

Fifty-First Faculty Senate  
Northwest Missouri State University  
Full Senate Meeting Minutes

November 6, 2024

**Members in Attendance:**

Rhonda Beemer, Rob Voss, John Gallaher, Alisha Campbell (Alt for Jenni Wall), Giselle Greenidge, Peter Adam, Ashley Black, Araceli Hernandez-Gonzalez, Tony Olson, Luke Rolfes, Bao Pham, Mike Miller, Alex Taylor, Laura Kauzlarich, Oscar Perez-Hernandez, Cindy Tu, Amy Hillard, Jill Baker, Ashley Strickland, Johnny Chuang, Jeff Bradley, Luke Campbell, Dawn Gilley

**Members Absent:**

Kylie Wilson, Jenni Wall

- Call to Order
  - President Voss called the meeting to order at 3:31 p.m.
- Approval of Agenda Motion by Tony Olson/Second by Peter Adam
- The agenda was approved with the movement of the presentation by Dr. Tapps and Mrs. Barcus to the top of the agenda under special guests.
- Approval of Minutes Motion by Tony Olson/Second by Peter Adam
  - The minutes were approved unanimously.
- Special Guests:
  - Tyler Tapps and Krista Barcus-Campus policy proposal change to Tobacco-Free Campus
    - The infographic and information regarding this policy is linked at the bottom of the minutes
    - This policy has gone through the Northwest Leadership Team and will go to the Student Senate, Staff Council, and the Board of Regents in January. A communication plan is in process to communicate the new policy to students and staff and will include education about tobacco use.
- Reports:
  - NW President Report
    - None
  - Provost Report (Dr. Hooyman)
    - Dr. Hooyman reported that Friday, December 13 will be graduation day with ceremonies at 10:00 a.m. and 2:00 p.m. Professional development day will be held on January 9 and will start at 9:30 a.m. President Tatum will hold a breakfast at the Hughes Fieldhouse before the start of the PD day. More information will come.
    - Dr. Hooyman reported that the state CAOs came together to discuss the ongoing transfer issues and that the University of Missouri will join the next meeting to discuss the 60-hour transfer issues. Dr.

Robin Gallaher is the Core 42 representative, and that committee continues to work on the statewide core discussion.

- Dr. Hooyman thanked the Teaching and Learning Committee for their work on supplemental textbooks and the feasibility or need for a four-year professional advising model.
- Dr. Hooyman noted several ongoing searches for new faculty in many departments.
- Dr. Hooyman reported that the new proposal system is up and running and that each department should have a representative who will conduct the training on the new system.
- **Human Resources (Mrs. Krista Barcus)**
  - Mrs. Barcus reported that Open Enrollment is available until November 17. A link was sent to all Northwest employees to assist with the health insurance enrollment process. There were no premium increases this year. Northwest covered the additional costs for each employee.
  - Mrs. Barcus reported that the Employee Recognition events will be held on December 10. An email was sent to all employees with a link to RSVP.
- **Senate President (Dr. Voss)**
  - President Voss reported that he will be meeting with Kevin Cagg to discuss AI guidance for faculty. The Provost has suggested that this not be a 'policy', but rather 'guidance'.
  - President Voss encouraged faculty to continue to move forward with our University mission following the results of the 2024 election. He encouraged senators to take care of our students and ourselves during wildly uncertain times.
- **Academic Petitions (Dr. Campbell)**
  - Senator Campbell reported that the committee met last month and heard 10 petitions, 8 of which were for early graduation walk. The committee will meet again next Thursday.
- **Academic Appeals (Dr. Greenidge)**
  - Senator Greenidge reported that presently there are no appeals.
- **CDR (Dr. Eloë)**
  - In a written report Dr. Eloë reported that CDR met on October 29, and heard two petitions. There were no proposals, though the committee expects to have one proposal in the new system and the 3 LLW proposals from the old system coming through during the next meeting as CDR will be voting on them during next

week's meeting. CDR will work asynchronously with DCM for those three

- DCM (Dr. Thornsberry)

- In a written report Dr. Thornsberry reported that DCM is meeting off schedule on Thursday, November 7<sup>th</sup> so the committee can review the three proposals that change the course descriptions for the composition courses.

- Assessment (Dr. Farnan)

- Senator Farnan shared a memo with senators regarding the makeup of the University Outcomes Committee. The memo is attached to these minutes and is posted on the Faculty Senate Canvas site for further review.
- Senator Farnan reported that the committee has met twice this term with productive work on the Outcomes subcommittee as well as work on the Data Literacy Canvas site. The committee reviewed the site and provided input on how the site functions, its name, and its content.
- Senator Farnan reported that the committee has been charged with looking at the Curriculum Relevance Scorecard for program reviews. Dr. Jay Johnson and Dr. Mike McBride will present to the committee in November, the committee will provide input in December, and Dr. Johnson plans to come to the full Senate in January.
- Senator Farnan and other members of the committee will be presenting a session on program outcomes at the PD day in January.

- Teaching and Learning (Dr. Strickland)

- Senator Strickland reported on the committee's work on the timeline for notification for supplemental materials and textbooks. Primarily, the conversation has focused on online graduate courses, but the timeline will eventually involve undergraduate, on-ground courses. The timeline is attached to the minutes and posted on the Faculty Senate Canvas site for review.
- Senator Strickland fielded questions from senators to provide feedback to Dr. Hepworth and the Teaching and Learning Committee for further discussion.

- Academic Integrity Panel (Dr. Adam)

- Senator Adam reported that the committee met on Monday, October 21. No cases were heard. The committee established an alphanumeric indexing system to move away from using student names for cases.
- Senator Adam will meet with the Provost to discuss guidelines for penalties for violations of the Academic Integrity Policy. This will help to create consistency amongst faculty.

- Senator Adam asked senators to remind their units that any faculty member who penalizes a student for academic integrity must do so through the committee so that faculty are not open to litigation.
- Faculty Welfare and Budget (Dr. Gray-Smith)
  - Dr. Gray-Smith reported that the committee met on October 28. Dr. Elyssa Ford reported during that meeting on the communication with the Directors and Chairs and those individuals indicated interest in a grievance policy.
  - During the committee meeting, Dr. Tengleson reported on the university insurance meeting, during which the tiers for health insurance were not discussed, but the changes in the contributions for HSA, etc., were discussed. Discussions about the need for spouses to have an annual checkup occurred, but no decisions were made.
- Legislative
  - No report
- COTE (Dr. Davis-Black)
  - Dr. Davis-Black reported that the committee would meet again on November 7.
- Graduate Council
  - No report
- Research Committee (Dr. Kauzlarich)
  - Senator Kauzlarich reported that the committee has received 14 research proposals. The committee reached out to faculty members to ask questions about proposals. The committee will meet again to discuss the responses and all those who have proposed will receive their decisions on November 18.
  - Senator Kauzlarich discussed the timeline for proposals and the challenges that the timeline creates.
  - The research committee's budget for this year's proposals is \$27,000.
- IRB
  - No report
- Animal Welfare
  - No report
- University Seminar
  - No report
- Old Business
  - Faculty Grievance Policy
    - President Voss indicated that Chairs and Directors will respond to the policy and the discussion will continue.
  - Curriculum Proposals
    - None
- New Business
- Items from the Floor

- A senator raised a question about how a degree audit exception that is denied can be deleted. Fellow senators encouraged others to email Heather Kline in the Registrar's Office to have the exception removed.
- A senator encouraged others to have a dialogue with the leadership in the department should a pregnancy policy email be received and to not self-deploy policies.
- A senator indicated that several students asked for the day off to vote on Election Day and that there is no official policy. The senator asked for that discussion to go to the Provost.
- **Closed Session**
  - Move to adjourn to closed session by Tony Olson/Second by Peter Adam. President Voss moved to a closed session at 4:36 p.m.

Move to adjourn by Dawn Gilley/Second by Tony Olson. The meeting adjourned at 5:12 p.m.

Respectfully submitted,

Jill Baker

Faculty Senate Secretary

Elise Hepworth/Greg Haddock

Fall 2024

## **Executive Summary**

The financial burden of supplemental textbooks and materials continues to be a significant obstacle for many learners, particularly those from historically underserved populations. This white paper examines the implications of these hidden costs, highlights the challenges they pose in terms of equity and access, and proposes a comprehensive strategy for addressing these issues through improved transparency and institutional practices.

## **Background**

Textbooks and supplemental materials are often overlooked expenses in the higher education landscape, contributing to a substantial financial burden for students. While tuition and fees are commonly discussed, the hidden costs of course materials can significantly impact students' academic choices and financial planning. Many students, particularly those from marginalized backgrounds, find that financial aid may not cover these essential expenses, exacerbating existing equity gaps.

According to the *Bay View Analytics 2023 National Survey on Student Course Material Affordability*, 61% of students reported concerns about meeting their course material costs. This worry can lead to negative outcomes, including:

- Taking fewer courses
- Not registering for required classes
- Earning poor grades
- Dropping or withdrawing from courses
- Failing classes
- Going without necessary materials

The lack of information about textbook costs prior to course registration removes students' ability to make informed decisions, further impacting their educational trajectories. At minimum, a cost disclosure must be shared with the student at the time of registration for those classes that are staffed for the coming academic term. For those classes yet to be staffed, those courses should be disclosed as "not yet determined." Course materials should be chosen and communicated to the student no fewer than two weeks prior to the start of term.

## **Transparency in Textbook Costs**

To address these challenges, Northwest Missouri State University will adopt a policy and procedures which are in alignment and compliance with federal law that requires clear disclosure of supplemental textbook costs. This initiative is supported by current federal requirements (Higher Education Opportunity Act, section 133, 20 U.S.C. 1015) and by emerging state legislation that mandates disclosure prior to registration.

**The HEOA stipulates the following:**

1. Disclosure Requirements: Institutions receiving federal financial assistance must disclose the International Standard Book Number (ISBN) and retail prices for required and recommended textbooks on their Internet course schedules. If the ISBN is unavailable, the author, title, publisher, and copyright date should be provided. In cases where disclosure is impractical, institutions should indicate "To Be Determined."
2. Integration with Course Registration: Institutions should ensure that this information is accessible at the time of registration, allowing students to make informed choices about their course selections.
3. Communication and Accessibility: Institutions must include notices on written course schedules that direct students to online textbook information, enhancing visibility and access.

**Procedures**

Northwest Missouri State University strongly recommends that supplemental course materials are made available to students at no cost or at a cost reasonable to the student. At minimum, a cost disclosure shall be shared with the student at the time of registration for those classes that are staffed for the coming academic term. For those classes yet to be staffed, those courses should be disclosed as "not yet determined by the department." Supplemental course materials should be chosen and communicated to the student no fewer than two weeks prior to the start of the term. This shall go into effect for the fall 2025 semester.

All faculty assigned to a course using supplemental course materials will be asked to submit to Textbook Finder the following information 10 working days prior to term registration:

1. Title, author, copyright date, and edition (if applicable) of supplemental materials
2. ISBN (if applicable)
3. Estimated cost of the material
4. Other requirements of the material (access code, etc.)
5. Possible sources for the material (ex. Amazon, etc.)
6. Include the material and estimated cost on required course syllabi

Faculty who are not utilizing supplemental course materials will be asked to submit to Textbook Finder the following:

1. No supplemental materials are required for this course.

All faculty utilizing a third-party vendor for course materials must:

1. Receive approval from the department curriculum committee
2. Receive department chair approval
3. Utilize the current Learning Management System for LTI (Learning Tools Interoperability) integration

### **Summary**

Addressing the hidden costs of supplemental textbooks is crucial for fostering equity and access in higher education. By implementing policies that promote transparency in textbook pricing and ensuring that this information is readily available to students, institutions can mitigate financial burdens and empower students in their academic journeys.

Through the adoption of these practices, we can support all learners in achieving their educational goals and contribute to a more equitable and just educational environment.

## **Text and Supplemental Materials Sample Timeline- DRAFT**

**(in reverse chronological order)**

Northwest Missouri State University strongly recommends that supplemental course materials are made available to students at no cost or at a cost reasonable to the student. At minimum, a cost disclosure shall be shared with the student at the time of registration for those classes that are staffed for the coming academic term.

### **For courses offered during the summer and fall 2025 terms which are fully staffed:**

Student Registration for Courses	Begins March 24
Supplemental Material Finder Final Approval by Dean/Directors	March 19
Supplemental Material Finder Final Approval by Chairpersons	March 17
Window for submitting Supplemental Material Closes	March 10
Last notification to faculty for submitting Supplemental Materials	March 3



Second notification to faculty for submitting Supplemental Materials	February 27
Window for submitting Supplemental Material Opens	February 20
Lead up time for implementation February 1	November 1 –

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**Information Brief:  
Smoking Policy**

**S U M M A R Y**

In August of 2010. We as an institution implemented a no smoking policy on campus. Effective that date, smoking is prohibited on all University owned or leased property and in all University vehicles. This applies to all students, employees, volunteers and visitors on University-controlled property. The evolution of state statutes, technology for tobacco use such as vapes/aerosols as progressed and the definitions of these by the Missouri Department of Health and Senior Services and CDC has evolved and has therefore left this policy outdated based on best practice and common definitions of products.

**P U R P O S E**

To change the smoking policy to align with best practice to include the tobacco and the family of tobacco products. This is standard practice for 95% of universities nationwide and 100% of Missouri State publicly funded 4-year institutions other than Northwest.

**A N A L Y S I S**

Current State:

The policy currently reads as is:

Smoking: encompasses cigarettes, cigars, pipes and all other forms of smoke-generating products.

Concerns:

1. The Missouri Department of Health and Senior Services and Centers for Disease Control defines Vape/Aerosol separate and unique from that of smoke generation or smoking (as in cigarettes). It is defined different because vaping produces an aerosol mist and smoking generates smoke. Aerosols have fewer separate chemicals than cigarettes (less than 10) and cigarettes have over 7,000. Both traditional cigarettes and vapes include nicotine. Both are still considered a secondhand carcinogen. Those who use these products believe and consume them as if they are two separate things. It is confusing to consumers related to our policy. <https://stacks.cdc.gov/view/cdc/103783>
2. In 2015, all public 4-year state schools updated their policies to implement the provisions of Sections 191.765 through 191.777 of the Missouri state statutes, to promote the health of the University community. To preserve and protect University property and to provide a clean and safe environment in which to study, work and learn.

Specifically, 191.775 **Public schools and school buses — smoking, or tobacco or vapor product use prohibited — permissible use of tobacco, where.** — No person shall smoke or otherwise use tobacco, tobacco products, or vapor products, as such term is defined in section 407.925, in any indoor area of a public elementary or secondary school building or educational facility, excluding institutions of higher education, or on buses used solely to transport students to or from school or to transport students to or from any place for educational purposes. Any school board of any school district may set policy on the