generated from the November 7 Curricula Committee Meeting. The motion passed.

2. Three experimental course forms were submitted by University departments for courses that will be offered in the near future.

3. The Committee forwarded a proposed new bachelors degree in Interdisciplinary Engineering to the Academic Council for consideration. There was a motion and second to approve the program. After discussion, there was a motion and second to amend the original motion to approve the program to contain the clause that the relevant Humanities and Social Sciences requirements will be met by the program. The amendment passed. The original motion to approve the Interdisciplinary Engineering degree, with amendments, was approved.
B. PUBLIC OCCASIONS-CALENDAR – This report was presented by Lenn Koederitz.
   1. There was a motion and second to accept the 2004-2005 Academic Calendar as attached. It was noted that the calendar reflects the new class times and the new two-week open registration period. Spring Break was chosen to coincide with the calendar for Rolla Public Schools. The motion passed.

C. RULES, PROCEDURES AND AGENDA (RP&A) – This report was presented by Ralph Wilkerson.
   1. Wilkerson informed the Academic Council of RP&A’s intention to present proposed Bylaws Changes regarding Standing Committee reorganization to the General Faculty at the December meeting.
   2. Barbara Hale called a Point of Order arguing that the proper procedures for changing the bylaws had not been followed. However, the acting Parliamentarian ruled that a member of the Academic Council must call a Point of Order.
   3. Carol Ann Smith then called a Point of Order charging that RP&A had a) not met the requirements of the bylaws to present a proposed change of the bylaws; and b) not presented the exact proposal to the General Faculty in May 2002 as had been presented to the Academic Council in April 2002.
   4. The Acting Parliamentarian made the following rulings: a) The bylaws do indeed require that RP&A notify the general faculty of a proposed bylaw change within 15 days of receipt of the proposal. Previous practice has established precedence that RP&A post the proposed changes on the web, circulate the URL to the General Faculty via email, and include the URL in the agenda for General Faculty. When RP&A received the proposed bylaw changes in April 2002 it did promptly post them, but the URL was not included in the agenda for the May General Faculty meeting (which were circulated within 15 days). Because of this omission, it was ruled that RP&A cannot bring to a vote the proposal it received in April. b) The ruling regarding (a) made the Point of Order for (b) moot and it was not publicly addressed.

D. TENURE – This report was presented by Jerry Cohen
   1. Several issues were referred to the Tenure Committee in 2002. The committee submitted a report delineating their responses.
   2. There was a motion and second to approve the committee report, as attached. After discussion, there was a friendly amendment to separate revision #1, concerning joint appointments, from the report.
   3. After additional discussion, there was a motion and second for an amendment to the original motion asking that the committee look at the evidence that is available in the literature concerning evaluation of women and minorities for promotion and tenure. The amendment was approved
4. The motion to accept the amended report, excluding the sections regarding joint appointments and ensuring the presence of women and minorities on the campus tenure/promotion committee, was approved.

E. AD HOC COMMITTEE ON CAMPUS REORGANIZATION – This report was presented by Jerry Cohen
   1. Cohen presented a preliminary report on the meetings of the Campus reorganization committee, as attached. The committee proposes that a written document be submitted to the Curricula Committee for consideration and approval before any campus reorganization takes place.

F. BUDGETARY AFFAIRS – No report presented.

G. AD HOC ADMINISTRATIVE REVIEW COMMITTEE - This report was presented by Don Myers.
   1. Myers noted that the Academic Council passed a resolution in April 2001 regarding Administrative Reviews.
   2. Don Myers proposed that the AC request from the Chancellor funds to post the (attached) questionnaire on the web-site. There was a motion and second to request financial support from the Chancellor for the cost of hiring someone to post the electronic evaluation. Dean Mitchell volunteered to post the evaluation for free. The motion to request funds from the Chancellor to place the evaluation on the web-site passed.
   3. There was a motion and second to accept the recommendations made by the Ad Hoc Committee on Administrative Review as attached to the meeting agenda. The motion passed.

3 OLD BUSINESS

A. ACTION ITEMS
   1. Academic Dishonesty Cases

4 NEW BUSINESS

A. ANNOUNCEMENTS
   1. Koederitz urged all faculty to review the proposed changes to the Chancellor’s Policy Memorandums at http://campus.umr.edu/chancellor/policy/changes/contents.html. Please direct any comments to the Academic Council officers.
   2. There was a motion and second that the Academic Council ask the Chancellor to delay implementation of the policy memorandum until after the February 2003 Academic Council meeting, giving the faculty adequate time to provide input. The motion passed.
   3. There was a motion and second to refer faculty input concerning the proposed changes to Academic Council committees, as deemed appropriate by the Academic Council Officers. The motion was approved.
B. STAFF COUNCIL – No report submitted.

C. STUDENT COUNCIL – This report was presented by
   1. A new web-site is available for University of Missouri students and parents
      at http://students.missouri.edu/~help/. Information presented on the
      web-site presents the facts about higher education funding and is campus
      specific.
   2. The students have approved the Student Activity fees for next year, with
      only a small change to the Athletic Fund.

D. COUNCIL OF GRADUATE STUDENTS
   1. UMR has 1291 graduate students.
   2. Arindam Roy was elected President of the Council of Graduate Students and
      Piyong Yu was elected as the Vice-President.

There was a motion and second to adjourn the meeting, motion carried at 3:05 P.M.

Respectfully submitted,

Approved electronically - Monday, 11/25/02, 5:09 PM
Michael Hilgers, Secretary

*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: December 5, 2002, 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 0027, College of Arts & Sciences, Literature & Science Minor. Approved deletion of "Literature and Science" minor effective WS2003.

DC 0014, College of Arts & Sciences, Computer Science, curriculum changes. Removed from the table and approved for FS2003. Cmp Sc submitted a clarification on the curriculum. Changes to footnotes 1: "...may be selected from: chem. 1,2,4, and 5, Bio Sc 110..." Chem 5 has been added to this footnote. Footnote 3: "Physics 23 and 24 or Physics 21-22/27 and Physics 25-26/28." Physics 27 and 28 have been added. Total hours reduced from 130 "TO" 128 hours.

DC 0029, School of Management and Information Systems. New minor, "Information and Science and Technology" approved for WS2003. 15 hours are required: IST 51, IST 141, IST 151, IST 211, and one other IST course at the 200 level or above.


DC 0032, School of Mines & Metallurgy, Geological and Petroleum Engineering. Proposed new Master of Engineering degree in Geotechnics. Approved for FS2003. This is a web-based degree designed for working professionals and others who cannot pursue an on-campus master's degree.

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 5371, English 165, Engineer as Writer, approved deletion of course for WS2003.
CC 5372, English 233, Literature and Folklore in the Industrial Age, approved deletion of course for WS2003.

CC 5379, Geological Engineering 342, Military Geology, approved new course for WS2003. 3 hours lecture credit. Prerequisites: Ge Eng 275 or graduate standing. Description: This course will familiarize geologists, geophysicists, civil and geological engineers with the fundamental principles of physical geology, geohydrology, and geomorphology as applied to military problems, such as development of fortifications, core infrastructure, water resources, and combat engineering requirements.

CC 5381, Ceramic Engineering 103, Atomic Structure of the Glassy State, approved changes effective FS2003. Change in course title “TO” Introduction to Glass Science & Technology. Change in catalog description to: A study of the atomic-level structure of oxide glasses and the relationships between composition, properties, and structure of glass-forming systems. Simple rate processes will be introduced to explain temperature-dependent properties.

CC 5388, Ceramic Engineering 259, Ceramic Thermodynamics, approved changes for FS2003. Change in prerequisites from Chem 241 “TO” none. Change in catalog description to: Basic thermodynamic concepts are applied to the solid state. Calculations involving enthalpy, entropy, and Gibbs’ free energy are studied. Interrelationships among properties are emphasized. Fundamental concepts of phase equilibria are presented.

CC 5392, Petroleum Engineering 141, Properties of Hydrocarbon Fluids, approved changes for FS2003. Change in prerequisites from Chem 3, preceded or accompanied by Cmp Sc 53 or Cmp Sc 73 and Cmp Sc 77. “TO” Chem. 1.

CC 5425, Electrical Engineering 101, Special Topics. Approved new course for WS2003. This course is designed to give the department an opportunity to test a new course. Variable title. Variable credit. Variable prerequisite.

CC 5426, Computer Engineering 101, Special Topics. Approved new course for WS2003. This course is designed to give the department an opportunity to test a new course. Variable title. Variable credit. Variable prerequisite.

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 1388, Civil Engineering 401, Contract Formulation and Project Delivery Systems, approved effective FS2002. 3 hours credit. Prerequisites: CE 345 or CE 349.

EC 1391, Civil Engineering 401, Physico-chemical Phenomena in Soils, approved effective WS2003. 3 hours credit. Prerequisite: CE 315. 3 hours credit.
EC 1392, Civil Engineering 401, Advanced Traffic Signal Operations, approved effective WS2003. 3 hours credit. Prerequisite: CE 353.

EC 1393, Civil Engineering 301, Transport Processes in Environmental Flows, approved effective WS2003. 3 hours credit. Prerequisite: At least a "C" in CE 230.

EC 1394, Civil Engineering 401, Advanced Construction Materials Laboratory, approved effective WS2003. 1 hour lecture and 2 hours lab. Prerequisites: Preceded or accompanied by CE 312, CE 313, or CE 317; or equivalent experience.

J. Keith Nisbett, Chair
UMR Campus Curricula Committee
Memo To: Academic Council  
From: UMR Campus Curriculum Committee Meeting  
RE: January 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 0031, College of Arts and Sciences, English. Approved change in requirements for English major effective Fall 2003.

DC 0039, School of Engineering, Freshman Engineering, Common Freshman Year, approved change to footnote #1 effective Fall 2003. Environmental Engineering was added to the list of program for which Chem 3 should be taken during the freshman year.

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 5391, Physics 035, College Physics II, approved new course effective Fall 2003. 3 hours lecture. Prerequisites: Math 006, Phys 31. Description: An introduction to the ideas of physics, including electricity, magnetism, and light.

CC 5393, English 202, Critical Approaches to Literature. Approved new course for Fall 2003. 3 hours lecture. No prerequisites. Description: Study and application of the terminology and critical approaches used in understanding literary forms and genres.

CC 5394, Math 015, Calculus for Engineers II. Approved new course for Fall 2003. 3 hours lecture and 1 hour lab. Prerequisites: Math 006 and either math 008 or Math 014; or by placement exam. Description: Continuation of Math 014. Transcendental functions, techniques of integration, sequences, series including power series, polar coordinates, polar and parametric equations. Applications in physical science and engineering. Credit will be given for only one of Math 015 or Math 021.

CC 5395, Math 014, Calculus for Engineers I, Approved new course for Fall 2003. 3 hours lecture and 1 hour lab. Prerequisites: Math 6 and either Math 2 or 4; or by placement exam. Description: Introduction to limits, continuity, differentiation and integration of algebraic and elementary transcendental functions. Applications in physical science and engineering. Credit will be given for only one of Math 008 or Math 014.
CC 5396, Math 008, Calculus with Analytic Geometry I. Approved changes for Fall 2003. Change in course description to: A study of limits, continuity, differentiation and integration of algebraic and trigonometric functions. Applications of these concepts in physical as well as mathematical settings are considered. Credit will only be given for one of Math 008 or Math 014.

CC 5397, Math 021, Calculus with Analytic Geometry II. Approved changes for Fall 2003. Change in prerequisites from Math 8 and 6 or by placement exam “TO” Math 006 and either Math 008 or Math 014. Also by placement examination. Change in description to: A continuation of Math 8; differentiation and integration of elementary transcendental functions, integration techniques, improper integrals, conic sections, polar coordinates, introduction to sequences and series. Credit will only be given for one of Math 21 or Math 15.

CC 5398, Stat 217, Introduction to Probability and Statistics. Approved changes for Fall 2003. Change in prerequisite from Math 21 to Math 22. Change in description to: Introduction to probability, distribution theory, statistical inference, with applications to physical and engineering sciences. Probability, probability and joint distributions, functions of random variables, system reliability, point and interval estimation, testing hypotheses, regression analysis. Credit will be given for only one of Stat 211, 213, 215, or 217.

CC 5404, Computer Science 347, Introduction to Artificial Intelligence Programming. Approved changes for Winter 2004. Change in course title from Introduction to Artificial Intelligence Programming “TO” Introduction to Artificial Intelligence. Change in description to: A modern introduction to AI, covering important topics of current interest such as search algorithms, heuristics, game trees, knowledge representation, reasoning, computational intelligence, and machine learning. Students will implement course concepts covering selected AI topics.


CC 5406, Civil Engineering 215, Elementary Soil Mechanics. Approved changes for Fall 2003. Change in prerequisites from Ge Eng 50 preceded or accompanied by Bas En 110 “TO” Ge Eng 50 preceded or accompanied by Bas En 110; or ArchE 103.

CC 5408, Civil Engineering 261, Introduction to Environmental Engineering and Science. Approved changes for Fall 2003. Change in course title from Introduction to Environmental Engineering and Science "TO" Fundamentals of Environmental Engineering and Science. Change in description to: Course discusses fundamental chemical, physical, and biological principles in environmental engineering and science. Topics include environmental phenomena, aquatic pollution and control, solid-waste management, air pollution and control, radiological health, and water and wastewater treatment systems.

CC 5409, Engineering Management 364, Value Analysis. Approved changes for Winter 2003. Change in catalog description to: An organized effort at analyzing the function of goods or services for the purpose of achieving the basic functions at the lowest overall cost, consistent with achieving the essential characteristics. Covers the basic philosophy, function analysis, FAST diagramming, creativity techniques, evaluation of alternatives, criteria analysis, and value stream mapping.

CC 5410, Engineering Management 370, Teaching Engineering. Also co-listed with EnvE 382, CpE 382, EE 382, CE 382. Approved new courses for Fall 2003. 3 hours lecture credit. Prerequisites: Graduate standing. Description: Introduction to teaching objectives and techniques. Topics include: using course objectives to design a course; communication using traditional and cutting-edge media; textbook selection; assessment of student learning; grading; student learning styles; cooperatively/active learning; and student discipline.

CC 5419, Computer Engineering 349, Trustworthy, Survivable Computer Networks. Approved new course for Fall 2003. 3 hours lecture credit. Prerequisites: Cp Eng 319 or Cmp Sc 285. Description: This course examines basic issues in network management, testing, and security; it also discusses key encryption, key management, authentication, intrusion detection, malicious attack, and insider threats. Security of electronic mail and electronic commerce systems is also presented.

CC 5422, Civil Engineering 467, Environmental Chemistry. Also co-listed as EnvE 467. Approved new courses for Fall 2003. 3 hours lecture credit. Prerequisites: Graduate standing in engineering or science curricula. Description: This course covers the fundamental and applied aspects of environmental chemistry including inorganic, organic, and analytical chemical principles. The course emphasizes the aquatic environmental and covers gas laws and solubility, chemical modeling, equilibria, acid-base and complexation relationships, oxidation and photochemical reactions.

CC 5423, Electrical Engineering 471, Advanced Electromagnetics I. Approved changes for Fall 2003. Change in prerequisites from Physics 321 or El Eng 275, Math 325 "TO" El Eng 271 or equivalent undergraduate electromagnetics course.

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 1389, Computer Science 401, Introduction to Evolutionary Computation, approved Fall 2003. 3 hours lecture. Prerequisites: Cmp Sc 347 or Cmp Sc 355 or Cmp Sc 378.

EC 1390, Statistics 301, Concepts and Methods in Biostatistics, approved for Fall 2003. 3 hours lecture and 1 hour lab. Prerequisites: Math 002 or Math 004, and at least Junior standing.

EC 1395, Physics 301, Computational Physics I, approved for Fall 2003. 3 hours lecture and 1 hour lab. Prerequisites: Math 204, Physics 208, basic knowledge of a programming language (C++ or Fortran).

EC 1396, Physics 301, Computational Physics II, approved for Winter 2004. 3 hours Lecture and 1 hour lab. Prerequisites: Math 204, Physics 208, basic knowledge of a programming language (C++ or Fortran), Computational Physics I.

EC 1397, Mathematics 101, A Survey of Calculus with Applications, approved for Fall 2003. 3 hours lecture. Prerequisites: Math 002 or 004 or by placement exam.

EC 1398, Biological Sciences 301, Bioinformatics. Also co-listed as CmpSc 301. Approved for Fall 2003. 3 hours lecture. Prerequisites: Junior standing or above.

EC 1399, Education 301, Math Strategies to Increase Learning, approved for Winter 2003. 1 hour lecture. Prerequisites: Graduate standing.

EC 1400, Geological Engineering 301, International Ground Water Studies, approved for Winter 2003. 3 hours lecture. Prerequisites: Junior standing.

EC 1401, Engineering Management 401, Lean Manufacturing Systems, approved for Winter 2003. 3 hours lecture. Prerequisites: Graduate standing and Eng Mgt 372 or equivalent.

EC 1402, Electrical Engineering 301, Wave Propagation and Transmission Lines, approved for Fall 2003. 3 hours lecture. Prerequisites: El Eng 271.

EC 1403, Ceramic Engineering 401, Biomaterials II, also co-listed as BioSc 401, MtEng 401, ChEng 401. Approved for Fall 2003. 3 hours lecture. Prerequisites: Graduate standing.

EC 1404, Ceramic Engineering 301, Biomaterials I, also co-listed as BioSc 301, MtEng 301, ChEng 301. Approved for Fall 2003. 3 hours lecture. Prerequisites: Senior undergraduate standing.

WOMEN IN MINING
University of Missouri-Rolla
Student Chapter
Constitution

Article I – General

1.01 This organization shall be known as the WOMEN IN MINING - University of Missouri-Rolla Student Chapter, hereafter referred to as WIM UMR. WIM UMR is locally affiliated with the University of Missouri-Rolla Department of Mining Engineering and nationally with WOMEN IN MINING.

Article II – Purpose

2.01 The purpose of WIM UMR, in coordination with the UMR Department of Mining Engineering, shall be to promote continued professional growth for women in the area of mining, to encourage professional responsibility, to educate both the members and the public about the mining industry, and to perform community service.

2.02 The governance of WIM UMR shall at all times conform to the Articles of Incorporation and By-laws of WOMEN IN MINING and the University of Missouri-Rolla. In case of conflict between the Articles of Incorporation and By-Laws of WOMEN IN MINING and the University of Missouri-Rolla; The University of Missouri will prevail.

Article III – Membership

3.01 Meetings are open to all students, alumni, faculty, staff, and others interested in attending.

3.02 Membership status is as follows:

- Student members – UMR student in good academic standing
- Associate members – UMR Faculty and staff
- Honorary members – Alumni
- Affiliate members – “Off campus” individuals
- Advisor – Chapter Advisor (Faculty or staff)

3.03 Student Members

- Any student in good standing at the University of Missouri-Rolla shall be eligible for membership.
- Membership shall continue as long as the member remains enrolled as a student of the University of Missouri-Rolla and pays dues.
- Good Standing refers to having a 2.0 GPA and not being on probation with the University of Missouri-Rolla.
- Student members have voting rights.
- Student members can hold office.

3.04 Associate Members

- Any faculty or staff currently employed at the University of Missouri-Rolla shall be eligible for membership.
- Membership shall continue as long as the member remains employed at the University of Missouri-Rolla and pays dues.
• Associate members have voting rights.
• Associate members can not hold office.

3.05 Honorary Members
• Any alumni of the University of Missouri-Rolla shall be eligible for membership.
• Membership shall continue as long as the member continues to pay dues.
• Honorary members do not have voting rights.
• Honorary members can not hold office.

3.06 Affiliate Members
• Any person not affiliated with the University of Missouri-Rolla shall be eligible for membership.
• Membership shall continue as long as the member continues to pay dues.
• Affiliate members do not have voting rights.
• Affiliate members can not hold office.

3.07 Advisor
• The chapter shall have one advisor who shall be either a faculty or staff member of the University of Missouri-Rolla.
• Voting members of WIM UMR will approve the advisor by a quorum.
• The advisor has voting rights.
• The advisor can not hold office.

3.08 Dues shall be $5.00 per year and are separate from those remitted for membership in the national organization.

3.08 Any member who enters academic probation shall be put on chapter probation for the amount of one semester in which members in good standing will help the probationary member get back in good standing.

3.09 Membership can be revoked by a quorum of active members of WIM UMR. To initiate revocation of membership, a petition shall be submitted to the officers who shall review it along with the advisor. If it is deemed there is good reason to continue, the member in question will be given a chance to address WIM UMR at a special meeting. If said member does not wish to petition, then voting will take place. Dues will not be returned.

3.10 All members who have paid their dues have full right to vote in any matters presented before WIM UMR.

Article IV – Officers
THE CONSTITUTION OF THE
UNIVERSITY OF MISSOURI - ROLLA
CHANCELLOR'S LEADERSHIP ALUMNI ASSOCIATION

ARTICLE I

Name

The name of this organization shall be the University of Missouri – Rolla Chancellor's Leadership Alumni Association (herein after referred to as “CLAA”).

ARTICLE II

Purposes

The purpose of CLAA is to provide the outgoing members of Chancellor's Leadership Academy a way to continue to develop their leadership abilities through campus and community involvement including but not limited to service projects and recruitment/retention efforts for the University.

ARTICLE III

Membership

Membership shall be of two types: Regular and Alumni Members.

Regular Members can be any student enrolled at the University of Missouri – Rolla who has participated in Chancellor’s Leadership Academy/Chancellor’s Leadership Class. The student will have the right to hold office and to control one vote at any CLAA meeting.

Alumni Members can be any person who has participated in Chancellor’s Leadership Academy/Chancellor's Leadership Class, but is no longer enrolled at the University of Missouri – Rolla.

ARTICLE IV
This fall (2002) two name-change matters were set before the Academic Council's Ad Hoc Committee on Campus Reorganization:

1) Department of Economics to Department of Economics and Finance (+ move of this department from the College of Arts and Science to Management and Information Systems); and

2) Department of Chemical Engineering to Department of Chemical and Biological Engineering.

It quickly became clear that these two name-changes had both curricular and budgetary implications: the considerable expansion of the Bioengineering program and the institution of a Finance program. It was also clear that by the time the specific programs would be proposed to the curriculum committees, the die would already be cast; when a departmental name change is made, the justification is already in place for the development of an academic program designated in the new name of the department.

Our tasks became twofold:

1) advise the Academic Council on the two proposed name-changes (+ curricular implications);

2) recommend a policy change to ensure that future departmental changes will be subject to review by the curriculum committees and, if appropriate, by the budgetary affairs committee.

CHANGE OF ECONOMICS TO ECONOMICS AND FINANCE---The Reorganization Committee sees no reason to withhold support of this change.

CHANGE OF CHEMICAL ENGINEERING TO CHEMICAL AND BIOLOGICAL ENGINEERING---There seems to be ambiguity in the term "Biological Engineering": In the Midwest (e.g. UMC) the term is associated with agriculture, while at MIT, which has just instituted a Division of Biological Engineering, it does not. Also, if UM has two campuses (UMC, UMR) offering "Biological Engineering" in which this term designates two very different programs, might unnecessary confusion possibly result? Why wouldn't "Bioengineering" be preferable, being unambiguous in indicating a wide range of biological studies and clear in its meaning to specialists and laymen alike?

The Reorganization Committee does not oppose the name change but suggests that consideration be given to naming the department Chemical and Bioengineering.
STRONG RECOMMENDATION: INSTITUTION OF A NAME-CHANGE FORM

The Reorganization Committee recommends the institution of an NC (Name-Change) form, to be filled out and then submitted to the Curriculum Committees; this will be done when the administration or an academic unit proposes to change the name of an academic unit.

The form shall be shared with the curriculum committees of all UMR colleges and schools, permitting input from departments throughout campus which might feel affected by any given proposed change. The reports of the individual college committees will then be sent to the Campus Curriculum Committee, which after due consideration will send the matter to the Academic Council for a final vote. If a proposed name change has budgetary implications, it will be referred to the Budgetary Affairs Committee, which shall then also report to the Academic Council.

In this latter regard, cf. the following from the collected rules and regulations:
"B. RESOURCE COMMITTEES -- Faculty must be meaningfully involved through regular on-going mechanisms with the total University fiscal situation. Appropriate committees with faculty members at the system and campus levels shall be created or designated to advise in educational planning, to appraise resource needs and fiscal conditions, and to advise on allocation and reallocation of resources."

The name-change form will include the following items:
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) What are the anticipated benefits to the affected academic unit from the proposed change? Are any negative effects anticipated?

3) What is the anticipated positive impact of the name change? Negative impact?

4) Does the name change imply a new program or the expansion of an existing one?

5) What is the impact of the name change to other academic units on campus?

6) Does the change have the support of the academic units directly affected?

7) Will the name change require new resources or the redistribution of existing ones (faculty, labs, E&E, etc.)? If yes, the proposal must be referred to the Budgetary Affairs Committee.
The meeting was called to order at 1:30 P.M. by President Lenn Koederitz. Roll call was taken, and absentees noted were: Craig Adams, S.N. Balakrishnan, Arlan DeKock, Randy Glaeser, Richard Hall, Paul Hamacher, Todd Hubing, Kurt Kosbar, Wendell Ogrosky, David Van Aken, Philip Whitefield, and Paul Worsey.

Koederitz asked that the Academic Council consider receiving electronic copies of the meeting agendas, committee reports, and minutes instead of hard copies to reduce paper use and copy fees.

There was a motion and second to approve the minutes of the October 17, 2002 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 Lenn Koederitz.
   1. The University of Missouri System Board of Curators has selected Elson S. Floyd to become the 21st president of the University of Missouri. Floyd will assume his duties as UM System President on January 6, 2003.
   2. The Faculty Workload Policy, as outlined in the recent Reduction of Academic Costs report, has been changed to the Instructional Workload Policy.
   3. The University of Missouri is awaiting a decision on the new “Sunshine Law” case, which would open more campus meetings to the public.

B. REPORT FROM THE OFFICES OF THE CHANCELLOR AND PROVOST – This report was presented by Vice Provost of Research Wayne Huebner.
   1. Huebner presented information about Research at UMR. We are making great progress on campus with respect to the research mission. Increasing research to $50 million per year would greatly reduce our dependence on state funding.
      a. Through October of FY02, there has been a 24% growth in the amount of research dollars awarded. Submitted research has also grown by 50%.
      b. Good decisions about who to hire, promote and tenure will lead to growth in research. All departments need to define excellence within
their department. Student success is the number one measure by which we should be judged as a campus.

c. Net indirect recovery collected on campus equaled $5.2 million. Nearly $1.3 was distributed to generating units. Huebner recommended investing SRI funds in infrastructure.

d. Thirteen of 30 Federal Plus Up proposals equaling $76.3 million have been accepted, involving nearly one-third of the faculty.

e. Growth in research will affect UMR's infrastructure. We need to utilize the space we have, and Huebner envisions a "Research Flagship Building" and perhaps a "classified facility" at Fort Leonard Wood.

2. Huebner also reported that Enrollment and Retention efforts are on target.

a. Scholars Day will be on December 7. All qualified Chancellor's Scholarship candidates have been invited to campus to review their essay. If you are interested in participating with the interviews, please contact Bob Whites.

b. Winter Semester advising and registration is underway. The Registrar's office has switched to a two-week open registration. 245 students have taken advantage of the new repeat course GPA adjustment.

c. Recruiting is strong. The admissions representatives have visited 250 high schools and 20 community colleges/transfer programs and attended 140 career fairs. 480 guests have attended the two Open Houses this fall. Over 200 middle school students will visit the campus to learn about opportunities at UMR.

d. Distance Education enrollment is up. The Coordinating Board of Higher Education (CBHE) has authorized six certificate programs. Four degree programs are available.

e. The proposed draft for the CBHE 42-credit hour General Education Transfer Credit is available for review and comments.

2 REPORTS AND RESPONSES

A. CURRICULA - This report was presented by Thomas Schuman.

1. There was a motion and second to approve the curriculum changes and degree proposals (English minor, "American Studies") and curriculum changes and course changes (four course changes) generated from the November 7 Curricula Committee Meeting. The motion passed.

2. Three experimental course forms were submitted by University departments for courses that will be offered in the near future.

3. The Committee forwarded a proposed new bachelors degree in Interdisciplinary Engineering to the Academic Council for consideration. There was a motion and second to approve the program. After discussion, there was a motion and second to amend the original motion to approve the program to contain the clause that the relevant Humanities and Social Sciences requirements will be met by the program. The amendment passed. The original motion to approve the Interdisciplinary Engineering degree, with amendments, was approved.
B. PUBLIC OCCASIONS-CALENDAR – This report was presented by Lenn Koederitz.
   1. There was a motion and second to accept the 2004-2005 Academic Calendar as attached. It was noted that the calendar reflects the new class times and the new two-week open registration period. Spring Break was chosen to coincide with the calendar for Rolla Public Schools. The motion passed.

C. RULES, PROCEDURES AND AGENDA (RP&A) – This report was presented by Ralph Wilkerson.
   1. Wilkerson informed the Academic Council of RP&A’s intention to present proposed Bylaws Changes regarding Standing Committee reorganization to the General Faculty at the December meeting.
   2. Barbara Hale called a Point of Order arguing that the proper procedures for changing the bylaws had not been followed. However, the acting Parliamentarian ruled that a member of the Academic Council must call a Point of Order.
   3. Carol Ann Smith then called a Point of Order charging that RP&A had a) not met the requirements of the bylaws to present a proposed change of the bylaws; and b) not presented the exact proposal to the General Faculty in May 2002 as had been presented to the Academic Council in April 2002.
   4. The Acting Parliamentarian made the following rulings: a) The bylaws do indeed require that RP&A notify the general faculty of a proposed bylaw change within 15 days of receipt of the proposal. Previous practice has established precedence that RP&A post the proposed changes on the web, circulate the URL to the General Faculty via email, and include the URL in the agenda for General Faculty. When RP&A received the proposed bylaw changes in April 2002 it did promptly post them, but the URL was not included in the agenda for the May General Faculty meeting (which were circulated within 15 days). Because of this omission, it was ruled that RP&A cannot bring to a vote the proposal it received in April. b) The ruling regarding (a) made the Point of Order for (b) moot and it was not publicly addressed.

D. TENURE – This report was presented by Jerry Cohen
   1. Several issues were referred to the Tenure Committee in 2002. The committee submitted a report delineating their responses.
   2. There was a motion and second to approve the committee report, as attached. After discussion, there was a friendly amendment to separate revision #1, concerning joint appointments, from the report.
   3. After additional discussion, there was a motion and second for an amendment to the original motion asking that the committee look at the evidence that is available in the literature concerning evaluation of women and minorities for promotion and tenure. The amendment was approved
4. The motion to accept the amended report, excluding the sections regarding joint appointments and ensuring the presence of women and minorities on the campus tenure/promotion committee, was approved.

E. AD HOC COMMITTEE ON CAMPUS REORGANIZATION – This report was presented by Jerry Cohen
   1. Cohen presented a preliminary report on the meetings of the Campus reorganization committee, as attached. The committee proposes that a written document be submitted to the Curricula Committee for consideration and approval before any campus reorganization takes place.

F. BUDGETARY AFFAIRS – No report presented.

G. AD HOC ADMINISTRATIVE REVIEW COMMITTEE - This report was presented by Don Myers.
   1. Myers noted that the Academic Council passed a resolution in April 2001 regarding Administrative Reviews.
   2. Don Myers proposed that the AC request from the Chancellor funds to post the (attached) questionnaire on the web-site. There was a motion and second to request financial support from the Chancellor for the cost of hiring someone to post the electronic evaluation. Dean Mitchell volunteered to post the evaluation for free. The motion to request funds from the Chancellor to place the evaluation on the web-site passed.
   3. There was a motion and second to accept the recommendations made by the Ad Hoc Committee on Administrative Review as attached to the meeting agenda. The motion passed.

3 OLD BUSINESS

A. ACTION ITEMS
   1. Academic Dishonesty Cases

4 NEW BUSINESS

A. ANNOUNCEMENTS
   1. Koederitz urged all faculty to review the proposed changes to the Chancellor’s Policy Memorandums at http://campus.umr.edu/chancellor/policy/changes/contents.html. Please direct any comments to the Academic Council officers.
   2. There was a motion and second that the Academic Council ask the Chancellor to delay implementation of the policy memorandums until after the February 2003 Academic Council meeting, giving the faculty adequate time to provide input. The motion passed.
   3. There was a motion and second to refer faculty input concerning the proposed changes to Academic Council committees, as deemed appropriate by the Academic Council Officers. The motion was approved.
B. STAFF COUNCIL – No report submitted.

C. STUDENT COUNCIL – This report was presented by
   1. A new web-site is available for University of Missouri students and parents
      at http://students.missouri.edu/~help/. Information presented on the
      web-site presents the facts about higher education funding and is campus
      specific.
   2. The students have approved the Student Activity fees for next year, with
      only a small change to the Athletic Fund.

D. COUNCIL OF GRADUATE STUDENTS
   1. UMR has 1291 graduate students.
   2. Arindam Roy was elected President of the Council of Graduate Students and
      Piyong Yu was elected as the Vice-President.

There was a motion and second to adjourn the meeting, motion carried at 3:05 P.M.

Respectfully submitted,

Approved electronically - Monday, 11/25/02, 5:09 PM
Michael Hilgers, Secretary

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

Freshman Year: Common freshman year in engineering, consisting of BE 10, IDE 20; Chem 1,2,4; Engl 20; Math 8, 21; Phys 23; two H/SS courses, for a total of 31 cr. hrs. (assumes that the two math courses are reduced by 1 credit each)

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<tr>
<td>IDE 1xx Design Representations</td>
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</tr>
<tr>
<td>Math 22</td>
<td>4</td>
</tr>
<tr>
<td>EE 151 Circuits I</td>
<td>3</td>
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<tr>
<td>EE 152 Circuit Analysis Lab I</td>
<td>1</td>
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<tr>
<td>IDE 50 Statics</td>
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<td>Math 8, 21</td>
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<tr>
<td>Phys 23</td>
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<tr>
<td>IDE 110 Mechanics of Materials</td>
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<td>IDE 120 Material Testing Lab</td>
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<td>EE 153 Circuits II</td>
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<td>IDE 150 Dynamics</td>
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<td>IDE 110 Mechanics of Materials</td>
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<td>IDE 120 Material Testing Lab</td>
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Junior Year

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<td>Engineering/Science Elective</td>
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<tr>
<td>Statistics Elective</td>
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<td>IDE 2xx Jr. Design Project I (lec/lab)</td>
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<tr>
<td>H/SS Elective</td>
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Senior Year

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<tr>
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</table>

Note: In order for the student to be granted the BS degree in Interdisciplinary Engineering, a minimum grade of C is required in Math 8, 21 and 22 and in Physics 23.

Footnotes:

1. CSc 73/77 or 74/78.
2. Students who plan to elect courses with a biological emphasis and who do not plan to take further courses in the areas of electrical or nuclear engineering may petition to substitute an appropriate biological science course and laboratory.
3. A plan for the selection of these electives should be submitted to the advisor for approval by the end of six weeks from the beginning of the second semester of the sophomore year. These electives should be chosen to provide exposure to at least two engineering fields (or one science field of up to nine hours and an engineering field) and to build significant expertise in at least one of the engineering fields (see IDE Specialty Tracks: General Guidelines and Examples of Specialty Tracks).
4. Students may petition to substitute another course dealing with teams/organizational behavior.
5. Stat 213 or Stat 215 or Stat 217
6. All students must follow the requirements for humanities and social sciences courses stated under the general requirements for the Bachelors Degree in Engineering and Mines & Metallurgy in this catalog. Some technical focus areas may contain courses that require specific choices of courses in order to satisfy prerequisites. Students are cautioned to take this into account when choosing their humanities and social science courses.

IDE SPECIALTY TRACKS
GENERAL GUIDELINES

1. A specialty track consists of at least 21 credit hours, to be achieved through seven 3-credit hour courses or some combination of lecture/lab courses. The student should work with an IDE advisor during the first semester sophomore year to develop a track and obtain approval.
2. The courses in a track should be selected to give significant exposure in at least two areas of engineering or one area of engineering and one area of science. Due to the interdisciplinary intent of the IDE degree, normally a track should contain no more than 12 credit hours selected from a single academic department.
3. Normally 12 of the 21 credit hours must be engineering courses. The remaining hours may be selected from engineering, science and/or advanced math courses.
4. At least 3 credit hours must be 3xx level.
TWO SUGGESTED REVISIONS TO THE TENURE COMMITTEE REPORT

Jerry Cohen
Acting Chair, Academic Council’s Tenure Committee

When the Tenure Committee report was recently made available to the General Faculty, two items requiring correction were brought to the attention of the Tenure Committee. Those corrections have now been made, apparently to everyone’s satisfaction.

REVISION #1: Joint Appointment Section: Remove item #1; the section now reads:

1) The Tenure Committee strongly recommends that every joint appointee at UMR be assigned a primary department, with the faculty member’s appointment within that department constituting more than 50% of his/her total UMR appointment. This is essential to permit a single, major department to make the final decision on promotion and tenure matters for the joint-appointee.

2) The Provost suggested, and the Committee agrees, that no tenure will be given by a research center.

3) The Provost suggested that promotion and tenure be decided by the major department, with input from all units involved. The Committee agreed in principle, adding that the specifics of the process must be written in a document that will be made available to the faculty member, Chair, Director, Dean.

REVISION #2: under “ISSUE OF ENSURING THE PRESENCE OF WOMEN AND MINORITIES ON THE CAMPUS TENURE/PROMOTION COMMITTEE” --- the first paragraph refers to “six elected members.” Change this to “seven elected members.”

[Earlier in the report, MIS is assigned one member and eventually two members. The “six” will therefore be seven (and maybe eight in the near future). I don’t think it’s necessary to spell out this latter detail, since it’s implied in the Tenure Committee report where representation for MIS is specifically discussed.]
Academic Council Meeting Agenda

Thursday, November 14, 2002
204 McNutt; 1:30 P.M.

I. Approval of October 17, 2002 meeting minutes *

II. Reports and Responses
   A. Report from President Lenn Koederitz
   B. Report from Vice-Provost Wayne Huebner
      1. Questions and Answers

III. Reports of Standing and Special Committees
   A. Curricula
      1. November 7, 2002 Committee Report *
   B. Public Occasions
      1. 2004 – 2005 Calendar *
   C. RP&A
   D. Tenure
      1. Committee Report *
      2. Memo *
   E. Ad Hoc Committee on Campus Reorganization
      1. Committee Report *
   F. Budgetary Affairs
   G. Ad Hoc Administrative Review Committee
      1. Committee Report *
      2. Evaluation Form for Academic Administrators *

IV. Old Business
   A. Action Items
      1. Academic Dishonesty Cases

V. New Business and Announcements
   A. UMR Policy Memorandum Update  http://campus.umr.edu/chancellor/policy/changes/contents.html
   B. Staff Council
   C. Student Council
   D. Council of Graduate Students
   E. Referrals

* information distributed with agenda.
Minutes of the October 17, 2002 Academic Council Meeting

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, Kelvin Erickson, Randy Glaeser, Richard Hall, Paul Hamacher, Kurt Kosbar, Gary Mueller, Marshall Porterfield, Grey Story, H.L. Tsai, Gerald Wilemski, and Paul Worsey.

There was a motion and second to approve the minutes of the September 19, 2002 Academic Council meeting. It was noted that there was an error in Section 2.C.6. of the meeting minutes. The minutes should read, “Shah has been ... and Civil and Architectural Engineering (adding Environmental Engineering).” There was a motion and second to approve the corrected minutes. The Academic Council body voted to accept, with corrections, the minutes of the September 19, 2002 Academic Council meeting.

REPORTS AND RESPONSES

A. PRESIDENT’S REPORT – This report was submitted by Academic Council President Lenn Koederitz.

1. Koederitz relayed topics under discussion at the recent IFC Meeting.
   a. IFC’s proposed changes concerning Faculty Salary Adjustments (Board of Curators Policy 10.030.A.9) has received presidential approval and is being forwarded to the Board of Curators. The final version is posted on the Academic Council Webpage at http://web.umr.edu/~acadcoun/.
   b. The U-Wide Report on the Reduction of Academic Costs is also posted on the Academic Council Webpage at http://web.umr.edu/~acadcoun/10-07-02%20-reduction%20of%20academic%20costs.htm. The Report will be forwarded to President Pacheco who can accept it and send it to the Board of Curators or toss it out. Three main items of which to take notice include: the conclusion there is no significant savings in program reduction, a modified faculty workload policy, and a program viability audit. Please direct your comments regarding this report to Y.T. Shah, Ralph Wilkerson, Lenn Koederitz, or Todd Hubing.
   c. An Ad Hoc Committee has been created to review all campus reorganizations. Members of the committee to date are Gerald Cohen (Chair), Hal Nystrom and Kurt Kosbar from the School of Engineering, Carol Ann Smith and Wayne Bledsoe from the College of Arts and Sciences, Tad Golosinski and Nick Tsoulfanidis from the School of Mines and Metallurgy, Ray Kluczny from the School of Management and Information Systems and student Mike Miles.
   d. The UM Presidential Search is ongoing. Finalists are currently being interviewed. The Board of Curators is considering appointing an Interim President, as President Pacheco has taken VERIP effective December 31.
   e. The University policy regarding Parental Leave is now moving toward the existing federal policy, FAMLEA, whereby family leave time is accrued. This will cost ½% in benefits costs.

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

1. State Appropriations were cut by 10% ($5.3 million) in FY2003. $4.4 million was held back late in FY 2002, forcing the university to “borrow” from this fiscal year. To meet the FY2003 budget shortfall of 18%, educational fees were increased, maintenance and repair budgets were cut, salaries were held constant, and some faculty and staff positions were left open.
2. Enrollment has increased by 7.3% (5240 students) from Fall Semester 2001. There are 14% (100) more freshmen on campus than last year. Both total enrollment and freshmen enrollment have increased at a higher percentage than UMC. Transfer and graduate student enrollments are also increasing.

3. Retention is improving. Unfortunately, male retention suffers in comparison to female retention.

4. UMR is doing very well, but there is still some distance to go. Without another budget cut, increasing enrollment will give us the ability to grow out of our financial problems. We need to focus on things to enhance our reputation. UMR ranks 14th in National Public Engineering Schools, according to U.S. News and World Report.

C. SPECIAL REPORT – This report was presented by Clara Ichord, Democrat Candidate for 16th Senatorial District.

Ichord was in attendance to speak to the Academic Council about her political views and ideas. Ichord wants to be our state senator to protect what matters most to mid-Missourians. She believes that includes protecting our way of life, protecting and improving our educational system, and protecting the elderly. Ichord is an educator and realizes what a good education can do for students. Finding the funds for educations is a challenge, and Ichord promised to fight to ensure that education receives its fair share of tax dollars. Ichord wants to educate voters about the Hancock Amendment, term limits, and the budget. Ichord is serious about keeping senior citizens safe from abuse while in nursing homes. If elected, she will sponsor a bill to guarantee that our elderly receive good care. Ichord urged the audience to look at the differences between the candidates and the record of her opponent.

D. PROVOST’S REPORT – This report was presented by Provost Y.T. Shah.

1. Shah discussed the information included in the packet that he distributed during the meeting.

2. The Chief Information Officer (CIO) Search Committee is working to find a suitable candidate. The newly created position will oversee the campus Computing and Information Services (including telecommunications), Library and Learning Resources, Video Communications Center, and technologies associated with distance and continuing education.

3. The Search Committee for the Vice-Provost of Research has recommended a candidate for the position. An announcement will be made soon. The Vice-Provost of Research will create a team act on campus and implement ideas, making Research strong at UMR. The Research goal is $50 million with $10 million in indirect costs.

4. The Search Committee has submitted their recommendation for the Fort Leonard Wood Liaison Officer.

5. Distance Education currently has 392 students enrolled. The Coordinating Board of Higher Education (CBHE) has authorized six certificate programs. There are four existing degree programs and one in development.

6. A self-evaluation of programs is underway. Any name changes will follow the processes agreed to by the Academic Council President.

7. The Office of the Provost and the Committee on Effective Teaching are planning an Honors Luncheon to recognize the recipients of this year’s teaching awards.

REPORTS AND RESPONSES

A. CURRICULA - This report was presented by Craig Adams.

1. There was a motion and second to approve the curriculum changes and degree proposals generated from the October 3 Curricula Committee Meeting. The motion passed.

2. There was a motion and second to approve the curriculum changes and course changes generated from the October 3 Curricula Committee Meeting. The motion passed.

3. Adams noted the experimental courses that will be offered in the near future.

4. There was no information available from the Curricula committee concerning the tabled items from the September Academic Council meeting.

B. PERSONNEL – This report was presented by K.M. Issac.
1. The committee met to discuss the referral from the Academic Council regarding "Faculty Salary Adjustments (BOC Policy 10.030.A.9)". The committee presented the following motion:

*To maintain employee morale and to avoid unnecessary distress, we request that the university administration revise the executive order on implementation of Section 10.030.A.9 of the Collected Rules and Regulations as follows:

9. Appointments: The appointments of all employees are generally made for specific terms, salaries and benefits. However, should the University's fiscal circumstances suddenly deteriorate to a level at which adjustments are necessary to avoid financial exigency, the Board of Curators may temporarily and prospectively adjust the salaries and benefits of all its employees subject to the following:

(a) Such adjustments shall be for the shortest terms and in the smallest increments consistent with those that the Board deems necessary;
(b) Adjustments shall be across the board on an equitable basis to all University employees (e.g. percentage salary, number of working days);
(c) The foregoing shall not be deemed to abolish or abridge any right of academic personnel to academic freedom, not to abolish or abridge the tenure regulations of the University.

The motion was seconded.

2. After discussion, there was a motion and a second to amend the original motion to change the Rules and Regulations rather than revising the executive order. The amendment to the motion passed.

3. After more discussion, the motion, with amendment, failed.

C. BUDGETARY AFFAIRS – This report was submitted by David Van Aken.

1. Greg Gelles has been elected to chair the Budgetary Affairs committee. An executive committee was formed to discuss the Distribution of Distance Education Funds. Members are Greg Gelles, Lokesh Dharani and David Van Aken. The executive committee will gather information from the departments most affected by distance education.

D. STUDENT AFFAIRS – This report was presented by Mark Potrafka.

1. There was a motion and second to re-recognize the University of Missouri – Rolla College Republicans (UMR CR). The motion passed.

2. There was a motion and second to recognize the Society of Flight Test Engineers University of Missouri – Rolla Student Chapter (SFTE UMR). The motion passed.

E. RULES, PROCEDURES AND AGENDA (RP&A) – This report was presented by Ralph Wilkerson.

1. Academic Council President Lenn Koederitz has taken VERIP. To continue as Academic Council President, Koederitz must be elected to the General Faculty. RP&A conducted an email ballot of the General Faculty in early October.

115 votes cast "For" the election of Koederitz to the General Faculty
16 votes cast "Against" the election of Koederitz to the General Faculty
1 vote cast to "Abstain"

Koederitz will continue as Academic Council President until August 31, 2003.

3 OLD BUSINESS

A. ACTION ITEMS

1. Resolution of Video Distance Learning is on hold until the resolution of the UM System Copyright Policy.

2. Academic Dishonesty Cases

4 NEW BUSINESS

A. ANNOUNCEMENTS - David Van Aken will represent UMR in the Missouri Association of Faculty Senates.

B. STAFF COUNCIL – No report submitted.
C. STUDENT COUNCIL – This report was presented by Ryan Wilson.
   1. Student Council has formed a committee to look into the posting policies on campus. The current policy has been in place since 1992.
   2. This is the last year that kelly green St. Pat's sweatshirts will be available.

D. GRADUATE STUDENT COUNCIL – No report submitted.

There was a motion and second to adjourn the meeting, motion carried at 2:35 P.M.

Respectfully submitted,

Michael Hilgers, Secretary

*Minutes of the Academic Council are considered official notification and documentation of actions approved.*
The UMR Campus Curricula Committee recommends to the Academic Council that the curriculum changes and degree proposals on the following DC forms be approved.

DC 0026, English, proposed new minor, “American Studies” approved for Fall 2003. The student must take 15 hours including the Introduction to American Studies, English 178 and The American Experience, English 378. In addition, the student in consultation with the minor advisor, will select three courses, one of which must be at the 300 level, from the areas of American art, history, literature, music, or philosophy.

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

CC 5365, English 178, Introduction to American Studies. Approved new course for FS2003. 3 hours lecture credit. No prerequisites. Description: Introduces the core subjects as well as the methods and theories that constitute the field of American Studies.

CC 5366, English 378, The American Experience. Approved new course for Fall 2003. 3 hours lecture credit. Prerequisites: English 178. Description: Examines one or more of the subjects of the American experience such as race, gender, class, ethnicity, region, technology, religion, as it is expressed in the culture.


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.

EC 1382, Chemistry 401, X-ray Crystallography. Approved for WS2003. 2 hours lecture and 2 hour lab. No prerequisites.
EC 1383, Ceramic Engineering 401, Characterization of Biomaterials. Approved for WS2003. 3 hours lecture. Prerequisite: Consent of instructor.

EC 1385, Electrical Engineering 301, Power Electronics Laboratory. Approved for WS2003. 2 hours lab. Prerequisites: El Eng 353.

The Curricula Committee forwards DC 0018, proposed new bachelors degree in Interdisciplinary Engineering, to the Academic Council with no final recommendation, but with the following comments to guide the Academic Council in its consideration.

The interdisciplinary nature of this degree has many positive aspects which are addressed in its accompanying documentation. It is forward thinking, with a likelihood of appeal to a certain group of students. It is not as clear how much the degree will appeal to typical employers of engineers, but it appears that there is some level of interest from smaller companies as well as other non-traditional avenues. The proposed program has been awarded a planning grant of $100,000 under the NSF Department Level Reform of Undergraduate Engineering program. The School of Engineering Curriculum Committee has endorsed the program.

The Curricula Committee has several concerns which may or may not be viewed by Academic Council as significant.

Concerns with the Curriculum:

- The interdisciplinary aspect has the potential to provide very limited depth. There is real concern that students will be able to piece together programs that sound appealing, and look reasonable on the surface, but which may in actuality be very lacking in certain fundamentals of the disciplines that are being merged. A degree called Interdisciplinary Engineering implies the knowledge of multiple disciplines, which each student will need to advertise to prospective employers. The specialty tracks contain only 21 credit hours, generally providing 2 to 4 courses in any one discipline. This seems to be more of a sampling from multiple disciplines, rather than an ability to work in multiple disciplines.

- The specialty tracks are excessively undefined. The specialty tracks, consisting of 21 credit hours of engineering or science, can be uniquely created for each student, subject to the approval of an advisor. It could require significant amounts of time from faculty from other departments to respond to requests for input to individualized tracks. It would be very easy to design tracks that seem good, but which are incohesive and unmaketable.

- There is no requirement of campus involvement in the specialty tracks. The titles of suggested specialty tracks imply involvement from other departments, but in actuality the normal campus curriculum processes to ensure campus awareness and input is not required. This is potentially problematic since the tracks will by nature cross multiple disciplinary boundaries.

- Though not really a concern, it should be noted that the curriculum attempts to be consistent with anticipated curricular modifications currently being considered in the School of Engineering. These include reducing the minimum number of credit hours to 128, reducing the number of credit hours in Math 8 and Math 21, and the creation of a one hour Contemporary Issues course. Since these changes have not yet been finalized or approved, some assumptions in the proposed degree may need to be modified.
Other Implications to the Campus:
The Curricula Committee believes that approval of this degree program will have other implications to this campus, due to the accompanying redefinition of the Basic Engineering Department to the Interdisciplinary Engineering Department. These implications are largely beyond the scope of the role of this committee, but it would be negligent if it were not brought to the attention of Academic Council that there are larger issues to be considered.

- The Freshmen Engineering program will be impacted. It is generally assumed that the new degree-granting IDE department will no longer be directly associated with the Freshmen Engineering program. It is not clear what the plans and associated costs will be to make Freshmen Engineering a free-standing unit. The committee is concerned that the common freshmen engineering curriculum may become vulnerable to dissolution.
- The new degree needs extensive involvement from other departments. The committee is concerned with a degree that attempts to merge multiple disciplines, but is offered by a department that must in many cases depend on other departments to provide much of the expertise. The IDE program includes only 5 courses that are unique to its department. The majority of the upper level courses will be taught by other departments. It is essential that any merging of disciplines be accomplished in a way that ensures the ownership and participation of the applicable departments. It is not clear that the structure of the current proposal is the most effective way to accomplish this.
- It is assumed that the mechanics courses currently taught by the Basic Engineering department will be moved into the jurisdiction of the IDE department. There are obviously practical reasons to do this, but it should be realized that this is an implication.

The Curricula Committee offers this input to Academic Council, but declines to offer a final recommendation, primarily because of the implications of this proposed degree that go beyond the scope of this committee.

J. Keith Nisbett, Chair
UMR Campus Curricula Committee
FALL SEMESTER 2004

Open Registration
International Student Orientation
Fall Semester opens 8:00 a.m.
Freshman Orientation Begins
Transfer Student Orientation
Classwork begins 8:00 a.m.
Labor Day Holiday
Mid-Semester
Thanksgiving vacation begins 8:00 a.m.
Thanksgiving vacation ends 8:00 a.m.
Last Class Day
Reading Day
Final Examinations begin 8:00 a.m.
Final Examinations end 6:00 p.m.
Fall Semester closes 6:00 p.m.
December Commencement

SPRING SEMESTER 2005

Open Registration
International Student Orientation
Spring Semester opens 8:00 a.m.
Classwork begins 8:00 a.m.
Martin Luther King, Jr. Recognition Holiday
Mid-Semester
Spring Recess begins 8:00 a.m.
Spring Recess ends 8:00 a.m.
Spring Break begins 8:00 a.m.
Spring Break ends 8:00 a.m.
Last Class Day
Reading Day
Final Examinations begin 8:00 a.m.
Final Examinations end 6:00 p.m.
Spring Semester closes 6:00 p.m.
May Commencement

*SUMMER SESSION 2005

Open Registration
Summer Session opens 8:00 a.m.
Classwork begins 8:00 a.m.
Independence Day Holiday (observed)
Final Examinations begin 8:00 a.m.
Final Examinations end 12:30 p.m.
Summer Sessions closes 12:30 p.m.

*Schedule shows the regular eight-week Summer Session. Other special course sessions may be scheduled.

CLASS SESSIONS (EXCLUDING FINAL EXAMINATIONS)

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

Attachment III.B.1 - page 1
REPORT OF THE TENURE COMMITTEE ON MATTERS REFERRED TO IT, WINTER SEMESTER 2002

(This Tenure Committee is not the same as the College or Campus tenure/promotion committees)

November 5, 2002, slightly revised from the May 5, 2002 report

Jerry Cohen, Chair

Several issues have been referred to the Tenure Committee by the Provost after conferring with Ralph Wilkerson (Academic Council President):

1) answering questions concerning joint appointments;
2) assigning representatives from Management–and–Information Systems to the campus tenure/promotion committee;
3) revising the appeal procedure in tenure/promotion cases;
4) codifying the rules for midterm tenure review;
5) ensuring the inclusion of women/minorities in the campus tenure/promotion committee

JOINT APPOINTMENTS

At a 2/21/02 meeting of the Tenure Committee the following items were discussed, stimulated by comments of the Provost to the Chair (at that time, Nick Tsoulfanidis) in a meeting between the two:

1) Should faculty with joint appointments receive their salary from a single department or from both departments in which they are employed? The Committee decided that the salary should come from both departments, with the salary split in proportion to the percentage numbers of the appointment. A faculty member receiving no salary from one of the departments would have less incentive to spend time working for that department; and its chair would have less authority to demand the faculty member’s time than the department providing all the salary.

2) The Provost suggested, and the Committee agrees, that no tenure will be given by a research center.

3) The Provost suggested that promotion and tenure be decided by the major department, with input from all units involved. The Committee agreed in principle, adding that the specifics of the process must be written in a document that will be made available to the faculty member, Chair, Director, Dean.

4) The Tenure Committee strongly recommends that every joint appointee at UMR be assigned a primary department, with the faculty member’s appointment within that department constituting more than 50% of his/her total UMR appointment. This is essential to permit a single, major department to make the final decision on promotion and tenure matters for the joint-appointee.

ASSIGNING REPRESENTATIVES FROM MANAGEMENT–AND–INFORMATION SYSTEMS TO THE CAMPUS TENURE/PROMOTION COMMITTEE

Each College has two representatives on the Campus Tenure/Promotion Committee (plus one from the Academic Council). Even though MIS does not yet have sufficient faculty to participate in this committee, the Provost asked that a rule be written anticipating increased faculty.

After some consideration, a two-part rule for MIS was approved by the Committee:

1) MIS may have one representative on the campus t/p committee as soon as one is available; i.e., the representative must be a tenured faculty member who is not being considered for tenure or promotion in the academic year in which he/she is serving on the campus t/p committee.

2) MIS will be entitled to a second representative on that committee as soon as MIS has at least 20 FTE.
REVISING THE APPEAL PROCEDURE IN TENURE/PROMOTION CASES

The UMR Tenure Committee was requested to clarify the existing regulations pertaining to the appeal procedure in tenure/promotion cases. Harry Eisenman, chairman of the Campus Tenure/Promotion Committee, attended our meeting on Feb. 21 and reported that the present regulations leave at least some rejected candidates unclear about just how to proceed.

The Tenure Committee, with a faculty representative from every UMR department, is called upon when rules pertaining to tenure/promotion need to be reviewed or when the administration wishes to remove a faculty member's tenure. Only the first of these two responsibilities pertains in the present case.

The Tenure Committee engaged in several weeks of discussion, primarily by e-mails, and I am now submitting the proposed revision which emerged from that discussion—approved by a vote of 18–0 (four members did not vote).

1) Anyone coming up for tenure or promotion shall be given a copy of the appeals rules upon submission of his/her dossier. The candidate's chairperson is responsible for this step.

2) If a candidate is denied tenure or promotion at any step of the t/p process, including the appeal process, the administrator issuing the denial shall provide the candidate a written statement giving the reason(s) for this decision.

3) A candidate wishing to appeal should submit a written rebuttal to the next higher administrative authority over the one issuing the denial. If turned down by the departmental chair, the candidate appeals to his/her dean; if turned down by that dean, the candidate appeals to the provost; if turned down by the provost, the appeal goes to the Chancellor. The candidate shall retain the right to carry the appeal forward all the way to the Chancellor, even if turned down one or more times at a lower administrative level.

4) If the candidate appeals to his/her dean, the dean shall refer the case to his/her college t/p committee. This committee, upon considering the case, shall vote on whether to recommend to the dean that the appeal be approved. The committee shall then provide the dean a written statement giving the result of the vote and the reason(s) for the decision. This document becomes part of the official record and will be shared with the candidate.

5) If the candidate appeals to the provost, the provost shall refer the case to the campus t/p committee. This committee, upon considering the case, will vote on whether to recommend to the provost that the appeal be approved. The committee will then provide the provost a written statement giving the result of the vote and the reason(s) for the decision. This document becomes part of the official record and will be shared with the candidate.

6) The candidate may appeal only the decisions of the Chair, Dean, or Provost. But when taking the appeal to a higher administrative level, the candidate may also address points made in the written statement(s) of the t/p committee(s).

7) A candidate rejected at any stage of the t/p process has 21 calendar days from the time of notification to submit his/her initial written rebuttal. After that, every subsequent appeal must be submitted within 10 calendar days of the previous negative notification.

8) The rejected candidate may request a hearing with the t/p authorities (administrators or the appropriate t/p committee advising them) at any time in the appeals process, but the decision whether to grant a hearing remains with the administrator or t/p committee to which the administrator forwards the request.

********

For easy reference, here are the present campus regulations pertaining to the appeal procedure; they are found in POLICY AND PROCEDURES FOR PROMOTION AND TENURE (Executive Order No. 6A, 6–9–92. Revised 7–31–97). Under heading A (PROCEDURES), subheading B (Evaluation and Notification Process), sub-subheading b., we read: "When a recommendation for continuous appointment cannot be substantially supported, a negative recommendation should be made at the earliest possible time by the first level or review. To insure fair and timely review of all actions, committees, chairpersons, and deans shall communicate their recommendations to candidates.
under consideration to give each candidate a reasonable time to submit written rebuttal to the recommendation so that both recommendation and rebuttal may be forwarded to the next level of review."

Here now is background to the revised appeal rules I presented above:

1) There was some discussion about the advisory nature of the recommendations of the t/p committees—discussion triggered by ambiguity inherent in the word advisory. These committees are advisory to the administrator above them, but not so advisory that the administrator has the option of sidestepping them. When writing the regulation, we must be careful not to create a loophole—one which could permit a future administrator to say: Since the t/p committee is advisory, I choose not to seek its advice; or: choose not to include its advice in the official dossier.

The ultimate decision in a t/p appeal rests with the Chancellor, but the faculty has always played an important role in clarifying the issues to be ruled on and passing along its own judgment. To ensure that this role is not diminished or eliminated, the inclusion of the t/p committees input must be required to become part of the official dossier. But the Committee is agreed that this inclusion pertains (and should pertain) only to the appeal part of the t/p process—which represents a last-chance opportunity to correct a possible mistake—not to the pre-appeal part also.

2) Concern was raised that the revised appeal procedure might require each t/p committee to produce a single decision, thereby precluding a split vote. In fact, though, the t/p committees hearing an appeal will have the leeway to make any decision they wish. They can vote heavily in favor or against the candidate (and give the reason(s) for their vote) or they can provide a split decision (and give the reason(s) for the split vote). The committee members can all abstain if they wish (again, with the reason(s)).

There is great flexibility built into the proposed regulations. For example, there is no reason why a committee could not produce a split vote on a candidate and then explain that half the members find the candidate's research productivity to be sufficient while half do not.

CODIFYING THE RULES FOR MIDTERM TENURE REVIEW

The Provost has decided that the midterm tenure review is now mandatory and that all its steps must be clearly outlined for consistency among all the academic units of the campus. He asked the Tenure Committee to address the following questions:

1) Who makes up the committee of the midterm review?
Committee answer: We suggest maintaining the makeup of the current midterm review committees: a representative from the department’s t/p committee, the department chair, a representative from the school/college t/p committee, the dean or his/her designated representative, and two members of the campus t/p committee, plus the Provost. Before the candidate's dossier is sent to the midterm tenure review committee, it shall first be sent for review to the department's t/p committee, whose input shall be incorporated into the dossier.

2) What information goes into the dossier?
Committee answer: The dossier should specifically address the individual's progress toward tenure and should specify strengths and weaknesses. Also, barring very unusual circumstances which require the soliciting of one or more outside evaluators to examine part or all of the midterm review dossier, the evaluators of the dossier shall all be UMR faculty or administrators. If outside evaluation is sought, approval must first be given by the Chancellor.

3) What happens to the dossier after this review is over?
Committee answer: It is put in the department's files but shall not be included in the t/p dossier.

4) Who discusses the results of the review with the faculty member? Chair? Dean? Other?
Committee answer: Following current practice, the Midterm Tenure Review Committee shall first meet with the candidate to discuss the dossier and shall then prepare a letter to the candidate about it. The task of reviewing the letter with the candidate shall be carried out by the Chair, although other administrators may participate if they wish.

After considerable discussion the Committee approved the above rules by a vote of 14–3 (five members did not cast votes). A particular concern of the Committee is that the review remain in house and not assume the additional formality of soliciting outside evaluations. Recognizing, though, that a very unusual case might call for an outside letter, the Committee left the door slightly ajar to accommodate such a circumstance, while emphasizing that the soliciting of an outside letter should be a rare exception rather than the rule.
ISSUE OF ENSURING THE PRESENCE OF WOMEN AND MINORITIES ON THE CAMPUS TENURE/PROMOTION COMMITTEE

After conferring with Ralph Wilkerson (President, Academic Council) the Provost asked the Tenure Committee to draft a regulation ensuring the presence of women and minorities on the campus t/p committee. i.e., if a woman or minority does not appear among the six elected members and the one from the Academic Council, provision should be made to add at least one from each category.

The Tenure Committee deliberated on this matter, with members sharing their views in a series of e-mail messages. The result is the following document, approved by a vote of 16-1 (with five members not voting):

1) It is unclear just what the additional woman or minority faculty member would bring to the analysis of a dossier that the elected members do not already bring. Unlike administrative-search committees, where there is a clear rationale for the inclusion of women and minorities (to question candidates about matters of particular interest to the group they represent), t/p committees deliberate on matters independent of gender and race, viz. a t/p candidate's teaching and research record. In analyzing such matters as the scholarly value of a candidate's research on subatomic particles, race and gender are irrelevant.

2) Apparently the only justification for the inclusion of unelected women/minority faculty on the campus t/p committee would be the assumption that this committee cannot otherwise function fairly and honestly when dealing with the dossiers of these two groups. But no evidence of bias has been brought to the attention of the Tenure Committee, and all indications are that the campus t/p committee over the years has operated conscientiously in its deliberations. Indeed, any insinuation of bias to our faculty colleagues without evidence would be deeply offensive.

3) True protection of a t/p candidate—regardless of race, gender, or any other consideration—lies in the appeal process. A candidate who believes his/her dossier was unfairly judged, for whatever reason, has the right to a several-stage appeal. Written statements are now required at each step of the process, permitting rebuttals by the candidate, and if the Chancellor as final arbiter deems the appeal valid, the appeal will be approved.

4) The situation at UMR is not one of a white male majority attempting to exclude women and minorities from committee work (and therefore requiring a quota) but of an insufficient number of women and minorities to be well represented on all committees. The solution is for this campus to do a better job of attracting and retaining members of both groups.

5) If a quota is regarded as necessary on the campus t/p committee (based even slightly on a perceived need to counter bias/insensitivity), the way would be open for various minorities or otherwise disadvantaged groups to demand representation for their t/p candidates too. The government recognizes four minorities as deserving special consideration (African-American, Hispanic, Asian/Pacific Islander, Native American/Alaskan Native). But if bias/insensitivity is imputed to the campus t/p committee, other minorities could plausibly argue that they too deserve the protection of a specific representative.

6) If a quota for women and minorities is required on the campus t/p committee, one would presumably also be required for the departmental and College t/p committees. At least some departments would be unable to meet this requirement.

7) The above considerations lead the Tenure Committee to suggest the following:
   a) The wisest course is to refrain from writing a specific regulation establishing a quota for women and minorities on the campus t/p committee. The current procedure for the election of this committee is fair and defensible.
   b) If the Affirmative Action officer can provide the Tenure Committee with evidence that the inclusion of a woman and/or minority faculty member in the campus t/p committee is a legal requirement, the Tenure Committee will reconsider the matter. Neither UMSL nor UMC make such provision in their bylaws (UMKC has not yet responded to a request for information), and no evidence has been brought to our attention that any other institutions have the provision either. It would be helpful to have information on the policy of such leading institutions as Stanford, Purdue, and the Ivy League; and if legislation or case law supports a quota for women and minorities on a campus t/p committee, we would appreciate seeing that too. Meanwhile, it is best not to take action without clearly understanding the reason for doing so; if legal concerns are the driving force for including a quota in the campus t/p committee, we need to see just what the evidence is.
Nov. 5, 2002

Memo To: Academic Council
From: Jerry Cohen
Chairman, Academic Council’s Tenure Committee
Subject: Tenure Committee Report

Together with this memo I am submitting the final draft of the Tenure Committee's report.

In Feb. 2002 the Academic Council referred several items to Tenure Committee, and after lengthy discussions (primarily by e-mail, in which responses were shared with all members of the committee), our report was completed in May 2002.

I had also told Harry Eisenman, then Chair of the Campus Promotion and Tenure Committee, that input from his committee would be welcome. After due consideration, his committee agreed with most of the document prepared by the Tenure Committee but also suggested three revisions. With the school year coming to a close, there was no time for the Tenure Committee to consider the input from the Promotion/Tenure Committee, and both reports were simply forwarded to the Academic Council.

In June 2002 the Academic Council referred the matter back to the two committees with the request that we try to reconcile the few differences. After further consideration this fall, this task is now complete. Specifically:

1) Stimulated by the P/T Committee’s concern on the joint appointment issue, the Tenure Committee did some new brainstorming and approved an important new addition to the section on that issue; the first three items of this section remain the same, but then an item #4 is added:

4) The Tenure Committee strongly recommends that every joint appointee at UMR be assigned a primary department, with the faculty’s salary from that department constituting more than 50% of his/her total UMR salary. This is essential to permit a single, major department to make the final decision on promotion and tenure matters for the joint-appointee.

This recommendation avoids the most serious pitfalls inherent in a split-allegiance situation and those in the P/T Committee’s suggestion (since withdrawn) that P/T cases of joint-appointees be “prepared and overseen by the Dean and Provost”; the preparation and oversight should rest with the department, as occurs for all other faculty.

By way of clarification, Robert Laudon (present chair, Campus P/T Committee) sent me the following helpful follow-up memo concerning preparation and oversight:

“I sent your message on to the Promotion & Tenure Committee, and I got a couple of responses... Walt Eversman and I discussed the committee’s recommendation regarding joint appointments, and it is our opinion that the P&T recommendation was only making a guideline recommendation and that it was really up to the Tenure Committee to finalize the procedure. In making its recommendation, it was not the intent of the P&T Committee to bypass the department(s), but rather to have the Dean or Provost...”
initiate and organize the process in order to make certain that each department was not depending on the other to get it done. But departments certainly need to be involved."

2) Recommendation #2 of the P/T Committee is acceptable and now incorporated into the Tenure Committee’s report. With regard to the appeal process, the P/T Committee recommended amending item 2 to include the italicized wording:

2) If a candidate is denied tenure or promotion at any step of the tenure/promotion process, including the appeal process, the administrator issuing the denial shall provide the candidate a written statement giving the reasons for this decision.

3) Recommendation #3 of the P/T Committee is clearly not acceptable to the Tenure Committee and has therefore not been incorporated into our report. The P/T Committee recommendation had been to add the italicized wording to item #4 of the Midterm Review section:

4) Following current practice, the Midterm Tenure Review Committee shall first meet with the candidate to discuss the dossier and shall then prepare a letter to the candidate about it. The task of reviewing the letter with the candidate shall be carried out by the Chair, although other administrators may participate if they wish. This letter shall be part of the candidate’s promotion and tenure dossier at the time the candidate is considered for tenure and/or promotion.

The recommendation runs counter to a strong sentiment in the Tenure Committee’s discussions that the midterm review process not become any more formal than necessary (hence our strong recommendation that the evaluation be “in house,” i.e. with no outside letters of evaluation). The midterm review should remain advisory as much as possible, with all the formalities of a full-fledged evaluation process awaiting the tenure/promotion decision three years later. The inclusion of the midterm review letter in the tenure/promotion dossier would raise the formality level. It would move the midterm process further away from its intended advisory role to a preliminary stage in the tenure/promotion process itself.

Hence the decision to keep the midterm review letter out of the promotion/tenure dossier.

****

I extend thanks to all members of both committees who participated in the discussions; the issues submitted to us are very important to all concerned. And if in the future the Campus Promotion/Tenure Committee has suggestions or insight about how the P/T rules may be improved, please pass those suggestions along to the Tenure Committee (via the president of the Academic Council). If any p/t problems exist, the P/T Committee members are no doubt among the first on campus to become aware of them.
This is a preliminary report. Others will follow as the committee's deliberations continue.

AUTHORITY AND CHARGE OF THE COMMITTEE

After being appointed chair of the Reorganization committee I wrote to Donald Myers and Lenn Koederitz requesting information about the authority under which this committee is operating.

The gist of their two responses is that our assignment has come from the Academic Council, whose authority in turn is based on the Faculty By-Laws as approved by the Board of Curators. Moreover, at the May 2002 IFC meeting President Pacheco said each campus should have a policy addressing reorganization (even in cases short of exigency).

1) message from Lenn Koederitz:

'The Ad Hoc Committee on Campus Reorganization is charged to review all campus reorganizations in that the Academic Council “formulates, recommends and assists in the implementation of policies concerning the educational and research operations of the campus and other matters affecting the welfare of the campus...” according to the Faculty By-Laws of UMR as approved by the Board of Curators, Section 300.030.D.4.a which defines the Authority and Responsibility of the Academic Council.'

2) message from Donald Myers:

'A couple of the other campuses raised the issue of reorganization when there has not yet been a situation that kicks in the “exigency policy” at the IFC May meeting. When the President was asked about this situation, he said each campus was to have a policy addressing the matter. That was the basis for the formation of your committee.'

INITIAL CONCERNS OF THE COMMITTEE

The most important concern voiced in the first two meetings of the Reorganization Committee is that any reorganization move be preceded by a properly detailed written study. What is the timetable for the various changes envisioned in a given reorganization? What are the implications of the reorganization? What possible controversial points might exist? What are the answers to those controversial points? How much will the changes cost as a given new program is developed? Where will the money come from to finance the changes? Will any planned reorganization carry with it redistribution of financial and other resources? If so, which departments or programs will be earmarked for reduction or elimination? How will these reductions/eliminations affect the education received by UMR students?

These (and perhaps other) important questions should be formally addressed, particularly because the reorganization involves growth during a very tight budget. Something, it would seem, will have to give.

Even in better financial times the establishment of the Management Systems program some twelve years ago was preceded by a detailed written plan. No such plan has been prepared for the current reorganization currently under way.

A second concern of the Reorganization Committee is that any newly proposed academic program be submitted to the curriculum committees for deliberation and approval.

And finally, do the upper administrators have a grand plan for the campus—a vision of what they would like this campus to become? For example, where does the Chancellor see UMR in five years? What changes does he see in existing academic and research programs?

Many faculty at UMR have devoted more than 30 years of our lives to this institution and seen it develop in various favorable ways. We recognize there will be further change now and indeed look forward to supporting the Chancellor and Provost where their plans stand up to scrutiny.

That scrutiny must include well thought-out, written plans, and they must include faculty participation. I write now with a sense of optimism that this co-operative effort will be successful.
REPORT TO THE ACADEMIC COUNCIL

From the Ad Hoc Administrative Review Committee
November 7, 2002

The Ad Hoc Administrative Review Committee makes the following recommendations:

1. That a permanent committee be formed to administer and suggest policy for the review of all campus administrators and to establish a 2 – 3 year cycle of reviews.

2. That the Chancellor, Provost, Dean of Engineering and Dean of Mines and Metallurgy be evaluated this year and that other campus-wide administrators and Deans Goff, Lutz and DeKock not be evaluated this year because time-in position has been too short for a fair evaluation.

3. That the evaluation instrument that is attached be used this year. (The instrument is essentially that used by UMC and UMSL.) The permanent committee shall consider any changes that may be suggested to refine the instrument.

4. Each administrator to be evaluated this year will have the option of adding up to five questions to the evaluation instrument.

5. Each administrator will be invited to add a self-assessment to the instrument of no more than one page, to contain, if desired, areas of responsibility, major accomplishments, and current and future goals.

6. The evaluation will be done this year only by faculty. The permanent committee will consider the role of staff and students, particularly for such administrators as Director of the Library, Dean of Enrollment Management, etc.

7. The results will be straight-forwardly tabulated this year. The permanent committee will consider cross analysis, particularly if staff and students are included in the evaluation.

8. Results will be tabulated this year by the Ad Hoc Committee and the Academic Council officers. The permanent committee will consider an on-line questionnaire with automatic tabulating.

9. Results will be released to the administrator and his/her superior. Comments will also be collected and passed on.

10. The administrator has the right to meet with the Ad Hoc Committee and the Academic Council Officers.

11. The release of the results will be determined by the Academic Council Officers and the Ad Hoc Committee.

12. The proposed timetable for this year’s evaluation shall be:
   evaluation forms to faculty:
   deadline for return of evaluations:
   results tabulated and forwarded:
IFC PROPOSAL FOR 
FACULTY EVALUATION OF CAMPUS ADMINISTRATORS

The Inter-Campus Faculty Council recommends that the Faculty on each campus
nal system of review of campus administrators. At a minimum the Chancellor,
emic Vice-Chancellor), and academic deans of each campus should be reviewed
In addition, the Faculty should consider reviewing other campus-wide
.............
(e.g., directors of libraries, campus computing) who play an important role
the academic mission of the campus. In order to achieve some commonality among campuses,
while still allowing each campus the freedom and flexibility to address the unique
circumstances of its campus and administrative structure, the IFC suggests that the review
procedure satisfy the following guidelines.

1. Each administrator should be reviewed by the Faculty approximately every three years,
although the specific timing of the reviews should be determined by the Faculty of each
campus according to the specific circumstances of each case.

2. The review procedure should be administered by a faculty body and be designed to
ensure wide participation of the relevant faculty. (Reviews should be performed in
cooperation with relevant staff or student groups, when appropriate.)

3. The procedure should be designed in cooperation with the administrators being
reviewed, and it should be designed to be a personnel development tool, as well as an
evaluation method.

4. To assist the Faculty in evaluating the administrators, and to enhance the development
value of the review, the campuses should consider having administrators provide a
document to the Faculty before each review which explains the administrator's goals,
accomplishments, problems, decisions, and reasons for the administrator's decisions or
actions. (This could help communication between the administrator and Faculty, and
also help Faculty to understand better the decisions and actions of the administrator.)

5. The results of the review should be shared with the administrator being reviewed and
with him or her supervisor. To whatever extent possible, suggestions from the faculty
regarding how the administrator could address problem areas or improve performance
should be provided to the administrator.

The IFC strongly encourages the Chancellor on each campus to use the results of the Faculty
evaluations as meaningful input in their annual reviews of administrators, and it strongly
encourages the President use the results of the Faculty evaluations in his evaluations of the
Chancellors.

THEREFORE, it is resolved that the UMR Academic Council supports this proposal and
approves its implementation at UMR.

Approved on April 19, 2001 by the Academic Council body.
University of Missouri-Rolla
Evaluation Form for Academic Administrators - 2002

Please complete the survey based on your experiences with the administrator whose performance is being evaluated. Your responses are anonymous.

Please evaluate the performance of: ______________________

Please identify your Academic Division:
   ___ No Response
   ___ College of Arts and Sciences
   ___ School of Engineering
   ___ School of Management and Information Systems
   ___ School of Mines and Metallurgy

Please use this scale to answer the following questions:
1 - Not at all
2
3
4
5
6
7
8 - Very Frequently
   Response

   In the course of performing your job, how often do you interact with this administrator?
   How knowledgeable are you of the duties of this administrator?
   How familiar are you with the constraints that this administrator must deal with in order to fulfill his/her job?

Please use this scale to answer the following questions:
1 - Strongly Agree
2
3
4
5 - Strongly Disagree
   No Response

   The administrator has a sound understanding of campus-wide problems.
   The administrator has a sound understanding of the faculty's points of view.
   The administrator has a sound understanding of the staff's points of view.
   The administrator has a sound understanding of the student body's points of view.
   The administrator appoints individuals who are qualified for their positions.
   The administrator effectively delegates responsibilities.
   The administrator holds his/her appointees and delegates accountable for their perform
The administrator demonstrates fairness in personal issues.
The administrator demonstrates integrity.
The administrator follows policies based on sound academic principles.
The administrator has a sound understanding of the problems faced by your particular academic division.
The administrator accepts constructive criticism.
The administrator is amenable to being informed on issues outside his/her expertise.
The administrator makes reasonable efforts to allocate budgetary resources according to acceptable practices.
The administrator has a constructive plan for the future direction of the campus.
The administrator successfully projects UM-Rolla's interests to the public and its political representatives.
The administrator respects the faculty's role in University governance.
The administrator works for consensus on important issues.
The administrator fosters an atmosphere that supports the teaching mission of the faculty.
The administrator fosters an atmosphere that supports the research mission of the faculty.
The administrator fosters an atmosphere that supports the service mission of the faculty.
Overall, the administrator earns your respect as an officer and representative of UM-Rolla.

Use this scale to answer the following questions:
Yes
No
Don't Know
No Response

The administrator should be retained in his/her position.
Should this administrative position be retained?

Do you have additional comments?

Thank you for your responses!
ENROLLMENT SERVICES

FINAL NUMBERS ON FRESHMAN CLASS - UP IN QUANTITY & QUALITY

• This year's freshman class of 815 is up 100 students (14%) over fall 2001.

• Also, the freshman class has an average ACT composite score of 27.3, more than a half point higher than the 2001 class.

• New transfer students are up 30 (13%) enrolled over 2001. The final total was 261 new transfer students.

• New graduate student enrollment has hit an all time high of 469, up 74 (19%) over 2001.

INCREASES IN MINORITY AND FEMALE ENROLLMENT

• The number of enrolled minority students increased again this year. This fall we have 456 minority students enrolled (8.7% of the student population) or an increase of 79 students (0.5%) over fall 2000.

• The number of enrolled African American students also increased. This fall there are 213 African American students enrolled (4.1%). That is an increase of 45 students (0.5%) over fall 2000.

• The female enrollment has risen to 1085. That is an increase of 72 students or 7% over fall 2000.

UMR STUDENT LOAN DEFAULT RATE DROPS AGAIN

• The Student Financial Assistance Office paid almost $41 million in total financial aid packages to UMR students last year. $9.3 million (23%) of the awards were in federal direct student loans.

• UMR's already low student loan default rate dropped again this year. Last year's default rate dropped to 3.7%, it was 3.8% in 2000. The national average is approximately 7%.
RESEARCH

- New awards through September total $11.7 M. This is 48% ahead of last year.

- Proposal submissions through the end of September total $24.6 M. This is 90% ahead of last year.

- Research expenditures for FY02 = $25.8 M. This is 45% ahead of FY01.

- Thirty-seven letters of intent have been submitted for participation in the Federal Plus-up program review.

- The due date for the 2 page white papers has been extended to October 14th. Internal reviews will be held on October 22nd.

- We are in the final stages of hiring the FLW Liaison Officer. We anticipate having him on board Jan 1st.
The Provost Office and the Committee on Effect Teaching are planning to honor the recipients of this year's teaching awards with a luncheon as part of the recognition of their special achievement.

The Provost Office is planning to conduct a focused "Advising Development Conference" in the near future (likely at the beginning of the winter semester) in order to initiate a process for addressing the needs of advisors and advisees in the UMR community.

The deans have received information for students regarding special opportunities for scholarships, grants awards and competitions. Please be encouraged to engage students to participate since these are national and international opportunities. UMR students are always competitive and their success in these competitions can be a strong promoter of the quality of UMR departmental programs.

These programs include:

1) the Barry Goldwater Scholarship
2) Phi Kappa Phi Internship
3) Phi Kappa Phi Study Abroad Grants
4) Glamour's 2003 Top Ten College Women Competition
5) Jack Kent Cooke Foundation Undergraduate Scholarship Program
6) USA Today 2003 All USA Academic Team

It has been announced that there is a March 3, 2003 deadline for the MU 2003 Presidential Award for Outstanding Teaching.
DISTANCE EDUCATION

- **Off Campus Enrollment Including EEC:**
  - Fall 2000: 223
  - Fall 2001: 308
  - Fall 2002: 392

- **Off Campus Enrollment Not Including EEC:**
  - Fall 2000: 145
  - Fall 2001: 235
  - Fall 2002: 304

- **Six certificate programs have now been authorized by CBHE as of August 7, 2002.**
  - Multimedia and Information Systems
  - Software Design and Development
  - Engineering Mechanics
  - Systems Engineering
  - Military Construction Management
  - CAD/CAM and Rapid Product Realization
  - Three more certificate programs are pending approval

- **Four degree programs exist and the 5th is being developed in Engineering Mechanics**

- **Non credit activity**

  1. Professional Development courses being developed by Civil Engineering Department.

  2. American Concrete Institute is working with UMR to use us as a repository for technical knowledge which will be archived on our web and then accessed by institute members for a fee.
I. Approval of September 19, 2002 meeting minutes*

II. Reports and Responses
A. Special Report from Clara Ichord (10 minutes)
B. Report from President Koederitz (5 minutes)
C. Report from Chancellor Thomas (10 minutes)
D. Report from Provost Shah (5 minutes)

III. Reports of Standing and Special Committees
A. Curricula
   1. October Report*
B. Personnel
   1. “Faculty Salary Adjustments (BOC Policy 10.030.A.9)”
C. Budgetary Affairs
   1. “UMR Policy on the Distribution of Distance Education Funds”
D. Student Affairs
   1. The Constitution of the U.M.R. College Republicans*
   2. Bylaws of the Society of Flight Test Engineers U.M.R. Student Chapter*
E. Rules, Procedures and Agenda

IV. Old Business
A. Action Items
   1. Resolution of Video Distance Learning
   2. Academic Dishonesty Cases

V. New Business and Announcements
A. Staff Council
B. Student Council
C. Graduate Students Council
D. Referrals

* Information distributed with agenda.
The meeting was called to order at 1:30 P.M. by President Ralph Wilkerson. Roll call was taken, and absentees noted were: S.N. Balakrishnan, Richard Bullock, Kelvin Erickson, Randy Glaeser, Richard Hall, Paul Hamacher, Mark Mullin, V.A. Samaranayake, Kristine Swenson, H.L. Tsai, Philip Whitefield and Paul Worsey.

There was a motion and second to approve the minutes of the June 20, 2002 Academic Council meeting. The Academic Council body voted unanimously to approve the motion.

1 ELECTION OF ACADEMIC COUNCIL OFFICERS

A. RULES, PROCEDURES AND AGENDA (RP&A)
   1. RP&A recommended the following slate for election as 2002-2003 Academic Council Officers:
      Leonard Koederitz, President of Academic Council
      Todd Hubing, President-Elect of Academic Council
      Michael Hilgers, Secretary of Academic Council
      David Van Aken, Parliamentarian of Academic Council
   2. There was a motion and second to approve the slate by acclamation. The Academic Council body voted unanimously to approve the motion.

2 REPORTS AND RESPONSES

A. SPECIAL REPORT

Senator Sarah Steelman was in attendance to speak to the Academic Council. Steelman began by thanking the faculty of U.M.R. for their service to students, higher education, and the economic development of the state.

Steelman noted that one of her roles as a senator is to be an advocate for U.M.R., making sure that other legislators realize the importance of the university to Missouri. Steelman praised U.M.R. as the best kept secret in Missouri and an excellent institution.

Steelman views adequate funding for U.M.R. as a very high priority, and pledged to sponsor bills and amendments that will benefit the university. To a question concerning the possibility of major budget cuts in the near future, Steelman responded that revenue projections were on target, according to Governor Holden's Chief
Economist. Steelman stated that legislators need to quit being reactive and take a proactive, long-term approach to budget planning. Steelman favors using the “Rainy Day Fund” to cover budget shortfalls and cutting some tax credits.

Currently, Missouri funds 13 campuses of higher education. Steelman feels that this is the time to consolidate campuses and focus state resources on deserving schools. Steelman indicated that any plan for consolidation must come from Governor Holden, with legislators and campus leaders working to find a feasible plan, with the resources available, to create a system of excellent higher education.

Steelman closed by noting that U.M.R. is succeeding and is an asset to Missouri.

B. PRESIDENT’S REPORT – This report was submitted by Academic Council President Lenn Koederitz.
   1. Koederitz relayed topics under discussion at the recent IFC Meeting.
      a. The IFC Resolution concerning Faculty Salary Adjustments (Board of Curators Policy 10.030.A.9) was presented. IFC favors a change in the wording of the Collected Rules and Regulations as being the best solution. There was a motion and a second to approve the IFC resolution as a show of support. The Academic Council body voted unanimously to approve the motion.
      b. The UM Presidential Search has been narrowed to 14 finalists who will be interviewed from mid to late October, with a selection being announced in December.
      c. IFC has requested a breakdown of the U-wide budget that equals $69 million annually.

C. PROVOST’S REPORT – This report was presented by Provost Y.T. Shah.
   1. The Provost discussed the two Presidential Task Forces charged with reducing costs. The Chancellors’ Task Force is looking at the possibility of reducing administrative costs. The Provosts’ Task Force is considering the problem of providing quality education within the budget restraints. Shah is looking at the possible reorganization of low productivity and duplicated programs. The Provost will share proposals with the Deans and Department Chairs.
   2. Provost Shah announced the formation of a Chief Information Officer Search Committee chaired by Ann Miller. This position will coordinate Distance Education, Computing, Telecommunications and the Electronic Library.
   3. David Saphian will represent U.M.R. as the new Institutional Research Director.
   4. Shah congratulated the School of Engineering for being one of the top 50 undergraduate programs in the country as ranked by U.S. News and World Report.
   5. U.M.R. is progressing toward the four goals of Recruitment, Research, Retention and Distance Education. All is going well for things that U.M.R. can control.
      a. Enrollment has increased to 5250, 8% more than last year, surpassing all expectations.
      b. Research has grown by 34%. U.M.R. faculty has submitted $20 million in proposed research and have received $6.5 million in research awards. 25% of $4.9 million of indirect cost recovery has been returned to the schools and departments.
c. Harvest Collier is intent on changing things in the freshman and sophomore years to improve retention at U.M.R. *U.S. News and World Report* ranks U.M.R. in the second tier, slightly improved from last year, for retaining students.

d. Distance Education enrollment has increased to 390 students from 223 students in 2000. CBHE approved six certificate programs in August.

6. Chancellor Thomas and Provost Shah have implemented a program of self-evaluation of every academic program. Shah has been working with the faculty of three programs: Economics (changing to Economics and Finance, moving to the School of Management and Information System), Chemical Engineering (adding Biological Engineering), and Civil and Architectural Engineering (adding Environmental Engineering).

7. The Chancellor of each UM Campus has the authority to change the names of departments. Shah noted that changes should receive approval by the affected faculty, not the Academic Council.

8 There was a motion and a second to refer the topic of Campus Reorganization to an Ad Hoc Committee, composed by RP&A. The Academic Council body voted to approve the motion.

3 REPORTS OF STANDING AND SPECIAL COMMITTEES

A. CURRICULA - This report was presented by Thomas Schuman.

1. There was a motion and second to approve changes generated from the August 21, 2002 meeting. The Academic Council body voted to accept the report.

2. There was a motion and second to approve changes generated from the September 5, 2002 meeting, noting the following correction:

   **CC 5344, Mil Sci 035 015, Individual Leadership Studies, approved new course for WS2003.** 3 hours lecture credit. No prerequisites. Description: Develop knowledge of self, self-confidence and individual leadership techniques through problem solving and critical thinking skills. Apply communication, feedback, and conflict resolution skills.

3. After a question concerning the pedagogical reasons for changing the chemistry curriculum, there was a motion and second to amend the report from the September 5 meeting, noting corrections, excluding the following portion:

   **DC 0019, Chemistry, changes in curriculum approved for FS2003.** Reducing the humanities requirements from 9 to 6 hours. Also reducing the minimum hours for graduation from 133 to 131. Changing the 12 hours required as out-of-department electives to 12 hours general electives, to give more flexibility to students.

   **DC 0020, Chemistry, Biochemistry Emphasis Area, changes in curriculum approved for FS2003.** Reducing the humanities requirements from 9 to 6 hours. Changing the 12 hours required as out-of-department electives to 12 hours general electives, to give more flexibility to students.
DC 0021, Chemistry, Polymer & Coatings Science Emphasis Area, changes in curriculum approved for FS2003. Reducing the humanities requirements from 9 to 6 hours.

DC 0022, Chemistry, Pre-medicine Emphasis Area, changes in curriculum approved for FS2003. Reducing the humanities requirements from 9 to 6 hours. Also, reducing the minimum hours for graduation from 132 to 131.

DC 0023, Chemistry, non-ACS certified, changes in curriculum approved for FS2003. Reducing the humanities requirements from 9 to 6 hours.

The motion passed.

4. There was a motion and second to approve the amended report, generated from the September 5 meeting of the Curricula Committee. Academic Council voted to accept the amended report.

5. There was a motion and second to table the changes in the chemistry curriculum generated from the September 5, 2002 meeting of the Curricula Committee. The Academic Council body voted to accept the motion.

B. PERSONNEL

1. The committee had not yet discussed the referral from the Academic Council regarding “Faculty Salary Adjustments (BOC Policy 10.030.A.9)”. The committee will make a report at the October Academic Council meeting.

C. BUDGETARY AFFAIRS – No report submitted.

D. RULES, PROCEDURES AND AGENDA (RP&A)

1. A list of meeting dates and times for 2002-2003 was presented to the Academic Council with the September 19, 2002 meeting agenda.

4 OLD BUSINESS

A. ACTION ITEMS

1. Resolution of Video Distance Learning is on hold until the resolution of the UM System Copyright Policy.

2. Academic Dishonesty Cases

5 NEW BUSINESS

A. STAFF COUNCIL – Brenda Zeigenbein is the President of Staff Council for 2002-2003. Barbara Robertson will continue to represent Staff Council at Academic Council meetings.

B. STUDENT COUNCIL – Student Council is conducting a student survey.
C. GRADUATE STUDENT COUNCIL – No report submitted.

D. REFERRALS
   1. RP&A has created an Ad Hoc Administrative Review Committee. Don Myers, Carol Ann Smith and Ron Kohser were appointed to review the Administrative Review processes on other Missouri campuses.
   2. The Academic Council referred the creation of an Ad Hoc Committee on Campus Reorganization to RP&A.
   3. It was noted that the CAPS Report does not always reflect previous course grades when students opt to use the grade substitution policy. This was not the intention of Academic Council. Registrar Laura Stoll requested specific examples of the inconsistency be forwarded to her and she will investigate.

There was a motion and second to adjourn the meeting, motion carried at 2:40 P.M.

Respectfully submitted,

Michael Hilgers, Secretary

*Minutes of the Academic Council are considered official notification and documentation of actions approved.*
The UMR Campus Curricula Committee recommends to the Academic Council that the curriculum changes and degree proposals on the following DC forms be approved.

DC 0024, Arts and Sciences, proposed new Pre-medicine minor. Removed from table. Approved for FS2003 with addition of this statement: This minor is not intended for a student majoring in Chemistry or Biological Sciences with a Pre-Medicine emphasis area.

DC 0015, Biological Sciences. A curriculum combining a major in Biology and the Missouri teacher certification requirements. Remove from tabled. Approved for WS2003. Biological Sciences submitted this statement for the teacher certification: The student will fulfill the requirements for: 1) The Bachelor of Arts in Biological Sciences (except for foreign language) and 2) The requirements for Missouri certification in teaching Biology (See Education). Contact the UMR Biological Science Department for advising.

DC 0016, Information Science and Technology. Removed from tabled. Approved curriculum changes for FS2003. 1) 42 hour gen. Ed. Base, consistent CBHE standards. 2) 39 hour SMIS core. 3) Allow student to select any 9 hours from IST elective list. Note that the approved changes were slightly modified from the originally circulated version to clean up some discrepancies.

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

CC 5355, Arts & Sciences, Pre-Medicine 110, new course, Intro to Health Careers. Removed from tabled. Approved new course for FS2003. 1 hour lecture credit. Prerequisites. Admissions requirements. Description: This course is for Pre-medicine students or other interested in careers in the health care industry. Students will be introduced to different career options through invited speakers and independent research.

CC 5359, Petroleum Engineering 347, Petroleum Engineering Design. Approved changes for WS2003. Change in credit hours from 2 hours lecture 1 hour lab "TO" 3 hours lecture. Prerequisite changes from Petr 241, 316, Bas Eng 110 "TO" Petr 241, Petr 316, and senior standing. Description changed to: Senior capstone design project(s) based on industry data. Application of reservoir engineering, drilling and production engineering principles to evaluate and solve an industry problem such as
a new field development, evaluation of an existing reservoir asset, or analysis of field
re-development.

CC 5364, Geological Engineering 475 “Changed to” Ge Eng 375, Aggregates and
Quarrying. Approved change in course number for WS2003.

CC 5367, Chemical Engineering 101, Special Topics. Approved new course for
WS2003. This 101 course was needed in order for the Chem Eng Dept. to offer
Special Topics at the 101 level.

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.

EC 1373, Petroleum Engineering 401, Advanced Production Engineering. Approved
for WS2003. 3 hours credit. Prerequisites: Petr 316 or senior standing.

EC 1374, Physics 301, Computational Physics. Approved for WS2003. 3 hours lecture
and 1 hour lab. Prerequisites: Math 204, Physics 208.

EC 1375, Electrical Engineering 401 co-listed with Computer Engineering 401,
Integrated Microtransducer Systems Engineering. Approved for WS2003. 3 hours
lecture. Prerequisites: EE 225, CpEng 311, EE 329 recommended. Editorial changes
removed the titles of the prerequisites to list the course numbers only. Deleted this
phrase: Commitment for interdisciplinary activity and replaced with the word,
“Recommended.”

EC 1376, Electrical Engineering 401, Analysis and Design of Automotive Energy
Systems. Approved for WS2003. 3 hours lecture. Prerequisites: EE 205, EE 305.
Removed "or Consent of Instructor" from prerequisites, as this is assumed for all
courses.

EC 1377, Information Science & Technology 401, Mobile Data Management and
Applications. Approved for WS2003. 3 hours lecture. Prerequisites: Graduate
Standing.

EC 1378, History 101, World Regional Geography. Approved for WS2003. 3 hours
lecture. No prerequisites.

EC 1380, Engineering Management 401, Financial Engineering. Approved for
WS2003. 3 hours lecture. Prerequisites: EMgt 301, Investment, EMgt 352, or EMgt
452.

EC 1381, Philosophy & Liberal Arts, Education 301, Advanced Reading. Approved for
FS2002. 3 hours credit. Prerequisites: Graduate Standing. Editorial change deleted
the phrase, “or Instructor Approval” as this is assumed for all courses.

EC 1386, Chemical Engineering 101, Introduction to Chemical Engineering.
Approved for WS2003. 2 hours lecture and 1 hour lab credit. No prerequisites.

J. Keith Nisbett, Chair
I - NAME

The name of this chapter is Society of Flight Test Engineers University of Missouri – Rolla Student Chapter. This name, when abbreviated, is SFTE UMR. The international organization shall hereafter be noted as SFTE.

SFTE UMR shall utilize the emblem of the International Society of Flight Test Engineers as its official insignia.

II - OBJECTIVES

The Society is an organization of engineers, whose principal professional interest is the flight testing of aircraft. The objective of this Society is the advancement of flight test engineering throughout the aircraft industry by providing technical and organizational communication among individuals, both domestic and international, in the allied engineering fields of test operations, analysis, instrumentation and data systems.

III - CHAPTER MEMBERSHIP

SECTION I - ELIGIBILITY

Any person who is recognized for membership by the Society of Flight Test Engineers is eligible to participate in the functions of the SFTE UMR.

SECTION II - PRIVILEGES

The privileges of chapter student members relative to this chapter will coincide with their privileges relative to the Society of Flight Test Engineers.

SECTION III - REQUIREMENTS

An SFTE member, to be a member of the SFTE UMR, shall abide by the laws and rules of the Constitution of the SFTE and the Bylaws of the SFTE UMR.

IV - OFFICERS

The officers of this chapter shall be the President, Vice President, Secretary and Treasurer. The Executive Committee shall be composed of the officers and the Faculty Advisor. Each of these officers should be a Student Member in good
THE CONSTITUTION OF THE
UNIVERSITY OF MISSOURI - ROLLA COLLEGE REPUBLICANS

ARTICLE I

Name

The name of this organization shall be the University of Missouri – Rolla College Republicans (herein after referred to as the “UMR CR”).

ARTICLE II

Purposes

The UMR College Republicans, or UMR CR, operates to inform the UMR student body and surrounding community about Republican ideology, to inform the UMR student body and community about national, state, and local political processes, and to participate in and aid the election of Republican candidates to public office.

ARTICLE III

Membership

Membership shall be of two types: Regular and Associate Members.

Regular Members can be any student enrolled at the University of Missouri – Rolla who has paid dues for the current year. The student will have the right to hold office and to control one vote at any UMR CR meeting.

Associate Members can be any faculty or staff at the University of Missouri – Rolla who has paid dues for the current year. An associate member cannot hold office or vote.

ARTICLE IV

Faculty Advisor

The UMR CR shall have not less than one faculty advisor. The faculty advisor will be elected at the same time as the officers, by the same procedure, and for the same length of time.
ENROLLMENT MANAGEMENT
UMR Division of Enrollment Management
2001-2002 ACCOMPLISHMENTS

UMR’s new division of Enrollment Management has worked extensively this year to improve student enrollment processes and services, while implementing new plans to help recruit, enroll and retain more qualified students.

The following highlight just a few of the improvements and accomplishments within the division:

FALL 2002 OPENING DAY ENROLLMENT
1. Enrollment on the first day of classes was 5,126, an increase of 9.5 percent over last year’s figures. Last year, 4,681 students were enrolled on the first day of the fall semester.
2. This was UMR’s sixth straight semester of enrollment increases
3. The largest percentage increase in opening day enrollment since 1981.
4. Our campus residence halls are very near capacity.
5. More than 800 freshmen and 260 new transfer students.
6. Freshmen on campus in 2001 was 706. In 2000, that total was 675.
7. There were 241 transfer students in 2001, and 212 in 2000.
8. This fall, UMR’s total enrollment could likely rise to almost 5,300 students
9. The fall 2001 enrollment was 4,981 and fall 2000 enrollment peaked at 4,748.

ENROLLMENT MANAGEMENT DIVISION
1. Weekly e-mail and Internet based admissions data reporting system to help campus-wide planning.
2. “Loud and Proud” communication, graphic, and promotions campaign kicked off in September 2001
3. Formation of the bi-weekly Enrollment Development Team and weekly recruitment team meetings to create and promote collaboration of key student enrollment related services (August 2001).
4. Completion of an extensive follow-up annual retention study and market studies focusing on attracting more female students and students studying in the Arts and Science majors.
5. Developed and implemented a new student survey to assess student preparedness and expectations.
6. Researched and proposed a new general class meeting schedule to better maximize existing classroom/ lab space and promote enrollments of adult and dual enrollment high school students.
7. Created and distributed an “At A Glance” general campus fact and contact sheet.
8. Coordinated implementation plans for PeopleSoft 8.0 html/web-based version with an imaging system.
9. Web publishing - Created and launched an e-mail accessable viewbook, using UMR alum's Mobular software.

ADMISSIONS
1. Significant increases in admitted students: 11% (n=178) in freshmen, 24% (n=34) in transfer students, and 40% (n=514) in graduate students.
2. Increased accuracy and processing times. New 6th Sigma auditing system is continuing to improve operations and develop future improvements/changes for the PeopleSoft student database. No student files have been lost since September 2001 and all undergraduate applicants have been responded to within 48 hours of receiving a completed application packet.
3. New direct mail and complimentary telecounseling system, almost all student response rates have increased.
4. New year-round staff training program developed and initiated in October 2001
5. New emphasis on the campus tours and promoting Arts and Science programs has increased the total number of campus visitors by at least 3-4%
6. New market savvy service/recruiting territories implemented in September 2001
7. Developed renovation plan for Parker Hall offices to develop better visitor and work areas.

REGISTRAR
1. The new Repeat Course GPA Adjustment policy has been well utilized by students.
2. Department chairmen can now view their section enrollment tallies, updated daily, on the web. The tally also includes the number waitlisted and a percent of capacity of the course.
3. Additional frequently used forms and information became available on the web: Request to order a Transcript, Certification Letter requests, Application for Graduation, Former Student Returning system. Application, request to mail Grade Reports, complete graduate and undergraduate catalogs, and the Petition for Missouri Residency forms.
4. A new series of web pages established for the Curriculum Committee; includes forms for departments to make changes to courses, add new courses or to request a new degree program.
5. Beginning this summer the Open Registration day will be expanded to a two-week period of students self registering on the web or telephone.
STUDENT FINANCIAL ASSISTANCE

1. Creation of Scholarship Reinstatement Policy- new policy allows students the opportunity to regain GO funded scholarships they lost due to not meeting academic renewal GPA.

2. Over 41 million dollars was disbursed in financial aid- for our size campus, 41 million dollars is a very large amount to have available for students in financial aid. It should be noted that this financial assistance awarded was provided to our students in a timely manner.

3. Releasing of financial aid packages- UMR continues to be one of the first if not the first in the state of Missouri, to provide students their financial aid awards letter.

4. New financial aid brochure- new "loud & proud" brochure better markets our financial aid programs.

5. Review of freshman scholarship packages- an ad-hoc committee was established to review the scholarship packages we offer to new freshmen. New freshmen scholarship packages will hopefully allow us to recruit more students while maintaining a responsible discount rate for the University.
# Proposals Submitted during FY 02-03

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**Total: $20.0 M**

Through August: 75% growth over FY 02)
# Proposals Awarded during FY 02-03

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<th>Aug-02</th>
<th>Sep-02</th>
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Total: $6.5 M

Does not include $13.0 M appropriated through the Federal Plus-up Program for FY03
# FY 02 Recovery of Indirect Costs

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Original FY02 Planning Budget: $3,054,000
Exceeded goal by: $1.8M (59%)
FY03 Budget: $4,939,200
### Appropriated FY02-03 Federal Plus-Up Proposals

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<td>Wireless Surveillance of Hostile Threats</td>
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<td>Center for Sensors and Obscurants</td>
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*Note: these are appropriated amounts; still need to wait for final #’s as agencies negotiate their “tax”:

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FY03-04 Federal Plus-up Process Timeline

- distribute set of guidelines and review criteria  
  September 6th
- open forum for discussing application process / help sessions  
  September 17th
- intent to submit a proposal / give a presentation due  
  September 30th
- white papers due in to the Vice Provost for Research one week before presentations; distributed to review committee; presentation schedule set  
  October 8th
- open review; 10 minute presentations per proposal  
  October 22nd
- proposals unified if deemed necessary / desirable; revised white papers due in  
  October 29th
- proposals sent to the Office of Federal Relations  
  November 1st
Homeland Security and Force Protection
Science and Technology Conference

*FLW, August 7-8, 2002*

- 552 attendees
- 107 exhibitors
- 25 universities represented (104 faculty)
- Plenary Speakers:

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<th>Name</th>
<th>Title</th>
<th>Organization</th>
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<tr>
<td>Dr. Jim Bradas</td>
<td>Deputy Director, Future Combat Systems</td>
<td>US Army Materiel Command</td>
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<tr>
<td>Senator Jean Carnahan</td>
<td>Senator</td>
<td>State of Missouri</td>
</tr>
<tr>
<td>Castro, BG Randy Castro</td>
<td>Commandant, US Army Engineer School</td>
<td>US Army Maneuver Support Center</td>
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<tr>
<td>LTG Jim Clapper</td>
<td>Director</td>
<td>National Imagery Management Agency</td>
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<tr>
<td>COL Tim Daniel</td>
<td>Special Advisor on Homeland Security</td>
<td>Office of the Governor, State of MO</td>
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<tr>
<td>Dr. Anna Johnson-Winegar</td>
<td>Dep Asst Sec of Defense for Chemical and Biological Defense</td>
<td>Department of Defense</td>
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<tr>
<td>Mr. Ed McCallum</td>
<td>Director, Combating Terrorism Technical Support Working Group</td>
<td>Department of State</td>
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<td>BG Pat Nilo</td>
<td>Commandant, US Army Chemical School</td>
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<tr>
<td>Dr. Manuel Pacheco</td>
<td>President</td>
<td>University of Missouri System</td>
</tr>
<tr>
<td>Mr. Dennis Roedemeier</td>
<td>Director of Business Development</td>
<td>Department of Economic Development, State of MO</td>
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<tr>
<td>Ms. Barb Ryan</td>
<td>Director of Geography</td>
<td>United States Geological Survey</td>
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<tr>
<td>Dr. Ron Sega</td>
<td>Director, Defense Research and Development</td>
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<td>Skelton, Hon. Ike</td>
<td>US Representative</td>
<td>Missouri</td>
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<tr>
<td>Mr. David Swain</td>
<td>Chief, Technology Office</td>
<td>Boeing Corp.</td>
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<td>MG Alan Thrasher</td>
<td>Deputy Chief of Staff for Combat Development</td>
<td>US Army Training and Doctrine Command</td>
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<tr>
<td>Dr. Gary Thomas</td>
<td>Chancellor</td>
<td>University of Missouri Rolla</td>
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<td>MG Bob Van Antwerp</td>
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<td>US Army Maneuver Support Center</td>
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<tr>
<td>Mr. Frank Weinberg</td>
<td>Manager, Defense and Federal Products</td>
<td>Caterpillar Inc.</td>
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<tr>
<td>Dr. Robert Whalin</td>
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<tr>
<td>Mr. Jim Zarzycki</td>
<td>Technical Director, Edgewood Chemical Biological Center</td>
<td>US Army Soldier Biological and Chemical Command (SBCCOM)</td>
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UNDERGRADUATE STUDIES
• Honors Task Force Has Been Established

Its objective is to examine and recommend changes in UMR’s student honors activity that supports a model university program for science and engineering universities.

• The First-Year Experience (FYE)

First-Year Experience (FYE) has been initiated with a focus on assisting students with academic skills and connecting with UMR. (Hopefully we’ll be able to include an "Intro to Research" component during the 2nd semester that will assist in providing students with a full year of connecting experiences.)

• Advising Conference

In the process of organizing an "Advising Development Conference" as part of a plan to address advising needs on the campus.

Present 42-Credit Hour Policy Posting for UMR
• Honors Task Force Has Been Established

Its objective is to examine and recommend changes in UMR's student honors activity that supports a model university program for science and engineering universities.

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• Advising Conference

In the process of organizing an "Advising Development Conference" as part of a plan to address advising needs on the campus.

Present 42-Credit Hour Policy Posting for UMR
DISTANCE AND CONTINUING EDUCATION
Off Campus Enrollment Including EEC:
Fall 2000  223
Fall 2001  308
Fall 2002  390*

Off Campus Enrollment Not Including EEC:
Fall 2000  145
Fall 2001  235
Fall 2002  302*

*3rd week numbers apply only to 2002. 200 & 2001 are 4th week numbers

Six certificate programs have now been authorized by CBHE as of August 7, 2002.
Multimedia and Information Systems
Software Design and Development
Engineering Mechanics
Systems Engineering
Military Construction Management
CAD/CAM and Rapid Product Realization

Four video production facilities are now open and 50 classes are being broadcast.
Academic Council Meeting
Thursday, September 19, 2002
204 McNutt; 1:30 P.M.

I. Approval of June 20, 2002 meeting minutes

II. Election of Academic Council Officers

III. Reports and Responses
   A. Special Report from Senator Sarah Steelman
   B. President's Report
      1. IFC Resolution Concerning Faculty Salary Adjustments *
   C. Provost's Report
      1. Academic Reorganization
      2. Questions and Answers

IV. Reports of Standing and Special Committees
   A. Curricula
      1. Report from August 21, 2002 Special Meeting *
      2. Report from September 5, 2002 Meeting *
   B. Personnel
      1. "Faculty Salary Adjustments (BOC Policy 10.030.A.9)"
   C. Budgetary Affairs
      1. "UMR Policy on Distribution of Distance Education Funds"
   D. Rules, Procedure and Agenda
      1. "2002-2003 Meeting Dates and Times" *

V. Old Business
   A. Action Items Awaiting Response from Administration
      1. Resolution of Video Distance Learning
      2. Academic Dishonesty Cases

VI. New Business and Announcements
   A. Staff Council
   B. Student Council
   C. Graduate Students Council
   D. Referrals
      1. Budgetary Affairs - "UMR Policy on Distribution of Distance Education Funds"
      2. Personnel - "Faculty Salary Adjustments (BOC Policy 10.030.A.9)"
      3. Ad Hoc Committee on Administrative Reviews

* Information distributed with agenda.
IFC Resolution Concerning Faculty Salary Adjustments

The Intercampus Faculty Council has appreciated opportunities to discuss Section 9 of the Collected Rules and its recent amendment with you. The Council has been unanimous in its view that the entire Section should be replaced with a language that reflects the Board of Curators' full intent and that of the General Officers as it has been articulated to us. Furthermore, the Council is also united in its belief that a presidential executive order interpreting the Section is not adequate. It is again our unanimous view that the following language for Section 9 fully reflects the intent of the Board of Curators and the General Officers, and the spirit of President Pacheco's draft order:

"9. Appointments: The appointments of all employees of the University are generally made for specific terms, salaries and benefits. However, should the University's fiscal circumstances suddenly deteriorate to a level at which adjustments are necessary to avoid financial exigency, the Board of Curators may temporarily and prospectively adjust the salaries and benefits of all its employees subject to the following:

(a) such adjustments shall be for the shortest terms and in the smallest increments consistent with those that the Board deems necessary;

(b) adjustments shall be across the board on an equitable basis to all University employees (e.g. percentage of salary, number of working days);

(c) the foregoing shall not be deemed to abolish or abridge any right of academic personnel to academic freedom, nor to abolish or abridge the tenure regulations of the University."

We will very much appreciate your further and urgent action on the revision of Section 9. The Council is hopeful that this matter can be on the agenda of the September 27 meeting of the Board for discussion/vote. Please let me know if you have any questions, or if I can provide any further information.
Memo To: Academic Council  
From: UMR Campus Curriculum Committee Special Meeting  
RE: August 21, 2002, Meeting

The UMR Campus Curricula Committee recommends to the Academic Council that the curriculum change and course changes on the following CC form be approved.

CC 5358, Economics 401, Special Topics. Approved for FS2002. 3 hours credit. Variable hours and variable prerequisites. This course is designed to give the department an opportunity to test a new course.

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.

EC 1349, Engineering Management 401, Lean Manufacturing Systems. Approved for FS2002. 3 hours credit. Prerequisites: Graduate standing and Eng Mg 372 or equivalent.

EC 1352, Geological Engineering 401, Geological Membranes. Approved for FS2002. 3 hours credit. Prerequisites: Graduate standing in geological engineering, civil engineering, or geology.

EC 1355, Biological Sciences 301, Plant Physiology. Approved for FS2002. 3 hours credit. Prerequisites: Bio 110, Bio 118.

EC 1356, Civil Engineering 401, Traffic Flow Theory and Traffic Simulation. Approved for FS2002. 3 hours credit. Prerequisites: Graduate standing and permission of instructor.

EC 1359, Geological Engineering 301, Military Geology. Approved for FS2002. 3 hours credit. Prerequisites: GeE 50 or Geo 51 or Geo 52, and GeE 341; or graduate standing.

EC 1368, Education 301, Strategies to Improve the Teaching of Reading. Approved for FS2002. 1 hour credit. Prerequisite: Graduate standing or approval of instructor.

J. Keith Nisbett, Chair
Memo To: Academic Council
From: UMR Campus Curriculum Committee Meeting
RE: September 5, 2002, 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.

DC forms:
DC 0011, Computer Engineering, curriculum changes approved for FS2003. Add Cmp Sc 54 to soph year, and delete the Hum/SS elective. Delete Cmp Sc 253, junior year, and "replace" with Hum/SS elective. Correction to the senior year, Cp Eng-Core elective should be El Eng-core elective. Total hours are 132.5. Footnote 9) to read: El Eng core elective to be selected from El Eng 265 and 266, El Eng 253 and 255, El Eng 271 and 272, or Power Elective to be selected from El Eng 205 and 208 or El Eng 207 and 209. An editorial change was made changing the effective term from FS2002 to FS2003.

DC 0012, Petroleum Engineering, curriculum changes approved for FS2002.
1) Freshman Year-2nd semester-change Physics 23 to 4 credit hours, total of 18 hours for semester; 2) Sophomore year-2nd semester-change total to 16 credit hours; 3) Senior year-1st semester-change MSE 227 to ME 227; 4) change total number of credit hours to 136.


DC 0019, Chemistry, changes in curriculum approved for FS2003. Reducing the humanities requirements from 9 to 6 hours. Also reducing the minimum hours for graduation from 133 to 131. Changing the 12 hours required as out-of-department electives to 12 hours general electives, to give more flexibility to students.

DC 0020, Chemistry, Biochemistry Emphasis Area, changes in curriculum approved for FS2003. Reducing the humanities requirements from 9 to 6 hours. Changing the 12 hours required as out-of-department electives to 12 hours general electives, to give more flexibility to students.

DC 0021, Chemistry, Polymer & Coatings Science Emphasis Area, changes in curriculum approved for FS2003. Reducing the humanities requirements from 9 to 6 hours.
DC 0022, Chemistry, Pre-medicine Emphasis Area, changes in curriculum approved for FS2003. Reducing the humanities requirements from 9 to 6 hours. Also, reducing the minimum hours for graduation from 132 to 131.

DC 0023, Chemistry, non-ACS certified, changes in curriculum approved for FS2003. Reducing the humanities requirements from 9 to 6 hours.

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

CC 5313, Economics 223, Managerial Economics. Approved new course for FS2002. 3 hours credit. Prerequisites: Econ 121 & 122. Description: Business students who become managers of business enterprises should understand how market economic forces create opportunities for making profit. Business students need to be trained in managerial applications of microeconomic theory. Managerial economics brings together those topics in micro theory that can be applied to business decision making. This CC was approved 5-06-02 contingent upon approval of the Business and Management Systems degree which has now been approved.

CC 5336, Ge & Pe Eng 343, Subsurface Exploration, approved for WS2003. Change in prerequisites from Pe Eng 131, Geo 220 “TO” Cr Eng 215 or Pe Eng 131.

CC 5337, Math & Stat 382, Evolution of Mathematical Concepts, denied as a CC form but approved as an experimental course, 1379-FS2002-3840-301 for FS2002. Leon Hall agreed to the title change of “Evolution of Mathematical Concepts” instead of the proposed “History of Mathematics”. The History department objected to the title of “History of Mathematics” feeling students may think it was a history course. This course is one of many for the core courses to be offered for the MST degree in mathematics. The Math/Stat department will submit CCs for all core courses at a later date.

CC 5339, Cp Eng 331, Real-Time Systems, approved new course for WS2003. 3 hours lecture credit. Prerequisites: Cp Eng 213 or Cmp Sc 284. Description: Introduction to real-time (R-T) systems and R-T kernels, also known as R-T operating systems, with an emphasis on scheduling algorithms. The course also includes specification, analysis, design and validation techniques for R-T systems. Course includes a team project to design an appropriate R-T operating systems.

CC 5340, English 392, Advanced Writing Sc/Eng, approved new course for WS2003. 2 hours lecture credit. Prerequisites: English 160 and 260, or graduate standing. Description: Focus on writing applications specifically for students in scientific or engineering fields. Primary emphases will be on producing effective and readable professional writing.

CC 5341, History/Political Science 381, US in WWII, approved new course for WS2003. 3 hours lecture credit. Prerequisite: History 175 or 176. Description: Through lectures, readings and film this course will explore the American experience in World War II. The course will particularly focus on the war's American major battles along with the war's effect on Americans in combat and on the home front.

CC 5342, History/Political Science 370, History of Baseball, approved new course WS2003. 3 hours lecture credit. Prerequisites: History 175 or 176. Description: This
course will survey and interpret the history of baseball from its earliest beginnings down to the present. Main focus will be on the evolution of the professional game in all of its facets.

CC 5343, Psychology 376, Sports Psychology, approved new course FS2002. 3 hours lecture credit. Prerequisite: Psych 50. Description: Examines psychological theories and research related to sport and exercise behavior by providing a broad overview of topics from the literature of psychology.

CC 5344, Mil Sci 015, Individual Leadership Studies, approved new course for WS2003.3 hour lecture credit. No prerequisites. Description: Develop knowledge of self, self-confidence and individual leadership techniques through problem solving and critical thinking skills. Apply communication, feedback, and conflict resolution skills.

CC 5345, Cv Eng 211, Transportation Engineering, approved for FS2002. Change in prerequisites from Cv Eng 001, Cv Eng 241, BasEng 50, Stat 213, all with a grade of "C" or better "TO" Cv Eng 001, BasEn 50 with a grade of "C" or better.


CC 5347, Cv Eng 261, Introduction to Environmental Engineering and Science, approved for WS2003. Change in effective term from FS2002. Change in course title from Introduction to Environmental Engineering and Science "TO" Fundamentals of Environmental Engineering and Science. Change in description to: Course discusses fundamental chemical, physical, and biological principles in environmental engineering and science. Topics include environmental phenomena, aquatic pollution and control, solid-waste management, air pollution and control, radiological health, and water and wastewater treatment systems.

CC 5349 ArchE 346 co-listed with Civil Eng 346, Management of Construction Cost, approved changes for WS2003. Change in effective term from FS2002. Change in course title from "Construction Methods" "TO" "Management of Construction Cost".

CC 5350, Physics 031, College Physics I. Approved new course for WS2003. 3 hours lecture credit. Prerequisites: Math 006 and either Math 002 or Math 004. Description: An introduction to the ideas of physics, including mechanics, heat, and sound.

CC 5351, Information Science and Technology 336, Internet Computing. Approved changes for WS2003. Change in prerequisites from Graduate standing "TO" approved MS Entrance requirements in IST. Change in description to: A survey of computer networks and the Internet. Develops understanding of the concepts of Local Area Networks (LANs), Wide Area Networks (WANs), packet switching, and Internet protocols, along with the underlying technologies they use.

CC 5352, Information Science and Technology 211 co-listed with Psychology 211, Web Design and Development. Approved new courses for WS2003. 1.5 hours lecture
and 1.5 hours lab. Prerequisite: IST 151. Description: In this course students learn design principles for effectively structuring information for the World Wide Web; how to use tools to deploy this information; and methods for assessing Web usability. The course is project based with an emphasis on the application of design and usability assessment within the context of student projects. Co-listed with Psych 317.

CC 5353, Basic Engineering 420 co-listed with Mc Eng 461, Modern Product Design, approved new courses for WS2003. 3 hours lecture credit. Prerequisite: Me/Ae/Emgt 350 or ME 308 or ME 356. Description: Modern product development, design and prototyping are examined from a product architecture standpoint in this course. Functional modeling techniques are used to establish the architecture of a product and recently developed theories and techniques for design are covered. A prototyping project is required to provide immediate application of the theories.

CC 5354, Phil&LA, Education 320, Professional Development. Approved new course for FS2002. 1 hour credit. Prerequisites: Graduate standing. Description: This on-line course focuses on the responsibilities of the professional development committee, state requirements, and components of effective program that positively impact student performance. Students will examine the relationships among the district’s Comprehensive School Improvement Plan, MSIP and the PD Plan. (The course number originally on this form was 310, which is a Seminar course number. The department decided to use 320.)

CC 5356, Mechanical Engineering 455 and co-listed course Ae Eng 455, Structures and Materials for Extreme Environments. Approved deletion of courses for FS2002.

CC 5360, Military Science 40, Leadership and Teamwork. Approved changes for WS2003. Change in course title from “Introduction to Military Leadership.” Change in credit hours from 1 hour credit “TO” 3 hours credit.


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.

EC 1348, Cp Eng 401, Markov Decision Processes, approved for WS2003. 3 hours credit. Prerequisites: Graduate standing and background of probability or statistics. Co-listed with ME 401, EMgt 401, and Cmp Sc 401.

EC 1351, English 301, Advanced Writing for Science & Engineering II, approved for WS2003. 2 hours credit. Prerequisites: English 160 and 260 or graduate standing.

EC 1353, History 301, Modern East Asia, approved for WS2003. 3 hours credit. Prerequisites: History 175 or 176 or History 112.
EC 1354, History 301, U.S. and the Cold War, approved for WS2003. 3 hours credit. Prerequisites: History 175 or 176 or Pol Sc 90.

EC 1357, Cmp Sc 401, Computer Security, approved for WS2003. 3 hours credit. Prerequisite: Cmp Sc 285.

EC 1358, Cmp Sc 401, Mobile and Sensor Data Management, approved for WS2003. 3 hours credit. Prerequisites: Cmp Sc 238, Cmp Sc 304, or Cmp Sc 384.

EC 1360, Cp Eng 301, Signal Integrity for High-Speed Digital & Mixed Signal Design, approved for WS2003. 3 hours credit. Prerequisites: El Eng 271 or Cp Eng 213 and senior standing.

EC 1361, Cp Eng 301, Microelectromechanical Systems, approved for WS2003. 3 hours credit. Prerequisites: Math 204 or El Eng 231 and El Eng 254 for CpEng/EIEng students: Math 204 and Mc Eng 279 for Mc Eng students: Graduate student standing for graduate students. Co-listed with Mc Eng 301.

EC 1362, El Eng 401, Advanced RF Measurement, approved for WS2003. 2 hours lecture and 1 hour lab. Prerequisites: Graduate standing.

EC 1363, Geo 301, Geology Field Studies, approved for WS2003. 1 hour lecture and 1 hour lab. Prerequisites: Geology 113 and 130.

EC 1364, Chemistry 301, Protective Coatings for Engineers, approved for WS2003. 3 hours lecture. Prerequisites: Chem 0005 or equivalent. Deleted “Permission of Instructor.”

EC 1365, Chemistry 401, spectrometric Identification of Organic Compounds, Approved for WS2003. 3 hours lecture. Prerequisite: Chem 223.

EC 1366, Basic Engineering 301, Reverse Engineering and Design Models. Approved for WS2003. 3 hours lecture. Prerequisites: BE 220 or graduate student standing.

EC 1367, Information Science and Technology 401, Research Methods in Human Computer Interaction. Approved for WS2003. 1.5 hours lecture and 1.5 hours lab. Prerequisites: IST 335 or Psych 314.

EC 1369, Phil&LA, Education 301, Strategies to Improve the Teaching of Reading. Approved for FS2002. 1 hour lecture. Prerequisites: Graduate standing. Deleted “or approval of instructor.”

EC 1370, Phil&LA, Education 301, Technology Leadership Academy. Approved for WS2003. 2 hours lecture. Prerequisites: Graduate standing and currently serving as a principal or superintendent in a public or private school.

EC 1371, Phil&LA, Education 301, Technology Leadership Academy. Remove from tabled. Approved for FS2002. 2 hours lecture. Prerequisites: Graduate standing and currently serving as a principal or superintendent in a public or private school. Documentation was received from Dr. Doris Ridder at RPPD which clarified all previous concerns.
EC 1372, Ae Eng 301, Spacecraft Design II. Approved for WS2003. 3 hour lab. Prerequisites: Ae Eng 235, 253, and 301 (Spacecraft Design I).

EC 1379, Math/Stat 301, Evolution of Mathematical Concepts, approved for FS2002. 3 hours credit. Prerequisites: Math 22 and a 300 level math or stat course.

J. Keith Nisbett, Chair
2002-2003 Meeting Dates and Times

Academic Council
Thursday, September 19, at 1:30 P.M.
Thursday, October 17, at 1:30 P.M.
Thursday, November 21, at 1:30 P.M.
Thursday, January 23, at 1:30 P.M.
Thursday, February 20, at 1:30 P.M.
Thursday, April 17, at 1:30 P.M.
Thursday, June 19, at 1:30 P.M.

General Faculty
Tuesday, September 3, at 4:00 P.M.
Tuesday, December 3, at 4:00 P.M.
Tuesday, May 6, at 4:00 P.M.

Rules, Procedures and Agenda
Thursday, September 5, at 1:30 P.M.
Tuesday, October 1, at 12:30 P.M.
Tuesday, November 5, at 12:30 P.M.
Thursday, January 9, at 1:30 P.M.
Thursday, February 6, at 1:30 P.M.
Thursday, April 3, at 1:30 P.M.
Thursday, June 5, at 1:30 P.M.
School of Management & Information Systems

Info Science & Technology Hall, Richard 2003

Undergraduate Student Reps (Non voting)

Anderson, Daniel 2003
Ebel, Mark 2003
McBride, Nicole 2003
Vitello, Mark 2003
Wilson, Ryan 2003

Graduate Student Reps (Non voting)

Doudna, Carmen 2003
Lobo, Prem 2003

Ex-Officio Members (Voting)

Thomas, Gary (Chancellor)
Shah, Y. T. (Provost)
Lutz, Paula (Dean, College of Arts & Sciences)
Mitchell, Robert (Dean, Engineering)
Saperstein, Lee W. (Dean, Mines & Metallurgy)
DeKock, Arlan (Interim Dean, Management & Information Systems)

Ex-Officio Members (Non-Voting)

Malott, Steve (Vice Chancellor, Administrative Services)
Goff, Jay (Dean, Enrollment Management)
Dearth, David W. (Director, Computer Services)
Stewart, Andy (Director, Library)
Stoll, Laura (Registrar)
Ogrosky, Wendell, (Vice Chancellor Student Affairs)
Heddinghaus, Carol (Director, Institutional Research)
Zeigenbein, Brenda (Chair, Staff Council)
Madison, Don (Chair, Graduate Faculty)
Lobo, Prem Graduate Student Representative (Non-Voting)

**UM Intercampus Faculty Council members
* Elected voting members serve until 2003
ACADEMIC COUNCIL COMMITTEES CHARGES
ARE STATED IN THE UMR BY-LAWS

*D.6.a. ACADEMIC ASSESSMENT*

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*D.6.b. ACADEMIC FREEDOM*

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*D.6.c. ADMISSIONS AND ACADEMIC STANDARDS*

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### *D.6.d. ATHLETIC COMMITTEE*

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### *D.6.e. BUDGETARY AFFAIRS*

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<td>A. C. Student Rep</td>
<td>A. C. Student Rep</td>
<td>2003</td>
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<tr>
<td>Wilson, Ryan</td>
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<td>Student Council</td>
<td>2003</td>
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<td>Agee, R.J.</td>
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<td>Miles, Mike</td>
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<td>Ebel, Mark</td>
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<tr>
<td>Pankau, Elizabeth</td>
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<tr>
<td>Sutherland, Justin</td>
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### *D.6.s. STUDENT AWARDS & FINANCIAL AIDS*

<table>
<thead>
<tr>
<th>Name</th>
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<th>Term</th>
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<tbody>
<tr>
<td>Fitch, Stephanie</td>
<td>Mgt &amp; Info Systems</td>
<td>General Faculty</td>
<td>2004</td>
</tr>
<tr>
<td>Oboh-Ikenobi, Fransica</td>
<td>Geo &amp; Geop</td>
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<tr>
<td>Meinert, Tim</td>
<td>Eng Mgt</td>
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<tr>
<td>Bieniek, Ron</td>
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<td>Balakrishnan, S.N.</td>
<td>MAFEM</td>
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<td>Shah, Y.T.</td>
<td>Provost</td>
<td>Administration</td>
<td>2003</td>
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<tr>
<td>Whites, Robert W.</td>
<td>Student Financial Aid</td>
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<td>Goff, Jay</td>
<td>Enrollment Management</td>
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<td>Campbell, Phil</td>
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<td>2003</td>
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<td>Ebel, Mark</td>
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<td>Volk, Kevin</td>
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<td>Kempf, Chris</td>
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### *D.6.t. STUDENT CONDUCT COMMITTEE*

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<tr>
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<td>Dubois, Bob</td>
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<td>Finaish, Fathi</td>
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<td>Myers, Don</td>
<td>Eng Mgt</td>
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<tr>
<td>Elmore, Curt</td>
<td>Ge &amp; Petr Eng</td>
<td>2004</td>
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<tr>
<td>Numbere, Daopu</td>
<td>Ge &amp; Petr Eng</td>
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<tr>
<td>O’Keefe, Matt</td>
<td>Met Eng</td>
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<td>Woodfin, John</td>
<td>Phil &amp; Liberal Arts</td>
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<td>Hubing, Nancy (Chair)</td>
<td>Basic Eng</td>
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<tr>
<td>Doty, Gene</td>
<td>English</td>
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<td>Seville, James (non/vote)</td>
<td>Student Affairs</td>
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<td>Draker, Andrew</td>
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<td>McBride, Nicole</td>
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<td>Wilkerson, Matt</td>
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<td>Rao, Asha</td>
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<td>Jain, Rikesh</td>
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### *D.6.u. STUDENT SCHOLASTIC APPEALS*

<table>
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<tr>
<td>Bogan, Jim</td>
<td>Phil &amp; LA</td>
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<tr>
<td>Grayson, Larry</td>
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<tr>
<td>Nystrom, Hal</td>
<td>Eng Management</td>
<td>A.C. Faculty</td>
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<td>Mullin, Mark</td>
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<td>A.C. Faculty</td>
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<td>Hall, Richard</td>
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<td>Hoffman, Stephen</td>
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<td>Massengale, Scott</td>
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<td>Roy, Arindam</td>
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### *D.6.v. TENURE*

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<th>Member</th>
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<tr>
<td>Wu, Cheng Hsiao</td>
<td>Electrical &amp; Computer Eng</td>
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<td>Reed, Jr. X.B.</td>
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<td>Cohen, Gerald</td>
<td>Philosophy &amp; Liberal Arts</td>
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<td>Sharpsteen, Don</td>
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<td>2003</td>
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<td>Numbere, Daopu</td>
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<td>Rahaman, Len</td>
<td>Ceramic Eng</td>
<td>2003</td>
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<td>Oglesby, David</td>
<td>Basic Eng</td>
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<td>Blum, Frank</td>
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<td>2003</td>
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<td>Tba</td>
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<td>2003</td>
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<td>Mueller, Gary</td>
<td>Nuclear Eng</td>
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<td>Worsley, Paul</td>
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<td>DuBois, Robert</td>
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<td>Ingram, W.T.</td>
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<td>Affiliation</td>
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<tr>
<td>Alofs, Darryl</td>
<td>Sauer, Jr., Harry</td>
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<td>Dagli, Chian</td>
<td>Myers, Don</td>
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<td>LaBoube, Roger</td>
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<td>McMillin, Bruce</td>
<td>Ercal, Fikret</td>
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<td>Isaac, Tseggai</td>
<td>Meagher, Michael</td>
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<td>Schlesinger, Mark</td>
<td>Newkirk, Joseph</td>
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<td>Vonalt, Larry</td>
<td>Doty, Gene</td>
<td>2003</td>
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**UNIVERSITY-WIDE TENURE**

- Davis, Robert (member) Dec. 2002
- Cohen, Jerry (alternate) Dec. 2002
- Davis, Robert (alternate) Dec. 2003
- Cohen, Jerry (member) Dec. 2003
- Miller, Ann (member) Dec. 2004
- Sharpsteen, Don (alternate) Dec. 2004

**D.6.w. TUITION AND RESIDENCE**

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<thead>
<tr>
<th>Name</th>
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<tr>
<td>Lamar, Andrew</td>
<td>Financial Services</td>
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<td>Stoll, Laura (Chair)</td>
<td>Registrar</td>
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<td>Hamilton, Dee</td>
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<td>Zepernick, Janet</td>
<td>Arts &amp; Sciences</td>
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<td>Ramsay, Chris</td>
<td>Mines &amp; Metallurgy</td>
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<td>Sitton, Oliver</td>
<td>Engineering</td>
<td>2003</td>
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</table>
UNIVERSITY-WIDE INTERCAMPUS FACULTY COUNCIL

The Intercampus Faculty Council provides the President with representative views and opinions of the several campus faculties on such problems as the president wishes to bring before it and serves as a medium for communications between the president and the faculties.

The Intercampus Faculty Council discusses issues of common concern to the University faculties and is available to perform those functions or duties which are deemed appropriate to an intercampus faculty body.

An Intercampus Faculty Council is empowered to coordinate the activities of the campus governing bodies where it appears appropriate to do so.

In accordance with Academic Council's approval on September 19, 1996, the Academic Council past President, President, and President-elect will serve as UM Intercampus Faculty Council representatives.

Leonard F. Koederitz
(A.C. President) School Mines & Metallurgy
Todd H. Hubing
(A.C. President-Elect) School of Engineering
Ralph W. Wilkerson
(past A.C. President) College of Arts & Sciences

AUTHORIZATION, CHARGES, AND DESCRIPTION OF UMR SPECIAL COMMITTEES

D.7.a.1 BUDGET REVIEW

The Budget Review Committee has been combined with the Budgetary Affairs Committee, following discussions between the officers of Academic Council and Chancellor Thomas.

D.7.a.2 CAMPUS FOR EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION ADVISORY COMMITTEE

The Campus For Equal Employment Opportunity/Affirmative Action Advisory Committee has been inactive the past few years according to Lawrence George, Assistant to the Chancellor for Affirmative Action. Therefore this committee has been dissolved.
D.7.a.3 CAMPUS PERFORMING ARTS SERIES

This committee will recommend to the Chancellor outstanding performances by individuals and groups for the purpose of enriching the educational experience of the students and to provide appropriate opportunities for enjoying the arts by the faculty and staff. The committee will also be responsible for seeing that the approved programs are implemented. The responsibility for the administration of the Campus Performing Arts Series is assigned to the Dean of the College of Arts and Sciences who will also serve as committee chair. Committee members will be appointed annually with the exception of the schools/college representatives who will have three-year terms.

Paula Lutz (Chair)  Dean, College of Arts & Sciences  2003
John Woodfin  Representative, Arts & Sciences, Theatre  2001-2004
Don Miller  Representative, Arts & Sciences, Music  2001-2004
Walter Eversman  Representative, Engineering,  2001-2004
Nick Tsoulfanidis  Representative, Mines & Metallurgy,  2001-2004
Maggie Morrison  Representative, University Advancement  2003
Rebecca Frisbee  Representative, Publications  2003
Barbara Griffin  House Manager, Leach Theater  2003
Paul Mitchell  Representative, Student Activities  2003
Peter DuBois  Representative, Student Union Board  2003
Jessica Vitello  Representative, Student Council  2003
Sue Arnold  Representative, Rolla Community,  2001-2004
Kittie Robertson  Representative, Rolla Community,  2001-2004
Lelia Thomas  Representative, Salem Community,  2001-2004
Elise Dewit  Representative, Waynesville Community  2002-2005
Paula Van Antwerp  Representative, Ft. Wood Community  2002-2005
Mary Lou Castleman  Representative, St. James Community  2002-2005
Barb Palmer  Staff to the Committee  2003

D.7.a.4 CAMPUS RECORDS AND ARCHIVES COMMITTEE

This committee is charged with the responsibility of determining what university records have administrative, legal, fiscal and historical value and should not be destroyed or disposed of by any university office or employee on his or her own initiative.

The responsibility for the administration of the Campus Records and Archives Committee is assigned by the Provost who will also serve as committee chair. Committee members will be appointed annually.

Andy Stewart  Director, Library and Learning Resources
Jinny Ryle  Staff Representative
Mark Stauter  Associate Director, Western Historical Manuscripts
Elizabeth Cummins  Faculty Representative
Larry Gragg  Archivist
Y. T. Shah (Chair)  Provost
D.7.a.5 CHANCELLOR'S COUNCIL

This council is authorized and established by the Chancellor as an information exchange body which will meet the first Tuesday of each month. The Chancellor, or his designated representative, will chair the Council. The Chancellor will prepare and distribute: (1) the agenda, with supporting documentation and position papers, prior to the meeting, and (2) minutes after the meeting. Members unable to attend a meeting may arrange for a substitute.

The Council consists of the Provost, vice chancellors, deans, department chairs, division directors, Academic Council president, Student Council president, and Staff Council chair. The members serve by title but are appointed annually by the Chancellor.

Chancellor Gary Thomas (Chair)
Y. T. Shah, Provost
Jay Goff, Dean, Enrollment Management
Robert W. Whites, Director, Student Financial Aid
David Dearth, Computing & Info Services
Andy Stewart, Library & Learning Resources
John W. Sheffield, Univ. Outreach & Ext.
Mike McKeen, Sponsored Programs
Laura Stoll, Registrar
Kathryn Sheppard, Sponsored Programs

Wendell R. Ogrosky, Vice Chancellor for Student and International Affairs
Jamie Archer, Career Opportunities
Debra Robinson, Assoc Vice Chancellor for Student Affairs
James Murphy, Residential Life & Student Support Programs
Mark Potrafka, Student Activities
Dwight Deardeuff, M.D., Student Health Services
Kim Haney, University Bookstore
Jerry Comstock, Chartwells Food Service
Jeanie Smallwood, International and Cultural Affairs
Mark Mullin, Athletics

James Seville, Assistant to the Vice Chancellor

Steve Malott, Vice Chancellor for Administrative Services
Randy Stoll, Business Services
Marvin Patton, Physical Facilities
Phyllis McCoy, Human Resource Services
Andrew Lamar, Accounting/Financial Services
William Bleckman, University Police
Vince Clapp, Printing and Mail Services
Steve Nelson, Environmental Health & Safety
Tba  Vice Chancellor for University Advancement  
Lindsay Bagnall, Alumni and Constituent Relations  
Jim Sigler, KUMR FM Radio Station  
Andrew Careaga, Public Relations  
Rebecca Frisbee, Publications  
Greg Harris, Development Officer  
Phil Campbell, Director of Development  

Paula M. Lutz,  Dean, College of Arts and Sciences  
Ralph Wilkerson, Associate Dean  
Dee Haemmerlie, Associate Dean  
Paul Hamacher, Aerospace Studies  
Randy Glaeser, Military Science  
Richard Miller, Philosophy & Liberal Arts  
Ekkehard Sinn, Chemistry  
Daniel St. Clair, Computer Science  
Greg Gelles, Economics  
Larry Vonalt, English  
Wayne Bledsoe, History/Political Science  
Ron Frank, Biological Sciences  
Leon Hall, Mathematics/Statistics  
Paul Parris, Physics  
Sarah Preston, Physical Education/Recreation  
Robert Montgomery, Psychology  
Virgil Flanigan, Center for Environmental Science & Technology  
Kate Drowne, Coordinator, Writing Across the Curriculum  
W. Lance Haynes, Oral Communications Center  
Doris M. Ridder, Regional Professional Development Center  

Robert Mitchell, Dean, School of Engineering  
Jerry Bayless, Associate Dean  
Mariesa Crow, Associate Dean  
D. Ronald Fannin, Basic Engineering  
Douglas K. Ludlow, Chemical Engineering  
William Schonberg, Civil Engineering  
Kelvin Erickson, Electrical & Computer Engineering  
Henry Wiebe, Engineering Management  
Chris Ramsay, Freshman Engineering  
Ashok Midha, Mechanical & Aerospace Engineering and Engineering Mechanics  
Victor Birman, Director, UMR Engineering Education Center, St. Louis  
Anthony Nanni, Director, Center for Infrastructure Eng Studies  
Vittal Rao, Intelligent Systems Center  
Floyd Harris, Minority & Women in Engineering & Science  

Arlan DeKock, Interim Dean, School of Management and Information Systems  
Ray Kluczny, Associate Dean  

Lee W. Saperstein, Dean, School of Mines and Metallurgy  
Nicholas Tsoulfanidis, Associate Dean  
Ron Kohser, Associate Dean  
Richard Brow, Ceramic Engineering  
Leonard Koederitz, Geological and Petroleum Engineering  
Jay Gregg, Geology and Geophysics  
Ron Kohser, Metallurgical Engineering  

16
Larry Grayson, Mining Engineering
Arvind S. Kumar, Nuclear Engineering
Akira T. Tokuhiro, Nuclear Reactor
Jeff Cawlfield, Head, Petroleum Engineering
James Stoffer, Materials Research Center
David Summers, Director, Rock Mechanics & Explosives Research Center

Leonard Koederitz, President, Academic Council
Don Madison, Chair, Graduate Faculty
Keith Ziegelman, President, Student Council
Prem Lobo, President, Council of Graduate Students
Carol Heddinghaus, Institutional Research and Budget Planning
Larry George, Assistant to the Chancellor for Affirmative Action/EEO
Linda Bramel, Chancellor’s Office
Zeigenbein, Brenda, President, Staff Council

D.7.a.6. COMMITTEE OF DEPARTMENT CHAIRS

This committee is authorized and established by the Chancellor to serve as a policy advisory committee to the Provost, other campus-wide administrative officers and groups, and appropriate faculty groups. It reviews policies and administrative practices, either on its own initiative or upon referral, and thereafter makes recommendations to appropriate individuals or groups. It has the authority to limit the extent of its consideration of matters referred to it.

The committee consists of the chair of the academic departments of the University of Missouri - Rolla. It has the delegated authority to establish its own internal organizational structure.

College of Arts and Sciences

Hamacher, Paul
Frank, Ron
Sinn, Ekkehard
St. Clair, Daniel
Gelles, Greg
Vonalt, Larry
Bledsoe, Wayne

Aerospace Studies
Biological Sciences
Chemistry
Computer Science
Economics
English
History

Mathematics and Statistics
Military Science (ROTC)
Philosophy & Liberal Arts
Physical Education and Recreation
Physics
Psychology

School of Engineering

Schonberg, William
Fannin, Ron
Ludlow, Douglas

Architectural Engineering
Basic Engineering
Chemical Engineering
D.7.a.7 COMMITTEE EFFECTIVE TEACHING AND FACULTY AWARDS

The Committee on Effective Teaching and Faculty Awards is authorized and established by the Chancellor. It has responsibility for developing methods for the student evaluation of teaching, for assuring the integrity of the evaluations, for recommending methods for improving teaching and for nominating faculty members for special teaching awards established at the University of Missouri-Rolla. The committee is expected to keep the faculty informed of its policies in consultation with the Academic Council. The committee's responsibilities include teaching in the formats of lecture, recitation and laboratory.

The members of this committee are appointed annually by the Provost, who shall designate one member to serve as chairman.
D.7.a.8. ENVIRONMENTAL MANAGEMENT ADVISORY COMMITTEE

The Environmental Management Advisory Committee is authorized and established by the Chancellor. The committee is responsible to oversee the implementation of the UMR environmental management system, to guide the implementation of new environmental programs on the campus, and to promote campus-wide awareness and participation in the continual improvement of the campus environment. The members of this committee are appointed annually by the Chancellor who shall designate one member to serve as chairman.

<table>
<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
<th>Alternate</th>
<th>Term Expires</th>
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</thead>
<tbody>
<tr>
<td>Harvest Collier</td>
<td>Associate Dean, College of Arts and Sciences</td>
<td>Director, UMR Institute for Environmental Excellence</td>
<td></td>
</tr>
<tr>
<td>David Dearth</td>
<td></td>
<td>Director, Computing Services</td>
<td></td>
</tr>
<tr>
<td>Mark W. Fitch</td>
<td></td>
<td>Assistant Professor, Civil Engineering</td>
<td></td>
</tr>
<tr>
<td>Amy Gillman</td>
<td></td>
<td>EMS Coordinator, Env Health &amp; Safety</td>
<td></td>
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<tr>
<td>Steve Nelson</td>
<td></td>
<td>Director, Environmental Health &amp; Safety</td>
<td></td>
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<tr>
<td>Marvin L. Patton</td>
<td></td>
<td>Director, Physical Facilities</td>
<td></td>
</tr>
<tr>
<td>Lee W. Saperstein</td>
<td></td>
<td>Dean, School of Mines and Metallurgy</td>
<td></td>
</tr>
<tr>
<td>Steve Mallott</td>
<td></td>
<td>Vice Chancellor, Administrative Services</td>
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</tbody>
</table>

D.7.a.9. COMMITTEE ON FACULTY CONDUCT

The duties, responsibilities, and authority of this committee are defined in the Report of the Committee on Faculty Responsibility, which was adopted by the Academic Council on June 16, 1988. The membership consists of one regular and one alternate member elected by and from each academic department to serve for two years. Chancellor will call first meeting to elect chairman.

<table>
<thead>
<tr>
<th>Member</th>
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<tbody>
<tr>
<td>Tba Flori, Ralph</td>
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<td>Porterfield, Marshall</td>
<td>Biological Sciences</td>
<td>Oglesby, David</td>
<td>2003</td>
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<td>Fahrenholtz, Bill</td>
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<td>Mormile, Melanie</td>
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<td>Wang, Jee-Ching</td>
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<td>Chemistry</td>
<td>Book, Neil</td>
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<td>Chen, Genda</td>
<td>Civil Eng</td>
<td>Reddy, Prakash</td>
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<td>Adams, Craig</td>
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<td>Elec &amp; Cmp Eng</td>
<td>DuBroff, Richard</td>
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<td>English</td>
<td>Doty, Gene</td>
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<td>2003</td>
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<td>Maerz, Norbert</td>
<td>Ge &amp; Pe Eng</td>
<td>Dunn-Norman, Shari</td>
<td>2003</td>
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This committee is authorized and established by the Chancellor. It is responsible for evaluating various requests for space, and for recommending to the Chancellor all changes in assignments of classrooms, offices, laboratories and research facilities. This committee also shares responsibility for establishing campus rules and regulations regarding use of facilities in keeping with the University of Missouri’s Collected Rules and Regulations (Section 110.010, Use of Facilities and Equipment) and with the University Center Committee.

The committee is also charged with the responsibility of initiating studies designed to further improve the utilization of on-campus facilities. The members of this committee are appointed annually by the Chancellor who shall designate one member to serve as chairman.

Shah, Y. T.  Provost
Ogrosky, Wendell  Vice Chancellor, Student and International Affairs
Malott, Steve (Chair)  Vice Chancellor, Administrative Services
Tba  Chair, Facilities Planning Committee
Stoll, Laura  Registrar
Ruth, Ted  Asst Director, Physical Facilities-Eng Construction
Huebner, Wayne  Interim Vice Provost for Research

**D.7.a.11.PROMOTION AND TENURE REVIEW COMMITTEE**

The campus review committee is established in accordance with the campus "Procedures for Promotion and/or Tenure Recommendations." The committee shall consist of seven faculty two elected from and by each school/college and the chairperson of the faculty Personnel Committee. Elected faculty will serve for a two-year period. Their terms are to be staggered so that each school/college elects one member each year. The Provost will serve as the administrative liaison to the committee.

The Provost will convene the initial meeting of the campus committee to review the committee charge and conduct the election of a chairperson. The committee will establish procedures for reviewing recommendations brought to it by the Provost.

The Provost will submit his recommendations as well as those of the committee to the Chancellor. The Chancellor will then forward his recommendations to the President for a final decision.
D.7.a.12. RADIATION SAFETY COMMITTEE

This committee is authorized and established by the Chancellor pursuant to federal and state regulations. It is responsible for advising on the regulations and procedures to be followed in securing, handling, and storing of radioactive materials in accordance with appropriate governmental regulations and safety practices.

The members of this committee are appointed annually by the Vice Chancellor for Administrative Services who shall designate one member to serve as chairman.

Mark Fitch (Chair)  Civil Engineering
Ray Bono (non-voting)  Environmental Health
William Bonzer  Nuclear Reactor
Roger Brown  Biological Sciences
Robert DuBois  Physics
Heather Gepford  Nuclear Engineering
Ekkehard Sinn  Chemistry
Randy Stoll  Business Services
Akira Tokuhiro  Nuclear Engineering
Nick Tsoulfanidis  Nuclear Engineering

D.7.a.13. RECRUITING COMMITTEE

This committee is authorized and established by the Chancellor to: (1) recommend specific steps which should be taken to increase the recruitment of students to UM-Rolla; (2) to approve the recruitment plan developed by the Admissions Office; and (3) to assist in implementing the plan, with timely reports to the Chancellor's Council.

The committee is responsible for its internal organization, i.e. (1) its own rules or procedures; (2) appointment of subcommittees; and (3) estimated costs, subject to Chancellor's approval prior to commitment.

Jay Goff  Dean, Enrollment Management
Ron Fannin  Director, Freshman Engineering
Jeff Cawlfield  Rep., School of Mines and Metallurgy
Harvest Collier  Rep., College of Arts and Sciences
Jerry Bayless  Rep., School of Engineering
Laura Stoll  Registrar
Larry George  Assist. to Chancellor Affirmative Action Officer/EEO
Lynn Stichnote  Director, Admissions
Rebecca Frisbee  Director, Publications
Meg Brady  Asst. Director, Client Services
Bob Whites  Director, Student Financial Aid
D.7.a.14. REMMERS SPECIAL LECTURE/ARTIST COMMITTEE

This committee will make recommendations to the Chancellor concerning artists for the Remmers Lecture/Artist Series. The committee will also be responsible for seeing that the approved programs are implemented.

The responsibility for the administration of the Remmers Committee is assigned to the Dean of the College of Arts and Sciences. The Dean will serve as committee chair and as the fiscal and operational designee.

Gary Thomas (Chair)  Chancellor  2003
Miriam Remmers  Community Representative  2003
Jack Ridley  Arts & Sciences  2003
Walter Eversman  Engineering  2003
Francesca Oboh-Ikunobe  Mines & Metallurgy  2003
Sandra Ogrosky  University Advancement  2003
Linda Bramel  Office of the Chancellor  2003
R. J. Agee  Student Representative  2003

D.7.a.15. RESEARCH POLICY COMMITTEE

This committee is authorized and established by the Chancellor following a recommendation of the Academic Council further implementing recommendations by the Graduate Council representing the Graduate Faculty to: (1) evaluate and propose general policies relative to the scope of the UMR research activities; (2) recommend procedures for promoting research; and (3) assume responsibilities for collection, evaluation, and dissemination of information relative to the improvement of and use of UMR's research capabilities. The committee is organized as one of the five standing committees of the Graduate Faculty.

The committee will be chaired by the Vice Provost for Research and membership includes four members chosen by the Graduate Council, three members from the directors of the research centers appointed by the Vice Provost, and a representative from the Council of Graduate Students.

Graduate Council
Acar, Levent
Forciniti, Daniel
McMillin, Bruce
Porterfield, D. Marshall

Research Centers
Shah, Y. T.  Provost
Huebner, Wayne  Interim Vice Provost for Research
D.7.a.16. RETENTION COMMITTEE

This committee is authorized and established by the Chancellor to: (1) make a thorough study of attrition on the UM-Rolla campus; (2) recommend specific steps which should be taken to increase the retention of UM-Rolla students; and (3) implement approved specific steps which will enhance the retention of students, under the guidance of and with timely reports to the Chancellor’s Council.

The committee is responsible for its internal organization, i.e. (1) its own rules or procedure; (2) appointment of subcommittees; and (3) estimated costs, subject to Chancellor's approval prior to commitment.

Jay Goff  Dean, Enrollment Management
Ralph Wilkerson  Associate Dean, Arts & Sciences
Mark Potrafka  Director, Student Activities
Sandra Ogrosky  Interim Co-Director, University Advancement
Shari Dunn-Norman  Mines & Metallurgy
Fathi Finaish  Engineering
Bob Laudon  Mines & Metallurgy
Jeff Cawlfield  Mines & Metallurgy
Rod Lentz  Engineering
Kent Peaslee  Mines & Metallurgy
Bob Whites  Director, Student Financial Aid
Emily Petersen  Institutional Research
Tammy Pratt  Coordinator, Academic Enhancement Services
Jenny Bayless  Assistant Director, Admissions
Laura Stoll  Registrar
Kelvin Erickson  Interim Chair, EI & Cp Eng
Mark Mullin  Director of Athletics
James Seville  Assistant to Vice Chancellor for Student Affairs
Kate Drowne  Coordinator, Writing Across the Curriculum
Harvest Collier  Interim Vice Provost of Undergraduate Studies
tba  Student Representative
tba  Student Representative
tba  Student Representative

Staff to Committee:

Martina Hahn  Director of Special Projects
Carol Heddinghaus  Director of Institutional Research
Bob Montgomery  Professor of Psychology

*A description of the make-up and duties of each of the following committees can be found in Section
300.030, pages 13-24, of the Board of Curators’ Collected Rules and Regulations manual, available in the UMR Library or any academic dean’s office. They are also contained in the Faculty By-Laws on the World Wide Web accessible through www.system.missouri.edu/uminfo/rules/bylaws/300030.htm.
FACULTY BYLAWS OF THE UNIVERSITY OF MISSOURI-ROLLA

Bd. Min. 6-25-71, p. 35,936; Amended Bd. Min. 10-12-73, p. 36,845; Bd. Min. 10-31-75, p. 37,462; Bd. Min. 11-13-81, 5-7-82 & 6-22-84; Bd. Min. 6-13-86; Bd. Min. 6-24-88; Bd. Min. 6-23-89; Bd. Min. 10-13-89; Bd. Min. 8-3-90, 7-30-92; Amended Bd. Min. 3-20-97.

300.030 FACULTY BYLAWS OF THE UNIVERSITY OF MISSOURI-ROLLA

A. PREAMBLE -- The faculty of the University of Missouri-Rolla in order to facilitate communications and to provide for effective academic governance, for participation in decision making, and for shared responsibility in academic affairs, do establish and subscribe to these Bylaws.

B. EXECUTIVE AUTHORITY

1. University -- The President of the University of Missouri is its chief executive officer and academic officer.

2. Campus -- The Chancellor of the University of Missouri-Rolla is the chief executive and academic officer of the campus.

C. GENERAL FACULTY

1. Membership -- The General Faculty of the University of Missouri-Rolla consists of all full-time staff members holding the rank of instructor or above, the President, the Chancellor, the Provost, the Deans, the Registrar, the Director of Admissions, the Librarian, and any other person who may be elected by a two-thirds majority vote of the General Faculty.

2. Duties, Powers, Responsibilities & Privileges -- The primary functions of the faculty are education, research and service. The responsibilities and functions of the faculty are those derived from its authority to organize as granted to it by the Board of Curators. It shall have such other authority as delegated to it by the President and/or the Chancellor. The General Faculty is responsible for academic programs concerning the Campus or those involving more than one School, College, or Division, and for matters affecting the welfare of the institution, including but not limited to: academic standards and courses of instruction; and general standards to be met by educational, research, and service programs. The faculty may also make recommendations to the Chancellor on: institutional facilities, personnel and resources, professional standards, employment qualifications, tenure, promotion, salary, retirement, and other factors affecting faculty morale and welfare; and student affairs including health, welfare, conduct and morale of the students.

3. Faculty Rights and Responsibilities

a. Academic Rights -- Each faculty member has the right to freedom of inquiry, discourse, teaching, research and publication, as well as the responsibilities correlative with this right (as prescribed by the Board’s Rules and Regulations).
b. **Civil Rights** -- Faculty members are not required to relinquish any of their constitutional rights (as prescribed by the Board’s Rules and Regulations).

c. **Employment Rights** -- Faculty members shall have rights consistent with their continuous appointment or term appointment (during the term), except for cause, retirement or financial exigencies (as stated in the Board’s Rules and Regulations).

d. **Notification of Appointment** -- Faculty members shall be notified of their appointments promptly (as stated in the Board’s Rules and Regulations).

e. **Right to be Kept Informed** -- The faculty shall be kept informed of actions and activities of committees and executive officers, and of other occurrences that pertain to the University of Missouri-Rolla. Where possible such information shall be made available to the Faculty before being made available to the general public.

4. **Officers of the General Faculty** -- The officers of the General Faculty shall consist of the President of the University, the Chancellor, the President of the Academic Council, a Secretary, and a Parliamentarian.

   a. **Chancellor** -- The Chancellor of the University of Missouri-Rolla is the presiding officer of the General Faculty. The Chancellor presides at meetings of the General Faculty but may extend this right to the President of the University when present.

   b. **President** -- The President of the Academic Council presides at meetings of the General Faculty in the absence of or at the discretion of the Chancellor.

   c. **Secretary** -- The Secretary is appointed by the Chancellor and need not be a member of the General Faculty. The Secretary keeps minutes of the proceedings of the General Faculty meetings. The Secretary is required to distribute an agenda prior to each meeting, and the minutes after each meeting, to all members of the General Faculty.

   d. **Parliamentarian** -- The Parliamentarian is appointed by the Chancellor and must be a member of the General Faculty.

5. **Meetings** -- All meetings are called by the Chancellor. A quorum shall consist of twenty (20) percent of the members when business described in the published agenda is being considered and fifty (50) percent when other items of business are being considered.

   a. **Regular Meetings** -- There shall be at least three (3) regular meetings of the General Faculty each academic year.

   b. **Special Meetings**

      (1) Special meetings are called upon the request of the President of the University; of the Chancellor; of the Academic Council; and by written petition of five (5) percent of the members of the General Faculty or ten (10) percent of the faculty members of any school or college.
(2) All Special Meetings shall be called within ten (10) school days after the request is presented to the Chancellor.

(3) Only topics designated in the call for a Special Meeting may be discussed or acted upon at said meeting.

c. **Notice of Meetings** -- Notice of all meetings of the General Faculty shall be sent to each member of the General Faculty at least five (5) school days prior to the meeting. Such notice includes the agenda for the meeting.

d. **Restriction on Voting at Regular Meetings** -- In general, business coming before the General Faculty for action at a regular meeting shall be placed on the agenda before coming to a vote. Any other matters may be placed before the General Faculty and acted upon at a regular meeting without being placed on the agenda, unless five (5) members of the General Faculty request a delay. If such a request for delay is presented, the presiding officer delays the vote until the next regular meeting of the General Faculty at which time the matter will automatically be placed on the agenda, unless the matter has been acted upon at a special meeting before the next regular meeting is held.

e. **Minutes of Meetings** -- Minutes of all General Faculty meetings will be distributed by the Secretary to all members of the General Faculty within ten (10) school days after the meeting.

f. **Rules of Order** -- Meetings of the General Faculty are conducted in accordance with Robert's Rules of Order.

D. **FACULTY ORGANIZATIONS** -- The faculty is organized into departments, schools, colleges, the Graduate Faculty Academic Council and Standing Committees.

1. **Departments**

   a. **Organization and Membership**

   (1) Departments are the functional units of the campus. The program of a department is conducted by its faculty through the chairman, who has general responsibility over the department. The chairman shall act as the administrative representative of the department in its official relations with the University.

   (2) Members of the department are all those members of the faculty who hold the rank of Instructor or above in the department, and such other persons as teach in or do research in the department and are accepted by a majority vote of the department members.

   (3) When the position of department chair is vacated, a search and screen committee consisting of only individuals elected by the department tenured/tenure track faculty will search for and screen applicants (in accordance with UMR EEO/AA procedures), will select candidates to be interviewed, and will interview them with the assistance of other faculty, administrators, staff, and students. Up to five candidates will then be selected by a majority vote of the department tenured/tenure track faculty, and
the names of the selected candidates will be forwarded to the dean. The dean then shall select one of the nominated candidates to be the new department chair, or return the search to the committee with an explanation of why the candidates are unacceptable or unavailable. The committee will operate until a new department chair is selected.

b. **Operation and Meetings**

(1) Department meetings are held throughout the academic year and are conducted according to democratic procedures. All matters concerning the department are open to discussion.

(2) When a department position is to be filled, knowledge of the qualifications of the applicants is to be made available to the department members. Their opinions on the choice of candidates shall be sought by the chairperson before final recommendations for appointment are submitted.

c. **Responsibility and Authority** -- Faculty members direct and perform the work of instruction, coordinate and conduct research within the department, and provide service within the University, to the academic community, and to the public. They are also concerned about the internal administration of the department and should be kept fully informed consistent with 20.110 of the Collected Rules and Regulations about all matters related to the department except any matter that is explicitly protected by written university policy, or confidentiality or privacy laws preventing disclosure. Proposals for changes in curriculum or courses may be initiated by the department.

2. **Schools and Colleges**

a. **Membership and Organization**

(1) The faculty of schools and colleges consists of all Professors, Associate Professors, Assistant Professors, and Instructors in the departments that belong to the school or college, non-teaching officers of research or extension who hold the rank or rank equivalent to Instructor or higher, and the Dean, Associate Deans, and Assistant Deans. The Provost, Vice Provosts, and the Chancellor also serve as ex officio members.

(2) The chief executive and administrative officer of each school or college is the Dean. When the position is vacated the Dean shall be nominated by the Chancellor after formal consultation with a committee elected from and by the school or college faculty. The Dean is responsible to the Chancellor for the administration of educational and research policy. The Dean is responsible for the internal structuring of the school or college faculty, including an agenda committee and other appropriate committees.

b. **Meetings**

(1) Each school or college faculty will meet at least once a semester at the call of the Dean. A quorum shall consist of twenty (20) percent of the members when business
described in the published agenda is being considered and fifty percent when other items of business are being considered. Notice of the business to be conducted at each meeting shall be given in the call for the meeting. Written notice thereof shall be mailed to all members of the school or college faculty at least one week in advance of the meeting. The Dean is the presiding officer.

(2) Special Meetings -- Special meetings are called upon request of the Dean of the school or college; and by written petition of ten (10) percent of the membership. All special meetings shall be called within ten (10) school days after the request has been made.

c. Responsibility and Authority -- Each school or college faculty, acting in accordance with the Rules and Regulations established by the Board of Curators and Campus Policy, shall have delegated directly to it by the General Faculty jurisdiction over matters primarily of interest only to that school or college, including but not limited to: distribution of units of entrance requirements; the curricula of the departments; action concerning petitions for changes in prescribed courses of study, presented by the individual students enrolled in the school or college; decisions concerning the scholastic standing of students enrolled in the school or college; recommendations to the General Faculty concerning the granting of degrees to students enrolled in the school or college; and primary responsibility for maintaining and improving the academic excellence of all departments within the school or college.

3. Graduate Faculty

a. Membership -- The membership of the Graduate Faculty shall consist of the following: The President of the University of Missouri, the Chancellor, Provost, all Deans that have administrative responsibility related to graduate programs, chairmen of departments authorized to offer graduate degree programs, and other members of the instructional and research faculty with rank of or rank equivalent to Assistant Professor or higher, who are accepted under the rules of the Graduate Faculty to assume the responsibilities and authorities delegated to it.

b. Meetings -- Regular meetings of the Graduate Faculty shall be held, upon the call of the Provost, at least once each semester. The call for meetings shall be mailed to all members of the Graduate Faculty at least one week in advance of the meetings. A quorum shall consist of those members in attendance when considering items included in an agenda sent to members at least one week in advance of the meeting. No business shall be conducted on other items without a quorum consisting of fifty (50) percent of the members of the Graduate Faculty. The Provost is the presiding officer. Minutes of Graduate Faculty meetings shall be distributed to all members of the General Faculty within ten days.

c. Special Meetings -- Special meetings are called upon the request of the Provost and by written petition of five (5) percent of the membership of the Graduate Faculty. All special meetings shall be called within ten (10) school days after the request has been made.
d. **Responsibility and Authority** -- The Graduate Faculty, acting in accordance with the Rules and Regulations of the Board of Curators and Campus Policy legislated by the General Faculty, is responsible for the establishment of the policies, rules, and regulations governing all graduate studies on the campus. Specific functions of the Graduate Faculty are:

1. To exercise responsibility for research and for creative or scholarly work on the graduate level and to make recommendations to the Chancellor and the General Faculty concerning the fostering of these activities.

2. To have special regard for campus problems involving graduate students, to make regulations concerning eligibility and requirements for graduate degrees and to consider and to act on recommended curricula and course offerings within the graduate programs.

3. To recommend to the Chancellor, for presentation for approval to the General Faculty, names of acceptable candidates for graduate degrees.

4. To administer graduate fellowships, scholarships, and similar awards.

4. **Academic Council**

a. **Authority and Responsibility** -- The Academic Council is the legislative and policy-making body of the General Faculty. It carries out the functions and responsibilities assigned to it by the General Faculty and shall consider all matters referred to and by the Board of Curators, the President of the University, the Chancellor, and individual faculty members. The Academic Council, acting in accordance with the Rules and Regulations of the Board of Curators and the General Faculty, formulates, recommends and assists in the implementation of policies concerning the educational and research operations of the campus and other matters affecting the welfare of the campus, the faculty and the students.

b. **Membership and Voting Rights**

1. Members of the Academic Council are elected in August, and serve from September 1 until the end of their term.

2. Faculty representatives are elected from and by each department as follows: Each department elects one representative for the first ten (10) or fraction thereof, full-time faculty members in that department, and an additional representative for each additional ten (10) full-time faculty members in that department, rounded off to the nearest ten (10) faculty members, with five (5) being rounded upward.

3. Ex officio voting members of the Academic Council consist of the Chancellor, Provost, Vice Chancellor for Student Affairs and Academic Deans. Ex officio non-voting members may be appointed by the Chancellor.

4. Student representatives are selected as follows: The Student Council will select one representative for each one thousand (1,000) full-time undergraduate students
or fraction thereof, with all privileges except voting. The Council of Graduate Students will also select one representative for each one thousand (1,000) graduate students or fractions thereof, with all privileges except voting.

(5) All members of the General Faculty are eligible to vote for, to be elected to, and to serve on the Academic Council.

(6) All full-time students in good standing are eligible to be selected to and to serve on the Academic Council.

(7) Terms of Office

(a) Departmental representatives serve two year terms. Any departmental representative unable to serve during a given semester will be replaced by special election in the department. The replacement either finishes the term or serves the semester in question, at the discretion of the department.

(b) Student members are selected to a one-year term.

c. Officers of the Academic Council -- The officers of the Academic Council consist of a Past President, President, President-Elect, Secretary and Parliamentarian. The new officers, with the exception of the Past President are elected annually from the membership of the Council by its voting members. The election is held during the meeting in which the new members are seated. The Past President presides at the meeting for electing new officers.

(1) The President presides at the meetings of the Academic Council. The President is the official spokesman of the Council and maintains open communications with the faculty, administration and students. The President is responsible for supervising all authority delegated by the Council and execution of decisions made by the Council.

(2) The President-Elect serves in the capacity of the President during the latter's absence, or upon the President's request. The President-Elect is also an assistant to the President.

(3) The Secretary is responsible for all records, minutes, resolutions, and correspondence of the Academic Council. The Secretary supervises the publications of the agenda and the minutes of the meetings. The minutes shall be distributed by the Secretary of the Academic Council to all members of the General Faculty within ten (10) days after the meeting.

(4) The Parliamentarian makes recommendations on questions of parliamentary procedure for the Academic Council.

d. Meetings and Rules of Order

(1) The Academic Council meets on a Thursday (determined by the Council) at 1:30 p.m., at least three times each semester and once during the summer term. Council
members shall be relieved from other time-conflicting duties, and this time is considered to be a part of their full-time effort.

(2) Agenda of the Academic Council meetings are distributed to all faculty members no later than one week in advance of the meetings.

(3) Meetings of the Academic Council are conducted in accordance with Robert's Rules of Order. Should a conflict arise among Robert's Rules of Order, the Bylaws of the General Faculty, and the Procedural and general Resolutions for the Academic Council, the order of precedence shall be first the Bylaws, second the Procedural and general Resolutions, and then Robert's Rules of Order.

(4) Any member of the General Faculty has the right to attend meetings of the Academic Council but is not entitled to vote.

(5) Two-thirds of the voting membership of the Academic Council constitutes a quorum.

(6) The effective date of all actions is thirty (30) days after the action has been communicated to the faculty, unless four-fifths of the Academic Council members approve a motion that an action become effective immediately or unless action to veto or amend is initiated by the General Faculty within the thirty day period. No action taken by the Academic Council shall be implemented prior to its certification at a meeting of the General Faculty if a petition to veto or to amend such action is submitted to the Chancellor by more than ten percent of the members of the General Faculty.

(7) **Special Meetings** -- Special Meetings are called upon the request of the President of the University; of the Chancellor; of the President of the Academic Council; and, by written petition of five (5) percent of the members of the Academic Council.

   (a) All special meetings shall be called within ten (10) school days after the request is presented to the President of the Academic Council.

   (b) Only topics designated in the call for a special meeting may be discussed or acted upon at said meeting.

e. **Delegation of Authority**

(1) Since the authority of the Academic Council is delegated to it by the General Faculty, it is subject to over-rule by the General Faculty.

(2) All authority delegated by the Academic Council to committees or individuals is subject to revocation by the Academic Council.

(3) Standing Committees of the General Faculty shall report to the Academic Council at regular meetings upon one week's notification by the President or President-Elect of the Council.
5. **Standing Committees:**

   a. Standing Committees report to and through the Academic Council unless otherwise provided. These committees formulate and recommend actions and policies in the assigned area of each. Authority to act is limited to the specific functions for which this power is delegated in the following sections of these Bylaws or the functions prescribed by the Board of Curators in their Rules and Regulations.

   b. When deemed appropriate by the Chancellor, by the General Faculty, or by the Academic Council reports of Standing Committees shall be distributed to all members of the General Faculty. Each Standing Committee prepares an annual report to be made available to all faculty members.

   c. A faculty member serves on no more than two Standing Committees at the same time. All full-time students in good standing are eligible to serve on committees.

   d. Whenever possible, Standing Committees shall organize prior to September 1 and be responsible for their duties from September 1 through August 31 of the following year.

   e. The Chancellor may appoint one non-voting member to any Standing Committee, for a one-year term.

6. **Faculty Standing Committees**

   a. **Academic Assessment Committee**

      (1) This committee is responsible for reviewing and recommending to the Academic Council policies related to assessment of educational outcomes. It will serve as the Funding for Results Committee.

      (2) The committee consists of eleven members; two faculty members elected from and by each school, two students selected by the Student Council, the Provost or designated representative, one member appointed by the Chancellor, and the President-Elect of the Academic Council. The elected faculty members serve a two-year term with one half elected each year.

   b. **Academic Freedom Committee**

      (1) This committee is concerned with the academic freedom of faculty. The committee shall upon request conduct hearings on cases of alleged violations of academic freedom.

      (2) The committee consists of one faculty member elected from and by each school or college, and four elected from and by the General Faculty. Members serve a two-year term with approximately one half elected each year.

   c. **Admissions and Academic Standards Committee**
(1) This committee promotes academic excellence. It recommends and reviews policies concerning requirements for admission, graduation, and academic standards.

(2) The committee consists of three faculty members elected from and by the Academic Council, one elected from and by each school or college, and one administrative member appointed by the Chancellor. Elected members serve a two-year term with approximately one half elected each year.

d. **Athletic Committee**

(1) This committee is concerned with overall intercollegiate activities, including the granting of athletic awards and approval of intercollegiate athletic schedules.

(2) The committee consists of six faculty members of professorial rank, three full-time students, one of whom shall be a member of the Student Affairs committee, and two alumni members. Ex officio non-voting members may be appointed by the Chancellor. The faculty and student members shall be selected in the manner specified by the Chancellor, and the alumni members shall be appointed by the Chancellor from recommendations of the Alumni Association.

e. **Budgetary Affairs Committee**

(1) This committee makes recommendations to the Academic Council and the Chancellor on matters concerning budgetary affairs. It studies the University budget, keeps informed of its preparation and status, and consults with and advises the Chancellor on all matters pertaining to budgetary affairs.

(2) The committee consists of two faculty members elected from and by the Academic Council, two elected from and by each school and college, two from and by the Graduate Faculty, one student chosen by the Student Council, and one administrative member appointed by the Chancellor. Elected members serve for two-year term, one half elected each year.

f. **Campus Safety Committee**

(1) The principal responsibility of this committee is to advise the Vice Chancellor for Administrative Services and Academic Council on matters pertaining to the Safety Program on Campus.

(2) The membership of the committee shall be determined by the Chancellor and shall include two faculty members from each School/College; two students, at least one of whom is an undergraduate student; two members of the staff; and a representative from Occupational Health and Safety Services. The Chairperson shall be appointed by the Chancellor; the Occupational Health and Safety Services representative serves as Secretary.

g. **Computer Policy Committee**
(1) This committee advises the Provost and assists the Director of the Computer Center in the formulation and implementation of policies regarding computer activities on campus. These policies include advising on the procurement of equipment and use of computer facilities on campus.

(2) The committee consists of one member elected from each academic department desiring representation, two students selected by the Student Council, and one graduate student selected by the Council of Graduate Students. The Provost, the Vice Chancellor for Administrative Services and the Director of the Computer Center serve as ex officio members. Faculty members serve for a three-year term with approximately one third of the membership elected each year. Subcommittees may be formed by the committee to assist in timely decision making.

h. Curricula Committee

(1) This committee acts as advisor and coordinator in regard to curricula proposals and all course offerings. Proposals for curricula and course changes shall be submitted to the Curricula Committee via the Dean of the School or College. The Dean's recommendations shall be submitted with the proposal. Within two weeks after receipt of the proposal, the Curricula Committee shall distribute copies to all departments. Counter proposals submitted to the committee by the school or college representative of the concerned department should be considered when the original proposals are discussed. The decision of the committee shall be forwarded to the Academic Council.

(2) The committee consists of one faculty member elected from and by the Academic Council, one elected from and by each school and college, one member elected by the Curricula Committee of the Graduate Council, and one administrative member appointed by the Chancellor. Elected members serve a two-year term with approximately one half elected each year.

i. Facilities Planning Committee

(1) This committee studies and makes recommendations to the Academic Council and the Chancellor concerning policies and priorities for physical facilities, including buildings, equipment, and land acquisition and use.

(2) The committee shall consist of three faculty members elected from and by the Academic Council; one elected from and by each school and college; one administrative member appointed by the Chancellor; two students selected by the Student Council, and one graduate student selected by the Council of Graduate Students. Faculty members shall serve for a two-year term with approximately one half selected each year.

j. Grievance Hearing Panel

(1) This panel is concerned with the fair and equitable resolutions of faculty grievances with the University. It functions according to the principles stated in the Faculty Grievance Procedures adopted by the University of Missouri Board of
Curators. It may also make recommendations for policy changes through the Academic Council to the Board of Curators.

(2) This panel consists of thirty faculty members, fifteen selected by the Academic Council and fifteen appointed by the Chancellor. Members will serve a three-year term. One third of the panel will be chosen by the Academic Council and the Chancellor each year.

k. Honorary Degrees Committee

(1) This committee reviews recommendations from the faculty for Honorary Degrees and submits its selection to the Board of Curators after a three-fourths vote of approval of the General Faculty. These recommendations with supporting information must be submitted to the committee chairman. Only these persons thus recommended shall be considered by the committee. All recommendations shall be held in strict confidence, and public announcements will be made only by the Board of Curators or its representatives.

(2) The committee consists of the Provost as Chair and one member elected from and by each school and college. Elected committee members serve one-year terms.

l. Library and Learning Resources Committee

(1) This committee makes recommendations to the Academic Council and appropriate administrative officials with respect to the administration of the Library and Learning Resources facilities and on rules governing use by students, faculty, and others. It shall consider all problems concerning the operation of the Library and its facilities.

(2) The committee consists of two members elected from and by each school or college with each faculty member serving a two-year term with approximately one half to be elected each year; one graduate student selected by the Council of Graduate Students and one undergraduate student to be selected by the Student Council and the Director of Library and Learning Resources.

m. Parking, Security and Traffic Committee

(1) The committee makes recommendations to the Academic Council on policy pertaining to parking, security, and traffic. It functions according to the principles stated in the Board of Curators' description of the UMR Traffic Regulations. It oversees application of rules and regulations concerning parking and traffic.

(2) The committee shall be composed of three faculty members elected from each school or college for a two-year term with one half being elected each year, two undergraduate students selected by the Student Council, one graduate student selected by the Council of Graduate Students, one member selected by Staff Council, and the Director of the Physical Plant. Student terms shall be for one year. The Director of the University Police shall be a member ex officio. Two additional
committee members may be appointed by the Chancellor. The Chancellor shall designate one of the committee members as chairperson.

n. Personnel Committee

(1) This committee recommends to the Academic Council general policies on the conditions of appointment, employment and retirement of faculty and administrative officers.

(2) The committee consists of two faculty members elected from and by the Academic Council, one member elected from and by each school or college, one member elected from and by the Graduate Faculty, one member selected by the Staff Council, and one administrative member appointed by the Chancellor. Elected members serve a two-year term with approximately one half elected each year.

o. Public Occasions Committee

(1) This committee makes general plans for University-sponsored assemblies, programs and public occasions such as University Day, Parents Day, Homecoming, and Commencement. It recommends policy for faculty and student programs, guest speakers and ad hoc events. The committee may appoint special subcommittees and delegate its responsibilities in order to assure appropriate preparation and execution of these activities. It also supervises a calendar of events for the campus.

(2) The committee consists of six members elected from and by the General Faculty, one administrator appointed by the Chancellor, three students selected by the Student Council, and one student selected by the Council of Graduate Students. Faculty members shall serve for a two-year term with one half elected each year.

p. Publications Committee

(1) This committee is to recommend policy for external publications bearing the UMR imprimatur. This includes but is not limited to assuring the quality of material published.

(2) The committee consists of six faculty members elected from and by the General Faculty and an administrator appointed by the Chancellor. Faculty committee members serve a two-year term, one half elected each year.

q. Rules, Procedures and Agenda Committee

(1) This committee oversees the application of these Bylaws and any Rules and Regulations of bodies established by them. It may investigate and make recommendations on procedure to the Academic Council. It may also prepare drafts for amending the Bylaws.

(2) The committee is responsible for the conduct and supervision of Academic Council and General Faculty elections. It shall receive nominations from the faculty
for elections, adding, but not deleting, names as necessary to provide candidates for all offices and committees and shall obtain the consent of all nominees.

(3) It is the responsibility of this committee to prepare the agenda for Academic Council meetings and to assist the Vice Chairman of the General Faculty in the preparation of the agenda for General Faculty meetings.

(4) The committee consists of one faculty member from each school or college, elected from and by the Academic Council; two from and by the General Faculty; the Past President, the President, President-Elect, Secretary, and Parliamentarian of the Academic Council; one graduate student selected by the Council of Graduate Students; and one student selected by the Student Council. Elected faculty members serve a two-year term with approximately one-half elected each year.

(5) The Past President chairs this committee.

r. Student Affairs Committee

(1) This committee makes recommendations to the Academic Council regarding relationships between students and UMR, including, but not limited to, the following: student-teacher relationships; student-administration relationships; scheduling of classes and examinations; budgeting and distribution of funds paid by students for student activities; rules and regulations pertaining to student housing, health and services for students, University counseling services, departmental advisement practices; rules and regulations pertaining to student organizations, including recognition and discipline of student organizations; operations of the University Center; student publications; and civil rights of all students. The committee may appoint subcommittees and delegate its responsibility to them. Members of such subcommittees need not be members of the Academic Council or the Student Affairs Committee.

(2) The committee consists of ten members; three elected from the Academic Council, one of whom shall be a student; five students selected by the Student Council; one student selected by the Council of Graduate Students; and one non-voting administrative member appointed by the Chancellor. Faculty members serve a two-year term with one to be elected each year.

s. Student Awards and Financial Aids Committee

(1) This committee recommends policies regarding the administration of student awards and financial aids, including loans and scholarships, consistent with specifications of the respective donors and grantors. It shall be the duty of the committee to consider and rule on appeals that may be submitted by students regarding awards and financial aids.

(2) The committee consists of three faculty members elected from and by the Academic Council, two faculty elected from and by the General Faculty, two undergraduates selected by the Student Council, one graduate student selected by the Council of Graduate Students, the Provost, the Director of Student Financial Aid,
and such other appointees as the Chancellor names. All members have voice and vote when considering new or revised policy. When considering student appeals, only the elected faculty members, the Provost and the Director of Student Financial Aid have voice and vote. At the request of the appealing student, the undergraduate members--for an undergraduate-- or graduate student member--for graduate students--may participate with voice and vote. Faculty are elected for two-year terms, students are selected annually.

t. Student Conduct Committee

(1) This committee rules on questions of interpretation of the "University of Missouri Rules of Procedure in Student Disciplinary Matters." It may also make recommendations on policies to the Board of Curators through the Academic Council. Decisions of this committee on disciplinary matters shall be reported to the Academic Council.

(2) The committee consists of members as prescribed by the Board of Curators. All members of the committee shall have the same voting privileges and responsibilities. Faculty members serve two-year terms with approximately one half elected each year.

u. Student Scholastic Appeals Committee

(1) This committee establishes procedures for individual student scholastic appeals. The committee shall consider and rule on all individual cases of appeal relating to student scholastic performance, including but not limited to: graduation with honors, probation and dropping from school, readmission after being dropped for scholastic reasons, scholastic deficiencies and evaluation of credit and transfer of credits, grades and honor points from other campuses to UMR. It serves as an appeal board for cases of students on scholastic probation who are involved in the activities of organizations.

(2) The committee shall consist of eight members: three faculty members elected from and by the Academic Council, two elected from and by the General Faculty, two student members selected by the Student Council, and one student selected by the Council of Graduate Students. Faculty members serve a two-year term with approximately one half elected each year. Student members serve a one-year period.

v. Tenure Committee

(1) This committee is concerned with the tenure rights of faculty. It functions according to the principles stated in the Academic Tenure Regulations adopted by the University of Missouri Board of Curators. It may also make recommendations for policy changes through the Academic Council to the Board of Curators. It serves as the hearing committee for cases of research dishonesty.

(2) This committee consists of one member from each academic department whose faculty is eligible for tenure. Each departmental faculty shall, during the second semester of each academic year, elect one of its eligible staff to membership on the
committee to serve for the following academic year, and also elect an alternate member who shall serve whenever the regular committee member is unable to serve.

(3) Members shall be elected from the eligible Professors on continuous appointment. If there are no eligible Professors within a department, then the members shall be elected from the eligible Associate Professors. Deans, Associate or Assistant Deans, department chairperson, and other persons who devote a substantial portion of their time to administrative duties shall not be eligible for membership on the committee.

(4) During the second semester of each academic year, the committee shall place the names of three of its members in nomination before the General Faculty for election to two-year terms on the University Faculty Committee on Tenure. In the general election, each General Faculty member shall vote for two of the nominees. The nominee receiving the largest number of votes shall fill the position of member of the committee. The nominee receiving the next largest number of votes shall serve as the alternate member.

w. Tuition and Residence Committee

(1) This committee assists the Cashier, when requested, in determining the residence status of a student relative to the required non-resident tuition fees established under the applicable regulations of the Board of Curators. The committee also considers properly filed appeals by students taking exception to the Cashier’s ruling relative to their residence or tuition status.

(2) The committee consists of three faculty members and three administrative members appointed for a one-year term by the Chancellor, who shall designate one member as Chairperson.

7. Special Committees

a. Special Committees may be authorized from time to time, as needed, by the Chancellor, General Faculty, Academic Council, schools, colleges, and departments. However, when the faculty or the administration establishes any committee having campus-wide responsibilities or authority, they shall file with the Secretary of the Academic Council a statement specifying the responsibilities, authority and composition of the committee, together with a list of current members. A catalog of such existing committees shall be circulated to the faculty annually by the Secretary of the General Faculty.

b. When deemed appropriate by the Chancellor, by the General Faculty, or by the Academic Council reports of Special Committees shall be distributed to all members of the General Faculty. Each Special Committee prepares an annual report to be made available to all faculty members.

c. Whenever possible, Special Committees shall organized prior to September 1 and be responsible for their duties from September 1 through August 31 of the following year.
E. STUDENT REGULATIONS

1. The Student Council is the recognized spokesman for the undergraduate students to the Faculty, and the Council of Graduate Students of the University of Missouri-Rolla for the graduate students.

2. Rules and disciplinary regulations which apply to students and the "University of Missouri Rules of Procedure in Student Disciplinary Matters" shall be printed in the "Manual of Information" and distributed to all students.

3. Student Participation in Academic Governance
   
a. Students shall be eligible to serve on the Academic Council and/or on committees as designated by these Bylaws.

   b. Individual students and student organizations may recommend changes in policies governing students to the appropriate committee. These recommendations, when submitted in writing, must be considered promptly by the committee, and the students informed in writing of the disposition of the recommendations.

F. RULES AND REGULATIONS -- All committees and any other permanent body established by these Bylaws, shall make rules and regulations necessary for the successful operation of their organizations by at least a simple majority of the body. Copies shall be filed with the Secretary of the General Faculty for general availability.

G. AMENDING THE BYLAWS -- Amendments may be proposed by twenty (20) members of the General Faculty by submitting them to the Rules, Procedures, and Agenda Committee. This committee must transmit the proposal to the General Faculty within fifteen (15) school days and then include the proposal in the agenda of the next General Faculty meeting. Voting on the proposed amendment shall be by a mail ballot and shall take place within fifteen (15) school days after completion of its consideration at a meeting of the General Faculty. A two-thirds (2/3) majority of those voting shall be required for the adoption of the proposed amendment. If adopted, the amendment will become effective immediately upon approval by the Board of Curators.

H. PUBLICATION OF THE BYLAWS -- At the beginning of each fall semester the Secretary of the General Faculty shall make a current edition of these Bylaws available to each faculty member, upon request. A list of the names of the officers of the General Faculty and of the officers and members of the Academic Council and all Standing Committees established by the Bylaws shall be distributed to each faculty member. Current copies of the Bylaws shall be made available to deans and department chairs for distribution to prospective faculty members.