BOARD OF REGENTS MEETING
9 a.m., Friday, February 17, 2017
Academic Hall Board of Regents Room*

Open Session Agenda

ACTION ITEMS:

1. Consideration of Approval of Minutes for:
   Open Session Meeting of December 16, 2016
   Attachment A 3-18

2. Consideration of Approval of Schedule of Major Capital Projects and
   Maintenance and Repair Items for FY18
   Attachment B 19-20

3. Consideration of Approval of Awarding of Banking Services Contract
   Attachment C 21-22

4. Consideration of Approval of FY18 Residence Life Budget and Room
   & Board Rates
   Attachment D 23-27

5. Consideration of Approval of Academic Program Changes
   Attachment E 28-76

6. Consideration of Approval of Business Policy on Tobacco-Free Campuses
   Attachment F 77-81

REPORT ITEMS:

1. Update on State Appropriations and University Budget Impact

2. Presentation on Processes and Procedures for Handling of Sexual Violence Cases

3. Student Presentation

4. Academic Programs Under Development – Update

   Attachment G 82

Informational Items:

   Attachment H 83-86
ACTION ITEMS:
Consideration of Motion for “Closed Session for Appropriate Considerations:”
   A. RSMo 610.021.1 – pertaining to legal actions, causes of action or litigation
   B. RSMo 610.021.3 – pertaining to the hiring, firing, disciplining or promotion of personnel
   C. RSMo 610.021.13 – pertaining to personnel records, performance ratings
   D. RSMo 610.021.14 – pertaining to records which are protected from disclosure by law

ACTION ITEMS:
  1. Reconvene Open Session
  2. Announcement of Actions Taken in Closed Session
  3. Consideration of Motion to Adjourn

*Accessible to Physically Handicapped or Disabled*
MINUTES OF THE OPEN SESSION
OF THE
SOUTHEAST MISSOURI STATE UNIVERSITY
BOARD OF REGENTS
HELD ON THE
SIXTEENTH DAY OF DECEMBER 2016

The Board of Regents for Southeast Missouri State University convened at 2 p.m. on Friday, December 16, 2016, in the Board of Regents Room, Academic Hall, on the campus of Southeast Missouri State University. Regents present were: Mr. Jay B. Knudtson, President of the Board of Regents; Ms. Kendra Neely-Martin, Vice President of the Board of Regents; Mr. Phillip M. Britt; Mr. Donald G. LaFerla; Mr. Thomas M. Meyer; Mr. Edward P. Gargas; and Mr. Bradley A. Jones, new student regent. Also present were: Dr. Carlos Vargas, President of Southeast Missouri State University; Ms. Kathy Mangels, Board Treasurer; and Ms. Diane O. Sides, Board Secretary. Board President Knudtson presided.

Mr. Knudtson called the meeting to order and introduced the newest member of the Board of Regents, Student Regent Bradley A. Jones of Affton, Missouri, who replaces Austin Cordel of Chesterfield. Mr. Jones was appointed by Governor Jay Nixon on November 14, 2016, and his term runs through January 1, 2018. He is a junior, pursuing a degree in accounting. Bradley is a member of Phi Eta Sigma Honor Society, and vice president of administration for the Inter-Fraternity Council. A member of Delta Chi Fraternity, he coordinated a regional leadership conference attended by 200 members of the fraternity last February. He is a Student Government Senator for the Harrison College of Business.

President Knudtson welcomed Mr. Jones’ parents, Eric and Susan Jones of Affton, and introduced the Honorable William L. Syler, Circuit Judge, 32nd Judicial Circuit of Missouri, who administered the oath of office to the new student regent. Judge Syler is a graduate of Southeast Missouri State University and he and his wife, Georgeanne, a retired Southeast professor, are long-time supporters of the University.

Mr. Jones provided several comments regarding his background and his enthusiasm for his position.

CONSIDERATION OF APPROVAL OF MINUTES

A motion was made by Regent Britt and seconded by Regent Neely-Martin to approve the minutes of the open session of September 9, 2016, as written [Attachment A]. The motion carried unanimously.
CONSIDERATION OF APPROVAL OF CONFERRING OF DEGREES FOR SUMMER AND FALL 2016

President Vargas introduced Provost Karl Kunkel to present the recommendation that the Board approve the conferring of degrees upon the candidates for Summer 2016 and Fall 2016 graduation pending final verification of their completion of degree requirements (Attachment B). Provost Kunkel reported that there are 781 candidates for graduation, including 632 undergraduates, 146 graduates, and three receiving specialist degrees. There are 166 students receiving honors, 13 who have achieved honors scholars, and nine students who have received a perfect 4.0 grade point average.

A motion was made by Regent Meyer and seconded by Regent LaFerla to approve the conferring of degrees upon the candidates for Summer 2016 and Fall 2016 graduation pending final verification of their completion of degree requirements. The motion carried unanimously.

CONSIDERATION OF ACCEPTANCE OF THE ANNUAL AUDITS FROM RUBIN BROWN, LLP FOR THE YEAR ENDING JUNE 30, 2016

Ms. Kathy Mangels, Vice President for Finance & Administration, presented the recommendation that the Board approve the acceptance of the annual financial report, the OMB Circular A-133 Single Audit Report and the System Facilities financial report for the year ending June 30, 2016, from RubinBrown, LLP [Attachment C]. The Independent Auditor’s Report on Agreed-Upon Procedures for the University Intercollegiate Athletics Department [Attachment D] was also presented at this time. Vice President Mangels introduced Ted Williamson, partner from RubinBrown who provided an overview of their reports [Attachment C].

RubinBrown, LLP has served as the external auditor of the University for the last eight fiscal years. The fiscal year 2016 audit is the second year of a five-year audit services contract. The firm was founded in 1952 and has provided professional services to governments, not-for-profit organizations and other businesses for over 64 years. The University audit is conducted by an audit team from the firm’s St. Louis office.

The University has prepared the financial statements in accordance with GASB Statement No. 35, Basic Financial Statements- and Management’s Discussion and Analysis-for Public Colleges and Universities. The Foundation is considered a discretely presented component unit of the University that reports under the FASB model and, consequently, is presented separately from the University within the University’s financial statements. The Missouri Innovation Corporation is not included in the University’s financial statements because it does not meet the significance criteria for component units under GASB Statement No. 39.

The financial statement document consists of a Management’s Discussion and Analysis; basic financial statements for the University including a Statement of Net Position, Statement of Revenues, Expenses, and Changes in Net Position, and a Statement of Cash Flows for the University as a whole; basic financial statements for the Foundation including a Statement of Financial Position and Statement of Activities, notes
to the basic financial statements, and additional required supplementary information pertaining to the University’s pension plan and other post-employment benefit plan. The financial report includes an unmodified opinion by RubinBrown, LLP.

The Single Audit ensures that the University’s internal control structure provides reasonable assurance that requirements associated with federal awards are followed in accordance with applicable guidelines and that the University has complied with applicable laws and regulations for each major federal program as defined under Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Several individual audit reports are contained within the Single Audit Report which addresses various requirements concerning the University’s management of federal grant programs. There were no material instances of noncompliance found in conducting test work over the University’s major federal programs. Additionally, there were no material weaknesses identified in the auditor’s reports. There was one significant deficiency identified that was not considered a material weakness. Based on a review of 40 students tested, one instance was noted in which the reduction in Pell grant funding was not communicated to the COD system within the 45 day requirement as required by 34 CFR 668.22(j)(1). It was noted that one other student not included in the 40 student sample had similar circumstances. The University concurs with the finding and has updated processes to ensure all required information is submitted within the 45-day required timeframe.

The System Facilities financial statements present the activity for fiscal year 2016 for the funds established by the terms of the bond resolution for the System Facilities Revenue Bonds Series 2011B, 2013A, 2013B, 2016A and 2016B. The basis financial statements for the System Facilities were also prepared in accordance with Governmental Accounting Standards Board (GASB) Statement No. 35, Basic Financial Statements – and Management’s Discussion and Analysis—for Public Colleges and Universities.

The report consists of a Management’s Discussion and Analysis; basic financial statements including a Statement of Net Position, Statement of Revenues, Expenses, and Changes in Net Position, and a Statement of Cash Flows for System Facilities, notes to the basic financial statements, and various supplemental schedules required by terms of the University’s bond agreements. The financial report includes an unmodified opinion by RubinBrown, LLP.

Vice President Mangels recognized Ted Williamson and his staff and Pam Sander, University Controller, and her staff, for the outstanding work conducted on this audit.

A motion was made by Regent Britt and seconded by Regent Gargas to approve the acceptance of the annual University financial report, the OMB Circular A-133 Single Audit Report and the System Facilities financial report for the year ending June 30, 2016, from RubinBrown, LLP. The motion carried unanimously.

The Board President inquired regarding the procedures for the awarding of the audit bid and asked philosophically at what point it becomes prudent to have a different set of eyes review the University financially. Vice President Mangels answered that the audit is bid competitively and is awarded as a one-year contract with an option for
renewals. President Knudtson pointed out that taking the present contract with RubinBrown LLP into consideration, the University could potentially have a 13-year history with the same audit oversight, and should that be a consideration for future discussion. Mr. Williamson indicated that RubinBrown LLP partners must rotate to a different client, ensuring that a fresh set of eyes without losing the historical institutional knowledge. Vice President Mangels pointed out that audit field work begins in May, so any proposed changes to the audit contract should be considered prior to that date.

Regent LaFerla questioned the fee charged for this service, and Mr. Williamson responded that it ranged between $105,000 and $110,000, and additionally, RubinBrown LLP utilizes a Southeast Missouri State University student intern to assist with the process, thus reducing the fees by the salary provided to the student.

CONSIDERATION OF APPROVAL TO AUTHORIZE APPLICATION TO THE MISSOURI ENERGY LOAN PROGRAM

Vice President Mangels presented the recommendation that the Board authorize administration to apply to the Missouri Division of Energy, Energy Loan Program for FY18 capital funding not to exceed $3,000,000.

The Missouri Department of Economic Development, Division of Energy maintains an Energy Loan Program loan financing for energy-savings capital improvement projects. Eligible applicants include public K-12 schools, city and county governments, public and private institutions of higher education and public and private not-for-profit hospitals (See Attachment 1). The department is accepting applications through January 13, 2017 for FY18 projects.

Loan financing may be used for a variety of energy-saving improvements, from which recipients may benefit from reduced energy costs. The loan amount per applicant is from $10,000 to $1,000,000 and the interest rate is 2.75%. Loans are repaid by energy savings with a maximum repayment term of 10 years including principal and interest. Loan amounts of more than $1,000,000 will be considered if funds remain.

Eligible projects include high efficiency lighting fixtures and lamps, high efficiency heating, ventilation and air conditioning systems, and building shell improvements such as insulation, tuckpointing and other infiltration measures. The University proposes to apply for funding to supplement HB19 state funding for renovations to Crisp Hall. Preliminary engineering assessments have indicated infrastructure improvements (mechanical, electrical, plumbing systems) and exterior envelope improvements (roof, windows) total $4.25 to $5.0 million. The University has $3.0 million from HB19 funding available for renovations to Crisp Hall, including interior renovations for academic programming needs. Funds from the Energy Loan Program could finance HVAC replacement, window replacement, tuckpointing and other energy related portions of the project.

A motion was made by Regent LaFerla and seconded by Regent Gargas to authorize administration to apply to the Missouri Division of Energy, Energy Loan
Program for FY18 capital funding not to exceed $3,000,000. The motion carried unanimously.

CONSIDERATION OF APPROVAL OF FACULTY SENATE BILLS:
A. 16-A-9 THE COLLEGE & THE COLLEGE DEAN POLICY
B. 16-A-10 EXAMINATION AND GRADE POLICY
C. 16-A-13 RESEARCH INVOLVING HUMAN SUBJECTS POLICY

President Knudtson indicated that Provost Kunkel would present all three Faculty Senate Bills (attachment F) and the Board would then vote on all three at one time.

Provost Karl Kunkel presented the recommendation that the Board approve the proposed revision Chapter 1, Section F8 of the Faculty Handbook.

On April 20, 2016, the Faculty Senate approved Faculty Senate Bill 16-A-9. The bill adds clarity to the qualifications of the college dean. The following documents are attached to this motion:

Attachment 1: Policy redline denoting changes from existing language
Attachment 2: Policy in final form to be included in the Faculty Handbook
Changes in the language of the policy include:
• adding the terminal degree to qualify individuals in disciplines that do not award a doctorate
• stating that requirements for tenure must be met in the department of the discipline

There is no corresponding change in procedure.

Provost Kunkel continued with the recommendation that the Board approve the proposed revision for Examination and Grade Policy within Chapter 3, Section C6 of the Faculty Handbook.

On April 20, 2016 the Faculty Senate approved Faculty Senate Bill 16-A-10. The bill adds clarity to the timing of final assessments in online courses. The following documents were attached to this motion:

Attachment 1: Policy redline denoting changes from existing language
Attachment 2: Policy in final form to be included in the Faculty Handbook
Changes in the language of the policy include:
• requiring that the final assessment in blended courses be held at the time established in the final examination schedule, the same approach as traditional face-to-face courses
• requiring that the final assessment in fully online courses be conducted during final exam week, eliminating the possibility of “early” final exams

There is no corresponding change in procedure.

Provost Kunkel concluded with the recommendation that the Board approve the proposed revision for Research Involving Human Subjects Policy within Chapter 3, Section D9 of the Faculty Handbook.

On April 20, 2016 the Faculty Senate approved Faculty Senate Bill 16-A-13. The bill establishes a single Institutional Review Board for the purposes of reviewing research involving human subjects. The following documents are attached to this motion:
Attachment 1: Policy redline denoting changes from existing language
Attachment 2: Policy in final form to be included in the Faculty Handbook
Changes in the language of the policy include:
- revising the current University Committee on Research Involving Human Subjects to establish the new Institutional Review Board
- ensuring the University remains in compliance with federal laws and regulations to protect the rights and well-being of human subjects utilized in research

A motion was made by Regent Britt and seconded by Regent Neely-Martin to approve Faculty Senate Bills 16-A-9 The College & the College Dean Policy, 16-A-10 Examination and Grade Policy, and 16-A-13 Research Involving Human Subjects Policy. The motion carried unanimously.

CONSIDERATION OF APPROVAL OF APPOINTMENTS TO THE RIVER CAMPUS BOARD OF MANAGERS

Board President Knudtson announced that with the members’ approval, the Board would proceed with both the River Campus and the Show Me Center Board of Managers recommendations.

President Vargas requested that the Board approve as representative for Southeast Missouri State University on the River Campus Board of Managers the appointment of Karl Kunkel with a term expiring December 1, 2017, and the reappointment of William Holland with a term expiring December 1, 2019. The appointment of Provost Karl Kunkel replaces Gerald McDougall who previously served as Interim Provost.

The Cooperation Agreement for the St. Vincent Seminary Property between the City of Cape Girardeau and Southeast Missouri State University states that both the City Council and the Board of Regents shall each appoint three members to the River Campus Board of Managers. At least one of the City’s appointees shall be from the hotel/motel industry. The term of office of the Board of Managers shall be for three years. Karl Kunkel’s term will expire on December 1, 2017. The re-appointment of William Holland will expire on December 1, 2019.

Listed below are the current representatives and their expiration dates.

<table>
<thead>
<tr>
<th>Term Expiration Date</th>
<th>City Representatives</th>
<th>University Representatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 1, 2018</td>
<td>Scott Meyer</td>
<td>Rhonda Weller-Stilson</td>
</tr>
<tr>
<td>December 1, 2017</td>
<td>Victoria Rust</td>
<td>Gerald McDougall</td>
</tr>
<tr>
<td>December 1, 2016</td>
<td>Dennis Vollink*</td>
<td>William Holland</td>
</tr>
</tbody>
</table>

Mr. William Holland is Vice President for University Advancement and Executive Director of the University Foundation at Southeast Missouri State University. He holds a bachelor of science degree in management from Missouri State University. He has attended professional development classes and seminars on human resources, executive development, marketing strategy, marketing planning, applied statistics and market
segmentation by the American Management Association, the Wharton School of Business, Yale University, City College of New York, and the University of Illinois.

**Dr. Karl Kunkel** is Provost at Southeast Missouri State University overseeing the Division of Academic Affairs. He holds the Doctor of Philosophy in Sociology, Master of Arts in Sociology, and Bachelor of Arts in Sociology, all from the University of Missouri-Columbia. Prior to his current position, Dr. Kunkel served as Dean of the College of Arts and Sciences at Pittsburg State University (Kansas) for nearly four and a half years, after serving 17 years as a faculty member and then Department Chair in Sociology, Anthropology, and Criminology at Missouri State University.

*The Cape Girardeau City Council will act on replacement/reappointment of Dennis Vollink.*

A motion was made by Regent Gargas and seconded by Regent La Ferla to approve as representative for Southeast Missouri State University on the River Campus Board of Managers the appointment of Karl Kunkel with a term expiring December 1, 2017, and the reappointment of William Holland with a term expiring December 1, 2019. The motion carried unanimously.

**CONSIDERATION OF APPROVAL OF APPOINTMENTS TO THE SHOW ME CENTER BOARD OF MANAGERS**

President Vargas requested that the Board approve the three-year re-appointment to end effective December 1, 2019, of Kathy M. Mangels as a representative of Southeast Missouri State University on the Show Me Center Board of Managers.

The Multi-use Center Agreement between the City of Cape Girardeau and Southeast Missouri State University states that both the City Council and the Board of Regents shall each appoint three members to the Show Me Center Board of Managers. The term of appointment is for three years, and the appointments are to be staggered so that only two members are appointed each year.

Kathy M. Mangels is the Vice President for Finance & Administration and has served four previous terms on the Board. Listed below are the current representatives and their expiration dates.

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<tbody>
<tr>
<td>December 1, 2017</td>
<td>Donald Kaverman</td>
<td>Mike Buck</td>
</tr>
<tr>
<td>December 1, 2018</td>
<td>Lincoln Scott</td>
<td>Dr. Beth Easter</td>
</tr>
<tr>
<td>December 1, 2019</td>
<td>Scott Meyer*</td>
<td>Kathy M. Mangels</td>
</tr>
</tbody>
</table>

*The Cape Girardeau City Council will act on the replacement/reappointment of Scott Meyer.*

A motion was made by Regent Gargas and seconded by Regent La Ferla to approve the three-year re-appointment to end effective December 1, 2019, of Kathy M. Mangels as a representative of Southeast Missouri State University on the Show Me Center Board of Managers. The motion carried unanimously.
CONSIDERATION OF APPROVAL OF BUSINESS POLICY ON NONDISCRIMINATION AND AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

President Vargas introduced Vice President Mangels who recommended the Board approve the attached updated policy statements of Section 01-03, Nondiscrimination, (Attachment 1) and Section 03-02 Affirmative Action/Equal Employment Opportunity (Attachment 2) of the Business Policy & Procedures Manual.

The University Business Policies and Procedures incorporate federal and state law, and university standards, into policies that guide the daily operations of the institution. Policies must be reviewed and updated as needed, based on new legislation and court rulings which may directly or indirectly affect university policies.

Recently, a student filed a complaint with the Office of Civil Rights (OCR) of the Department of Education, alleging disability discrimination. During the course of the complaint process, the OCR reviewed various University policies and procedures. After participating in mediation, in which the student did not accept proposed resolutions, OCR proposed their voluntary resolution process, in which they provide a resolution. If it is accepted by the University, the complainant is made aware of the OCR’s accepted resolution and the complaint is closed upon the University’s completion of all items in the resolution.

One of the items OCR required in their resolution was that the University amend their Nondiscrimination Policy to include color as a protected category, in addition to race, ethnicity and national origin, to mirror federal language. In addition, they asked that references to contacting the OCR provide contact information for the Regional Office of the OCR, not for the main office in Washington DC.

Attachment 1 is an updated Nondiscrimination policy statement for section 01-03 of the Business Policy and Procedures Manual which reflects both of these requirements. Because the University’s Affirmative Action/Equal Employment Opportunity policy mirrors the protection of the same categories in the hiring and employment processes, this policy statement found in Section 03-02 of the University’s Business Policy and Procedures Manual has also been updated to include color as a protected category (Attachment 2).

If approved by the Board, both of these policies will be updated on the electronic version of the Business Policies and Procedures maintained on the University website. In addition, any references to these policies in printed brochures or other materials will be updated at their next printing.

A motion was made by Regent Neely-Martin and seconded by Regent Britt to approve the updated policy statements of Section 01-03, Nondiscrimination, (Attachment 1) and Section 03-02 Affirmative Action/Equal Employment Opportunity (Attachment 2) of the Business Policy & Procedures Manual. The motion carried unanimously.
CONSIDERATION OF APPROVAL OF SPECIAL COURSE FEES

In opening the discussion pertaining to the approval of special course fees, Board President Knudtson reiterated, "This is not a fee increase; this is not a fee increase; this is not a fee increase."

Vice President Mangels recommended the Board approve the attached Special Course Fees (Attachment J) commencing with the Spring 2017 semester.

Special course fees are requested by departments to cover the cost of consumable supplies or other expenses that are unique to a course (e.g. student insurance, chemicals). Formalizing the "up-front" billing avoids surprise costs to students after they enroll. This process also makes special course fees eligible for the Hope Scholarship and Lifetime Learning tax credits that the student or parent may claim.

Biology has approved special course fees of $10 and $15 attached to several of their laboratory courses. These fees help offset the cost of dissection kits, petri dishes, microscopic slides, etc. Due to recent reorganizational of course materials in the Biology curriculum, five courses with previously approved course fees have been renumbered and renamed.

This motion requests to move existing course fees associated with the five Biology courses detailed on Attachment 1 to their new numbered course, effective Spring 2017.

A motion was made by Regent LaFerla and seconded by Regent Gargas to approve the Special Course Fees (Attachment J) commencing with the Spring 2017 semester. The motion carried unanimously.

CONSIDERATION OF APPROVAL OF RESOLUTION IN HONOR OF GENERAL SETH J. MCKEE

President Vargas presented this motion, indicating that the University would like to honor a true American servant who attended Southeast Missouri State University in General Seth Jefferson McKee. General McKee is a retired United States Air Force general who served as Commander in Chief, North American Air Defense Command/Commander in Chief, Continental Air Defense Command from 1969 to 1973.

Following his graduation from Cape Girardeau High School in 1934, he attended Southeast Missouri State Teachers College for three years and the University of Oklahoma for a half year. He considers Southeast to be his primary Alma Mater and until an advanced age, he came back to Southeast for every Homecoming. He is a great supporter of Southeast Missouri State University.

General McKee recently celebrated his 100th birthday at his home in Scottsdale, Arizona. At about that same time, the country of France awarded the general with the highest honor France bestows on its citizens or foreign nationals – the Legion of Honor. This was a great opportunity to recognize the General with a resolution of honor.

Board President Knudtson read the resolution of honor as per the following:
WHEREAS, General Seth Jefferson McKee, the oldest-living American four-star general, was awarded the rank of Chevalier (Knight) in the National Order of the Legion of Honor by the government of France on Friday, November 4, 2016, the highest honor France bestows on its citizens or foreign nationals; and celebrated his 100th birthday on Saturday, November 5, 2016, at his home in Scottsdale, Arizona; and

WHEREAS, General McKee graduated from Cape Girardeau High School and attended Southeast Missouri State Teachers College from 1934 to 1937; joined the Missouri National Guard in 1935, and began his Air Force career as an aviation cadet in 1938; and completed his bachelor of arts degree in government at the University of Oklahoma in 1947; and

WHEREAS, General McKee’s military career is exemplary, including serving as an airman in World War II, deployed to England in 1944 as deputy commander of the 370th fighter group, flying a Lockheed P-38 Lightning, logging more than 190 hours in 69 combat missions; he is credited with the downing of two enemy aircraft and flew cover for the D-Day invasion and was involved in bombing missions at Saint-Lo, the Falaise Gap, and Battle of the Bulge; he served in France, Belgium, and Germany; and

WHEREAS, he held positions of increasing responsibility achieving the rank of four-star general, with multiple assignments in countries throughout the world, and he retired in 1973 as commander of the North American Air Defense Command; and

WHEREAS, his military honors and awards include the Air Force Distinguished Service Medal, Silver Star, Legion of Merit with two oak leaf clusters, Distinguished Flying Cross, Air Medal with 10 oak leaf clusters, Croix de Guerre with Palm (France), Croix de Guerre with Palm (Belgium), Belgian Pourragere, Order of Leopold with Palm (Belgium), First Class Order of the Crown of Thailand, Order of the Sacred Treasure, First Class (Japan), and Order of National Security Merit, Second Class (Republic of Korea); and

WHEREAS, General McKee has been married to his lovely wife, Sally, for more than 75 years, and the P-38 he flew was named in her honor as “My Gal Sal,” and they raised three sons, Seth, William and Thomas, and Sally played an important role and worked in hospitals as a “Gray Lady,” an American Red Cross volunteer; and

WHEREAS, General McKee has represented the University well during his career and has supported his alma mater by presenting the commencement address in May 1971, and by returning to campus often to speak with faculty, staff, and students; he received the Missouri Mule Skinner citation and the Alumni Merit Award from Southeast, both in 1971; and he has been faithful in his stewardship of the public trust,

Now, therefore, be it resolved by the Board of Regents of Southeast Missouri State University that sincere congratulations and the grateful appreciation of the University community be expressed to General Seth Jefferson McKee, and that this resolution be placed in the minutes of the Board of Regents;

Done in the City of Cape Girardeau, Missouri, this sixteenth day of December in the year two thousand sixteen.

As a proud Veteran and Southeast graduate, Regent Meyer asked his fellow military officer, Regent Gargas, to make the motion to approve the resolution of honor of
General Seth J. McKee. Regent Meyer seconded the motion. The motion carried unanimously.

**FALL 2016 FALL ENROLLMENT REPORT**

President Vargas introduced Dr. Debbie Below, Vice President for Enrollment Management and Student Success, who referred Board members to Attachment L in discussing the Fall 2016 Fall Enrollment Report.

The 4-week census report showed an increase in undergraduate headcount of 1.0% (+106), attributed in large part to a 16.5% (+190) increase in high school dual enrollment and a 9.1% (+122) increase in beginning freshmen in fall 2016. The undergraduate full-time equivalent (FTE) enrollment declined 0.1% (-11.8). The decline in undergraduate FTE is the result of both smaller beginning freshmen classes in 2013 and 2015, and a 13% (-88) decline in new transfer students this fall.

It is notable that beginning freshmen enrolling directly from high school reached 1713 students in Fall 2016. This is a record for the enrollment of recent high school graduates in a beginning freshmen class. Previous enrollment levels in this category were 1508 (‘15), 1642 (‘14), 1523 (‘13), 1630 (‘12), 1651 (‘11) and 1658 (‘10). Achieving record enrollment in this category is attributed to the successful implementation of the new university brand, marketing plan and the use of a new customer relations management system in the Office of Admissions.

Graduate student enrollment declined 8.2% (-115) in Fall 2016 and graduate FTE declined 6.9% (46.7). International student enrollment fell this year by 12% from 1,131 to 992. The decrease is attributed, in part, to fewer students enrolling in the University’s Intensive English Program and fewer international graduate students enrolling.

Unduplicated student enrollment at the Southeast regional campuses declined 7.5%, from 1,059 (‘15) to 985 (‘16). Duplicated student enrollment at a regional campus includes 219 at Kennett, 127 at Malden, and 648 at Sikeston.

Cape College Center enrollment increased 11.7%, from 154 (‘15) to 172 (‘16). While enrollment increased in Fall 2016, it is lower than previous years: 206 (‘14), 212 (‘13), 223 (‘12), 192 (‘11).

Combined undergraduate and graduate is 11,978 students, reflecting a 0.1% (-9) decrease in headcount and a 0.6% (-58.5) decrease in overall FTE from Fall 2015.

**REPORT ON EVENT: BUILDING A CAMPUS CULTURE TO SUPPORT STUDENT PERSISTENCE AND GRADUATION: A DAY WITH VINCENT TINTO**

President Vargas asked Dr. Below and Provost Kunkel to share some of the information and experiences from the special October 19, 2016, event. Dr. Below reported that more than 200 faculty and staff were involved in the day-long event which was highly focused on the academic experiences of Southeast students. Dr. Below read a quote from Tinto: “Improvement in rates of students success does not arise by chance. It requires an intentional, structured and coordinated course of action that builds collaboration across campus and employs data to improve practice and close equity gaps.”
Provost Kunkel indicated that Dr. Tinto’s visit fostered and broadened conversation among the faculty, and refocused on student success. Dr. Tinto met with various faculty, staff, and Faculty Senate. A major benefit of his visit was providing faculty and staff with access to one of the foremost authorities on student persistence, retention, and graduation. Additionally, Dr. Tinto was always a faculty member and not an administrator talking down to faculty about persistence, retention, and graduation. Dr. Kunkel described his interactions with the deans and faculty regarding the goals and their relationship to Dr. Tinto’s visit.

Initiatives related to persistence, retention, and graduation have continued to grow since the Tinto visit. Tinto specifies two areas, academic support and social interaction. In academic support, the University is enhancing academic advising through a new Master Adviser Program, whereby faculty advisors and professional advisors, receive additional training in academic advising. The program provides a toolbox for them to become better advisors. The Provost’s goal was to have 10 percent of the faculty (40) complete the program by the end of the year. Almost 70 have signed up for the first two sessions, which is close to 25 percent of all faculty, which is outstanding response.

The University is also working with MDHE on a pilot program entitled Guided Pathways. The Provost is asking each department to provide online a three-year degree path, and four-year degree paths to show students how it can be accomplished. Departments will also post two-year course schedules, and the University will institute pro-active advising with at-risk students.

In terms of enhancing the academic experience, Provost Kunkel reported that the University is working on standardizing the freshmen orientation program, providing early internships, experiential learning, and getting more freshmen involved early on in the process. The University will explore expansion of tutoring and supplemental instruction, and provide more support for student organizations and new learning communities.

Dr. Below further reported several other initiatives that are being explored, including assisting school districts with helping students to be better prepared and to improve student readiness. While transfer students are not connected to retention efforts, they are, Dr. Below reported, very connected to graduation rates. Dr. Below thanked President Vargas and Provost Kunkel for making visits to area community colleges, including St. Louis Community College, Three Rivers, St. Charles, and Jefferson College to work on recuing the time to degree.

President Vargas reported that Dr. Tinto’s visit has helped the community to align goals and to identify areas in which we need to improve. Board President Knudtson indicated that in talking with faculty and staff on campus, they have discussed with him the University’s retention and graduation goals.

Regent Neely-Martin inquired as to which students are at risk. Dr. Below indicated that Dr. Chuck McAllister has conducted a regression study to identify at risk students. In addition, any students who are first generation, low-income would be identified for at risk. We often identify at risk students just by having lunch with a group of students who will report on issues and challenges. Regent Neely-Martin inquired as to whether or not we have identified those academic programs where students are at most risk of not being successful. Provost Kunkel reported that there are several, including
psychology which is a rigorous field where students are unaware of the extent of the program. Provost Kunkel reported on an initiative called Plan B Advising, which would provide students with alternative majors or areas of study.

**REPORT ON STUDENT PRESENTATION: JOSE ALPIZAR**

President Vargas invited forward Jose Alpizar, a musical theatre major. A video was shown where Mr. Alpizar served as a primary character. The video was shown at New Student Convocation in August. At the conclusion of the video, Mr. Alpizar thanked the president for the invitation. He provided a brief overview of his background, his college experience, and especially his experience at the River Campus. Originally from Memphis, Tennessee, he is a junior. During his studies at Southeast, he has played the role of Ozzie in “Of Mice and Men, played the role of Gomez in “The Addams Family,” played the role of McDuff in “McBeth,” and member of the Ensemble in “The King and I.”

He was among a group of students and faculty who recently went to New York City to perform an original play written by Dr. Kenn Stilson in Brooklyn, New York. He thanked the Provost’s Office for the financial support. He reported that not many other universities are able to provide such opportunities for their students.

Mr. Alpizar is a first-generation college student and his family is originally from Costa Rica, and he reported his extreme appreciation for the University. He hopes after completing his degree at Southeast to secure a summer performance contract, followed by moving to New York City to pursue his acting career. His ultimate goal is to perform on Broadway.

Board President Knudtson asked that all Regents introduce themselves to Mr. Alpizar and Mr. Jones who is attending his first Board meeting. After introductions, President Vargas thanked Mr. Alpizar for his presentation and wished him well in his theater pursuits.

**REPORT FROM STUDENT GOVERNMENT PRESIDENT PEYTON MOGLEY**

President Vargas introduced Peyton Mogley, president of the University’s Student Government Association, who presented a report on the activities the organization has been pursuing. Student Government’s (SG) theme is “Building Better Together,” with focus areas including inclusion, visibility, and tradition.

SG has solicited feedback from students regarding the possibility of a tobacco-free campus; solicited input on whether or not to have Regional Campus SG senators and to have them participate via televideo means; updated legislative bylaws; purchased OrgSync, a software program for online registering and promotion of student organizations; investigated ways to promote activities at the River Campus including campus television monitors for streaming information; and pursued senator engagement opportunities such as periodic booths throughout campus for face-to-face connections.

Ms. Mogley indicated that SG partnered with the International Student Association for Homecoming activities; worked with Redhawks Rising during sexual
assault awareness week; worked with Old Town Cape to place a senator on the Board of Directors; increased tailgating opportunities for students for several sports; worked on campus sustainability; election awareness activities; purchased an app to track the WINGS shuttle service; investigated the possibilities for a student food pantry and bike share program; and worked to increase awareness of the Involvement Ambassador program.

Ms. Mogley recognized Dean Barbara Glackin from Kent Library for assisting with diversity conversations and engagement programs in the library.

President Vargas complimented Ms. Mogley and the SG leadership team for assisting with changing the culture of the University and nurturing the new generation of leaders.

REPORT ON ACADEMIC PROGRAMS UNDER DEVELOPMENT

Provost Kunkel reported on new programs and programs under development, including a Master’s in Applied Computer Science and a Master’s in Cybersecurity; a Bachelor of Science in Business Administration (BSBA) in Entrepreneurship with the deletion of the BSBA Management option in Entrepreneurship; and the addition of options in Agricultural Communication and Agricultural Systems Management.

President Vargas reported that he Coordinating Board for Higher Education (CBHE) has been reviewing the processes for approving academic programs after Southeast submitted a proposal for an Industrial and Systems Engineering degree, which was seen by several institutions as outside our mission. That degree was approved yesterday. The President thanked Dr. Chris McGowan, dean of the College of Science, Technology and Agriculture, the department chairs and faculty, former interim Provost Gerald McDougall, and Chris Martin for their dedication and hard work in assisting with getting the degree approved.

Board President Knudtson complimented all who have been involved in working through the issues with the new processes and the new academic programs.

REPORT FROM FACULTY SENATE CHAIR WILLIE REDMOND

Dr. Willie Redmond, chair of Faculty Senate, reported there have been a total of five Faculty Senate bills passed this semester. The Senate is currently working on several bills including the academic honesty policy, principles of collegiality, role of academic departments, conflict of interest, guidelines for ownership of online courses, sabbatical opportunities and changes to the program review process. Dr. Redmond reported that the Senate is pursuing a centralized online clearing house on policies for the University.

Dr. Redmond complimented Dean Barbara Glackin in Kent Library for several new initiatives, including a family room for students with children in the library – an item which assists with retention. He advised that faculty are extremely aware of retention efforts and are working to reach out to more first-year students.
Board President Knudtson recognized Dr. Redmond for his and the faculty’s leadership role in retention, and as tomorrow’s commencement speaker. President Vargas recognized Dr. Redmond as a unique faculty member.

BOARD OF REGENTS BYLAWS PROJECT

Board President Knudtson reported that the President Vargas and he have been reviewing the bylaws of other representative bodies and legal counsel Al Spradling will be working with the Board to get policies and procedures in place going forward. He is hopeful to have something ready for the Board to review in February. He referred members to the report on Contracts and Facilities Management Projects in the Board materials and asked for questions or concerns. None were expressed.

A motion was made by Regent LaFerla and seconded by Regent Gargas to recess the open session and convene the closed session for consideration of the following:

A. RSMo 610.021.1 -- pertaining to legal actions, causes of action or litigation
B. RSMo 610.021.2 -- pertaining to lease, purchase, or sale of real estate
B. RSMo 610.021.3 -- pertaining to the hiring, firing, disciplining or promotion of personnel
C. RSMo 610.021.9 -- pertaining to preparation for negotiations with employee groups
D. RSMo 610.021.13 -- pertaining to personnel records, performance ratings
E. RSMo 610.021.14 -- pertaining to records which are protected from disclosure by law

A roll call vote was taken. Voting in favor were: Britt, LaFerla, Meyer, Neely-Martin, Gargas and Knudtson. The motion carried.

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

Board President Knudtson announced that routine faculty and non-faculty personnel actions were approved during the closed session. He recognized Mr. Chris Martin who has been named chief of staff and assistant to the president for strategy and government relations.
CONSIDERATION OF MOTION TO ADJOURN

A motion was made by Regent Neely-Martin and seconded by Regent Gargas to adjourn the meeting. The motion carried unanimously. The meeting concluded at 5:06 p.m.

Diane O. Sides
Board of Regents' Secretary

APPROVED:

Jay B. Knudtson, President
Board of Regents
Southeast Missouri State University
BOARD OF REGENTS
MOTION CONSIDERATION FORM
February 17, 2017
Open Session

I. Motion to be Considered:

Approve the attached schedule of major capital projects and maintenance and repair items for FY18.

II. Background:

The attached schedule of capital and maintenance and repair (M&R) projects for FY18 includes projects funded from local, state, and federal funding sources that are anticipated to exceed $100,000 (Attachment 1). State M&R dollars will be matched with local M&R dollars to complete annual repairs to elevators and the utility infrastructure, fire alarm testing and various parking lot and hardscape repairs.

The Residence Life auxiliary will complete electrical upgrades and roof replacement at the Towers Central Complex for an estimated cost of $1.75 million. Repairs will be made to the sprinkler system at the Cottonwood facilities and construction will be completed on the Greek Housing project, with the final two buildings available for occupancy for the Fall 2017 semester.

The University will continue work on academic building remodels funded by the state through the Building Affordability bonds. The renovation of Gravel Building will be completed in July 2017 for use in the Fall 2017 semester. Replacement of the roof on Crisp and Brandt Hall will occur summer 2017 while scope and design for upgrades to the mechanical, electrical and plumbing systems are finalized. Renovations to Crisp Hall could begin spring/summer 2018.

The master planning consultants are currently conducting visioning meetings with campus leaders in all divisions and at all campuses. A survey was available to all students, faculty and staff to gather broad input on campus services, buildings, grounds and infrastructure. Draft priorities and proposals will be reviewed with University administration late in the Spring 2017 semester and a final report will be presented to the University by the beginning of the Fall 2017 semester.

Recommended By:
Student Government
Faculty Senate
Administrative Council
VP, Finance & Admin.
VP, University Advancement

Chairperson
Dean
Academic Council
Provost
President

Board Action on: [signature]
Motion By: [signature]
Second By: [signature]
Vote: Yes: [number] Nays: [number]
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<th>FY18 Local</th>
<th>FY18 State M&amp;R Appropriation</th>
<th>State Capital Appropriation</th>
<th>Bond Funds</th>
<th>Federal or State Grant Funds</th>
<th>Auxiliary</th>
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<td>Maintenance &amp; Repair Projects:</td>
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<td>Fire Alarm Testing, Repair &amp; Replacement</td>
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<td>Parking Lots - Repairs, Striping, Lighting and Sealing</td>
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<td>Hardscaping (Stairs, Sidewalks, Lighting)</td>
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<td>Brandt Renovation/Roof Replacement - A/E only</td>
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<td>250,000</td>
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<td>Athletics Title IX Improvements</td>
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<td>Greek Housing Construction</td>
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<td>Towers Central Complex Electrical Renovation</td>
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<td>Cottonwood Sprinkler Replacement</td>
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<td>Regional Campus Improvements</td>
<td>450,000</td>
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<td><strong>Totals</strong></td>
<td><strong>$ 4,526,850</strong></td>
<td><strong>$ 1,884,290</strong></td>
<td><strong>$ 2,390,685</strong></td>
<td><strong>$</strong></td>
<td><strong>$</strong></td>
<td><strong>$ 2,430,715</strong></td>
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BOARD OF REGENTS
MOTION CONSIDERATION FORM

February 17, 2017
Open Session

I. Motion to be Considered:

Approve the award of a contract for University banking services to Commerce Bank for the period July 1, 2017, through June 30, 2021.

II. Background:

State statutes require daily banking services be bid every four years. University banking services were last bid in 2013. At that time, the contract was awarded to U.S. Bank for the period July 1, 2013, through June 30, 2017.

The University issued Request for Proposal (RFP) 5847 on December 1, 2016, for University banking services. Three proposals were received in response to the RFP from Commerce Bank, Montgomery Bank and U.S. Bank.

A formal evaluation of the three bids was completed using objective and subjective factors including cost of routine banking services, MasterCard/Visa/Discover discount rate charged, interest revenue on daily balances, experience, reliability, and services provided. A financial analysis of expenses for deposit and merchant services, offset by interest earned on daily balances over the four years of the contract was used to assess cost points (Attachment 1).

All three banks are well-established, submitted current financial information and have branch banks located in the city limits of Cape Girardeau. All institutions were comparable in experience and reliability and proposed method of performance.

A summary of the bid evaluation is included in Attachment 1. Based on cost and subjective evaluation, it is the determination that Commerce Bank provided the best and lowest proposal.

Recommended By:
Student Government
Faculty Senate
Administrative Council
VP, Finance & Admin.
VP, University Advancement
Chairperson
Dean
Academic Council
Provost
President

Board Action on: Postpone:
Motion By: Amend:
Second By: Disapprove:
Vote: Yeas: Nays: Approve:
Secretary:
Request for Proposal 5847
University Banking Services

Fee Analysis
(4 Year Cumulative)

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<tr>
<th></th>
<th>Commerce Bank</th>
<th>Montgomery Bank</th>
<th>U S Bank</th>
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</thead>
<tbody>
<tr>
<td>Depository Service Charges</td>
<td>(24,813)</td>
<td>(28,076)</td>
<td>(19,659)</td>
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<td>Merchant Services</td>
<td>(37,179)</td>
<td>(42,148)</td>
<td>(36,820)</td>
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<tr>
<td>Subtotal</td>
<td>(61,992)</td>
<td>(70,224)</td>
<td>(56,479)</td>
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<tr>
<td>Extended Net Cost 4 years</td>
<td>(247,968)</td>
<td>(280,896)</td>
<td>(225,916)</td>
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<td>Earnings Credit to offset</td>
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<td>78,636</td>
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<td>depository service charges</td>
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<tr>
<td>Interest Revenue</td>
<td>367,200</td>
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<td>Final Net Revenues (Expenses)</td>
<td>$119,232</td>
<td>$64,704</td>
<td>($58,480)</td>
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<td>4 years</td>
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<tr>
<td>Cost Points</td>
<td>40.00</td>
<td>36.78</td>
<td>31.16</td>
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Evaluation Summary

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<th>Implementation</th>
<th>Experience &amp; Reliability</th>
<th>Proposed Method of Performance</th>
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<td>Montgomery Bank</td>
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<td>30.00</td>
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<td>U.S. Bank</td>
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<td>10.00</td>
<td>30.00</td>
<td>20.00</td>
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BOARD OF REGENTS
MOTION CONSIDERATION FORM
February 17, 2017
Open Session

I. Motion to be Considered:

Approve the attached FY2018 Residence Life proposed budget, including room and board rates, beginning fall semester 2017.

II. Background:

In February 2016, the Board of Regents approved a 2.30% increase to the room and board rates for FY2017; including a 1.51% room rate increase and a 3.53% increase in board rates.

As shown in Attachment 1, an average combined room and board rate increase of 2.51% is requested for FY2018. The proposed rate schedules for both residence halls and board plans have been shared with the Residence Hall Association for review and comment and are presented to the Board with their consent. The proposed rate schedule reflects an effort to hold room rate increases to a minimum, as a means of containing costs for students.

The proposed increase in average room rates is 1.97%. This reflects cost for personnel, student labor, operations, maintenance and repair. Private room rates continue to be 1.5 times the rate of a double-occupancy room.

In previous years, efforts were made to hold increases to community-style housing to a minimum. The growing difference in cost between the highest price suite-style and lowest price community-style residence halls is a concern for students. To minimize the difference, the University reduced the price gap between the highest and lowest price residence halls from $1950 to $1750 last fiscal year. In FY18, the gap between the highest priced halls (the Dobbins Center, LaFerla and Merick) and the lowest priced halls (Towers East and Towers West) will be $1680.

<table>
<thead>
<tr>
<th>Recommended By:</th>
<th>Chairperson</th>
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<tbody>
<tr>
<td>Student Government</td>
<td>Dean</td>
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<tr>
<td>Faculty Senate</td>
<td>Academic Council</td>
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<td>Administrative Council</td>
<td>Provost</td>
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<tr>
<td>VP, Enroll. Man. &amp; Stu. Suc.</td>
<td>President</td>
</tr>
<tr>
<td>VP, Finance &amp; Admin.</td>
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<tr>
<td>VP, University Advancement</td>
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<table>
<thead>
<tr>
<th>Board Action on:</th>
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<tbody>
<tr>
<td>Motion By:</td>
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<tr>
<td>Second By:</td>
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<tr>
<td>Vote: Yeas: Nays:</td>
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<tr>
<td>Postpone:</td>
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<tr>
<td>Amend:</td>
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<tr>
<td>Disapprove:</td>
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<tr>
<td>Approve:</td>
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<tr>
<td>Secretary:</td>
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</table>
In fall 2014, all rooms in the Dearmont residence hall, a traditionally double-occupancy community-style hall, were converted to single rooms. The Board approved a new room rate for Dearmont in FY15. This housing option continues to be popular with students. The rate for Dearmont is proposed to adjust up slightly, by 2.17%. In the second week of the fall 2016 semester, the B-wing of Dearmont residence hall lost power, displacing 51 students. At that time, 189 students resided in Dearmont. B-wing was closed for the remainder of the fall semester and the electrical system was upgraded. Power to C-wing was also compromised and students were asked to reduce electrical use throughout the fall. The electrical system for C-wing was replaced during the winter break. In Spring 2017, both wings were fully repaired and open to students and total building occupancy was 169 at the beginning of the semester.

For the first time in FY17, the room rate includes an additional $30 to provide students with access to their rooms during academic year breaks. As a result of this change, significantly more students remained during the Thanksgiving (148 in Fall 2015 v. 342 in Fall 2016) and Winter (257 in Fall 2015 v. 462 in Fall 2016) breaks.

Attachment 1 reflects an average projected occupancy rate of 92.32%, based on a projected beginning freshmen class at or near the fall 2016 enrollment of 1858 students. An average occupancy rate of 90 to 93% is desired to meet the system’s debt service obligations.

The opening of four new Greek houses will add 107 new beds to the residence hall system. These new facilities allow for the three chapters with students in Group Housing to reduce the number of beds they currently use in this area. Residence Life is working with other Greek chapters to consider them for group living space in Group Housing. Through the addition of the new Greek Village and changes in Group Housing, it is anticipated that two additional chapters will be provided with group living space on campus in FY18.

Cheney Hall, closed in summer 2015, will remain offline in FY18 for structural repairs and renovation. The temporary closure of Cheney Hall and the ongoing space utilization efforts have prompted Residence Life and Facilities Management to discuss several long term facility use opportunities.

The university’s strategic plan establishes an expectation that a student’s education include a comprehensive co-curricular experience, including providing the optimal on campus living environment for students. Residence Life staff and academic units from across the University continue to expand the residential learning community program. This academic year, 236 students are participating in one of nine learning communities. The communities include: Agriculture & Environmental Science, Computer Science, Honors, Military and Veterans, Nursing/Medical Science, Secondary Scholars, Tomorrow’s Teachers, Transfer, and Visual and Performing Arts. In FY18, the Harrison College of Business will add a learning community and plans are underway to further expand student participation in future years.

The board rate for FY18 will increase by 3.50%. This rate increase is consistent with the terms of University’s new dining contract with Chartwells. Included in their bid, Chartwells has committed capital investment funds to enhance programs and renovate facilities. The first phase of the capital projects were completed in summer 2015, including expansion of the Subway brand in Scully Building and a new coffee concept in the east side of the building. A new retail dining venue in the University Center, Panda Express, opened in February of 2016 and is the most popular dining venue on campus. During the summer of 2017 Towers Café received a $3.3 million dollar
renovation that included a complete remodel of the dining room and kitchen. This remodel allowed for expanded services, including an allergen friendly station and more made-to-order items.

Proposed Residence Life revenue and expenses for FY2018 are given in Attachment 2. Projected expenses are $26,310,538 as compared with $25,539,225 in FY2017. The largest factors in this increase in expenses are changes in debt service payments and planned capital projects.
**SOUTHEAST MISSOURI STATE UNIVERSITY**

**RESIDENCE LIFE**

**FY18 - ROOM & BOARD RATES (1.97% room increase; 3.5% board increase)**

**REVENUE SUMMARY:**
- Room Contracts: $15,972,500
- Private Rooms: $149,110
- Contract Cancellation Charges: $185,000
- **Total Room Revenues:** $16,206,610
- Board Contracts: $8,305,000
- Summer Room and Board Contracts: $90,000
- **TOTAL ROOM & BOARD REVENUES:** $24,694,610

### ROOM CONTRACTS:

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<th>Room Type</th>
<th>FY17 Rate</th>
<th>FY18 Rate</th>
<th>% Change</th>
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<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Bearport (singles)</td>
<td>$5,550</td>
<td>$5,650</td>
<td>1.90%</td>
</tr>
<tr>
<td>Group/Greek</td>
<td>$5,500</td>
<td>$5,650</td>
<td>2.50%</td>
</tr>
<tr>
<td>Towers East</td>
<td>$5,650</td>
<td>$5,650</td>
<td>0.00%</td>
</tr>
<tr>
<td>Towers South</td>
<td>$5,650</td>
<td>$5,650</td>
<td>0.00%</td>
</tr>
<tr>
<td>Community-style Subtotal</td>
<td>$5,650</td>
<td>$5,650</td>
<td>0.00%</td>
</tr>
<tr>
<td>Cobbs Center</td>
<td>$5,200</td>
<td>$5,200</td>
<td>0.00%</td>
</tr>
<tr>
<td>Henderson</td>
<td>$5,200</td>
<td>$5,200</td>
<td>0.00%</td>
</tr>
<tr>
<td>Laffette</td>
<td>$5,200</td>
<td>$5,200</td>
<td>0.00%</td>
</tr>
<tr>
<td>Merick</td>
<td>$5,200</td>
<td>$5,200</td>
<td>0.00%</td>
</tr>
<tr>
<td>Miers</td>
<td>$5,200</td>
<td>$5,200</td>
<td>0.00%</td>
</tr>
<tr>
<td>Towers North</td>
<td>$5,200</td>
<td>$5,200</td>
<td>0.00%</td>
</tr>
<tr>
<td>Towers West</td>
<td>$5,200</td>
<td>$5,200</td>
<td>0.00%</td>
</tr>
<tr>
<td>Vandiver</td>
<td>$5,200</td>
<td>$5,200</td>
<td>0.00%</td>
</tr>
<tr>
<td>Suite-style Subtotal</td>
<td>$5,200</td>
<td>$5,200</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>AVERAGE</strong></td>
<td>$5,574</td>
<td>$5,564</td>
<td>1.97%</td>
</tr>
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</table>

**TOTAL ROOM CONTRACTS:** $24,694,610

### BOARD CONTRACTS:

<table>
<thead>
<tr>
<th>Room Type</th>
<th>FY17 Rate</th>
<th>FY18 Rate</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cherokee</td>
<td>$3,020</td>
<td>$3,220</td>
<td>6.60%</td>
</tr>
<tr>
<td>Bearport (singles)</td>
<td>$2,700</td>
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<tr>
<td>Group/Greek</td>
<td>$2,500</td>
<td>$2,650</td>
<td>6.00%</td>
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<tr>
<td>Towers East</td>
<td>$2,620</td>
<td>$2,650</td>
<td>1.10%</td>
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<tr>
<td>Towers South</td>
<td>$2,620</td>
<td>$2,650</td>
<td>1.10%</td>
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<tr>
<td>Cobbs Center</td>
<td>$2,190</td>
<td>$2,290</td>
<td>4.70%</td>
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<td>Henderson</td>
<td>$2,940</td>
<td>$3,040</td>
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<td>Laffette</td>
<td>$2,580</td>
<td>$2,670</td>
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<td>Merick</td>
<td>$2,220</td>
<td>$2,300</td>
<td>3.60%</td>
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<tr>
<td>Miers</td>
<td>$2,220</td>
<td>$2,280</td>
<td>2.70%</td>
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<tr>
<td>Towers North</td>
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<td>$2,280</td>
<td>2.70%</td>
</tr>
<tr>
<td>Towers West</td>
<td>$2,220</td>
<td>$2,280</td>
<td>2.70%</td>
</tr>
<tr>
<td>Vandiver</td>
<td>$2,220</td>
<td>$2,280</td>
<td>2.70%</td>
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<tr>
<td><strong>AVERAGE</strong></td>
<td>$2,287</td>
<td>$2,287</td>
<td>3.20%</td>
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**TOTAL BOARD CONTRACTS:** $24,694,610

### OTHER FEES:

- $30.00
- $50.00
- $80.00

**TOTAL AVERAGE BOARD CONTRACTS:** $24,694,610

### BOARD CONTRACT REVENUE:

- **Projected Revenue:** $29,120
- **Projected Revenue:** $29,120

### COMBINED ROOM & BOARD (with 13 classic meal plan):

- **Revenue:** $24,694,610
- **Rate Change:** 0.00%
SOUTHEAST MISSOURI STATE UNIVERSITY
RESIDENCE LIFE
FY18 PROPOSED BUDGET

<table>
<thead>
<tr>
<th>Revenue</th>
<th></th>
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<tbody>
<tr>
<td>Interest earned</td>
<td>$90,000</td>
</tr>
<tr>
<td>Hall Council fees</td>
<td>$84,300</td>
</tr>
<tr>
<td>Contract payments</td>
<td>$24,694,358</td>
</tr>
<tr>
<td>Camps &amp; miscellaneous</td>
<td>$120,000</td>
</tr>
<tr>
<td>Dearmont rental</td>
<td>$47,000</td>
</tr>
<tr>
<td>Food service commission</td>
<td>$75,000</td>
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<tr>
<td>Vending services</td>
<td>$89,600</td>
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<tr>
<td>Non-traditional housing</td>
<td>$40,200</td>
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<tr>
<td>Greek Village</td>
<td>$671,380</td>
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<tr>
<td>Damage charges</td>
<td>$60,000</td>
</tr>
<tr>
<td>Voice, video, data billing</td>
<td>$337,200</td>
</tr>
<tr>
<td>Miscellaneous revenue</td>
<td>$1,500</td>
</tr>
<tr>
<td>**Total Revenue</td>
<td>$26,310,538</td>
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</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Res. Life office operations</td>
<td>$382,150</td>
</tr>
<tr>
<td>Res. Lite office personnel</td>
<td>$566,795</td>
</tr>
<tr>
<td>Food service - miscellaneous equipment repair</td>
<td>$45,000</td>
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<tr>
<td>Residence hall operations</td>
<td>$1,904,762</td>
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<tr>
<td>Utilities &amp; maintenance</td>
<td>$2,843,905</td>
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<tr>
<td>Custodial services</td>
<td>$1,634,735</td>
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<tr>
<td>Overhead support</td>
<td>$1,550,101</td>
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<tr>
<td>Support services</td>
<td>$48,563</td>
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<tr>
<td>Bonds administration expense</td>
<td>$4,100</td>
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<tr>
<td>Collection costs</td>
<td>$16,000</td>
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<tr>
<td>Bad debt</td>
<td>$35,000</td>
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<tr>
<td>Food service contract</td>
<td>$7,062,982</td>
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<tr>
<td>Vending services</td>
<td>$148,500</td>
</tr>
<tr>
<td>Scholarships</td>
<td>$660,000</td>
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<tr>
<td>Property insurance</td>
<td>$110,000</td>
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<tr>
<td>Contingency contribution</td>
<td>$100,000</td>
</tr>
<tr>
<td>Hall Council fees</td>
<td>$84,300</td>
</tr>
<tr>
<td>Room damages</td>
<td>$85,490</td>
</tr>
<tr>
<td>Expected reserve contribution</td>
<td>$411,315</td>
</tr>
<tr>
<td>Debt retirement</td>
<td>$8,316,840</td>
</tr>
<tr>
<td>Facility renewal improvements</td>
<td>$300,000</td>
</tr>
<tr>
<td>**Total Expenses</td>
<td>$26,310,538</td>
</tr>
</tbody>
</table>

Rev vs. Exp $
I. Motion to be Considered:

Recommend approval of the following change(s) to Academic Programs:

- New Program – Bachelor of Science in Business Administration in Entrepreneurship
- Deletion of Option – Bachelor of Science in Business Administration in Management: Entrepreneurship Option (contingent on approval of new BSBA Entrepreneurship program)
- New Program – Master of Science in Applied Computer Science
- Option Title Change – Bachelor of Science in Technology Management: From Telecommunications and Computer Networking to Computer Network Systems Administration

II. Background:

New Program – Bachelor of Science in Business Administration in Entrepreneurship
The Department of Management and Marketing in the Donald L. Harrison College of Business is proposing a new Bachelor of Science in Business Administration - Entrepreneurship program.

By moving the option in entrepreneurship from under the management major to a free standing major under the BSBA degree program we expect enrollments in entrepreneurship to grow due to the increased stature of this program of study. Enrollment data for students in the current entrepreneurship option and the minor in entrepreneurship provide strong evidence of student demand. This proposal reflects societal trends and local economic development interests. Further, Southeast historically demonstrates significant attention to entrepreneurship academic programming as well as co-curricular and extra-curricular entrepreneurial activities, such as those taking place at the Catapult Creative House.

The move from an option to a free-standing major will not result in a need for additional resources.

Recommended By:

Student Government
Faculty Senate
Administrative Council
VP, Finance & Admin.
VP, University Advancement

Chairperson
Dean
Academic Council
Provost
President

Board Action on:

Motion By:
Second By:
Vote: Yeas: Nays:

Postpone:
Amend:
Disapprove:
Approve:
Secretary:
Deletion of Option – Bachelor of Science in Business Administration in Management: Entrepreneurship Option (contingent on approval of new BSBA Entrepreneurship program)
The Department of Management and Marketing in the Donald L. Harrison College of Business is proposing to delete the Bachelor of Science in Business Administration in Management: Entrepreneurship option, contingent on the approval of the proposed new Bachelor of Science in Business Administration - Entrepreneurship program.

New Program – Master of Science in Applied Computer Science
The Department of Computer Science in the College of Science, Technology, and Agriculture is proposing a new Master of Science in Applied Computer Science.

The Applied Computer Science program primarily will target students in southeast Missouri as well as St. Louis and surrounding areas. We believe this program will be very attractive to international students as well. Further, this program will appeal to IT, healthcare and other professionals in Southeast Missouri, and serve to meet workforce needs. The program also has an accelerated option for high-achieving undergraduate students.

The Department of Computer Science annually is allocated resources to support equipment and departmental needs that can be used to support this master’s program. Current department funding is adequate for the addition of this proposed Master of Science in Applied Computer Science.

Option Title Change – Bachelor of Science in Technology Management: From Telecommunications and Computer Networking to Computer Network Systems Administration
The Department of Polytechnic Studies in the College of Science, Technology, and Agriculture is proposing to change the title of the Bachelor of Science in Technology Management: Telecommunication and Computer Networking option to Bachelor of Science in Technology Management: Computer Network Systems Administration option.

Due to course changes in the BS Technology Management: Telecommunications & Computer Networking option since inception, there is a need to identify the program with a more suitable title. The current name has become antiquated and no longer accurately identifies the program with the curriculum or career placement. Courses are updated or created to fulfill an industry need for network administrators, engineers, and designers. Industry no longer refers to telecommunication as a means of identifying career fields our students enter after graduation.

Changing the program name to BS Technology Management: Computer Network Systems Administration option identifies the course work more precisely. This change allows students to identify the program in the currently appropriate and recognized career field.
NEW PROGRAM PROPOSAL FORM

Sponsoring Institution(s): Southeast Missouri State University

Program Title: Entrepreneurship

Degree/Certificate: Bachelor of Science in Business Administration

Options: None

Delivery Site(s): Cape Girardeau, MO

CIP Classification: 52.0701

*CIP code can be cross-referenced with programs offered in your region on MDHE’s program inventory highered.mo.gov/ProgramInventory/search.jsp

Implementation Date: Fall 2017

Cooperative Partners: None

*If this is a collaborative program, form CL must be included with this proposal

AUTHORIZATION:

Dr. Karl R. Kunkel, Provost

<table>
<thead>
<tr>
<th>Name/Title of Institutional Officer</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Judy Wiles, Chair, Dept. of Management &amp; Marketing</td>
<td>573-651-2913</td>
<td></td>
</tr>
</tbody>
</table>

Person to Contact for More Information

Telephone

www.dhe.mo.gov • info@dhe.mo.gov
205 Jefferson Street, P. O. Box 1469, Jefferson City, MO 65102 • (573) 751-2361 • (800) 473-6757 • Fax (573) 751-6835

Form SE - Student Enrollment Projections
STUDENT ENROLLMENT PROJECTIONS

<table>
<thead>
<tr>
<th>Year</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>20</td>
<td>25</td>
<td>30</td>
<td>40</td>
<td>55</td>
</tr>
<tr>
<td>Part Time</td>
<td>5</td>
<td>10</td>
<td>15</td>
<td>18</td>
<td>20</td>
</tr>
<tr>
<td>Total</td>
<td>25</td>
<td>35</td>
<td>45</td>
<td>58</td>
<td>75</td>
</tr>
</tbody>
</table>

Please provide a rationale regarding how student enrollment projections were calculated:

These enrollment projections are based on a history of Southeast’s enrollments of students majoring in Management with an option in Entrepreneurship, the number of students minoring in entrepreneurship, and the forthcoming promotion of entrepreneurship as a University Pillar Program. The unduplicated enrollment count for the Entrepreneurship option was 48 in fall 2015-spring 2016. This growth has been steady since fall 2008 when the option began with enrollments of 10 students. We also had 39 students enrolled in an Entrepreneurship minor during the fall 2015-spring 2016 period.

An average of 15 credit hours per student is projected as full-time and 6 credit hours per student is considered part-time.

Provide a rationale for proposing this program, including evidence of market demand and societal need supported by research:

Entrepreneurship has been identified as one of six Pillar Programs for Southeast Missouri State University. Pillar Programs are distinctive programs highlighted by the university to represent the high qualities of the Southeast academic experience. This designation reflects the historic role and growth of entrepreneurial programming across campus and the substantial private support that has been provided to grow, expand and promote entrepreneurship. By moving the option in entrepreneurship from under the management major to a free standing major under the BSBA degree program we expect enrollments in entrepreneurship through the Harrison College of Business to grow because of the increased stature of the program of study. As noted above, Southeast’s enrollment data for students in the Entrepreneurship option in the Management major and the minor in entrepreneurship and the designation as a Pillar Program provide support for moving the option to a major in Entrepreneurship under the BSBA degree. We believe the growth in enrollments in the option and the minor has been due to a strong interest on the part of entering freshmen, societal trends and Southeast’s consistent attention to entrepreneurship programming and co-curricular and extra-curricular entrepreneurial activities.
There is general agreement that new business formation drives job growth and job growth translates into growth in income. It is also understood that new business formation depends on an entrepreneurial mindset that can be enhanced through an educated workforce and an ecosystem that encourages and rewards innovation. Signs indicate that entrepreneurship and new venture creation is and will continue to be a key driver of the U.S. economy, the state of Missouri, and southeast Missouri.

IN REGARD TO THE NATION: The U.S. Department of Labor, Bureau of Labor Statistics, reported that startups, new ventures less than a year old, created 60%, 1.7 million jobs, of total employment growth, while established firms 10 year or older created 29% of net employment growth (Groshen, 2016). In addition, these reports indicate that in the year ending March 2015 firms 0-4 years old represented 28% of the firms closing, while established firms 10 years or older represented 55% of the 788,000 establishments that closed during the same year (Groshen, 2016). This data provides evidence of the impact entrepreneurship has on the U.S. economy. According to the 2015 Kauffman Index of Startup Activity, over 500,000 adults in the U.S. start new businesses each month, which translates into roughly 0.31% of the population. In 2014 33% of these entrepreneurs were college graduates, a significant increase from the 1956 percentage of 23.7%. These figures indicate the attraction college students have in creating a new venture (Fairlie, Mordix, Reedy, & Russell, 2015). While it is difficult to get specific figures on the salaries/compensation of entrepreneurs, the International Institute for the Study of Labor published a study in 2009 that indicated that the mean income for entrepreneurs is almost 50% greater than the income for traditional employees (Praag, Witteloostuijn, & Sluis, 2009). The impact of entrepreneurship on not only the U.S. economy but the global economy cannot be overstated. Providing academic programming that addresses (a) opportunity recognition, (b) market entry, (c) the legal requirements of new business and (d) navigating resource constraints is increasingly important to promoting innovation and commercialization; key economic drivers for economic development.

IN REGARD TO THE STATE: Unfortunately, Missouri is known as a slow growth state, reflecting a below average performance in entrepreneurial activity and small business creation. The Kauffman Index of Entrepreneurial Activity (KIEA) which is a based on (1) the rate of new entrepreneurship, (2) opportunity share of new entrepreneurship and (3) startup density places Missouri in the bottom 50 percent of all states. Similarly, the State Entrepreneurship Index (SEI) which is based on (1) percentage growth in employer establishments, (2) percentage growth in employer establishments per person, (3) the business formation rate, (4) patents per thousand of persons, and (5) average income per non-farm proprietor also places Missouri in the bottom half of all states.

IN REGARD TO OUR REGION: Southeast Missouri fares no better in assessments of its entrepreneurial ecosystem. One study of the Cape Girardeau region (McDougall, 2014a) concluded that improving the local and regional entrepreneurship ecosystem depended on (1) developing a pipeline of educated and skilled entrepreneurs, (2) cultivation of innovation, (3)
improving access to capital, (4) advancing market opportunities, (5) optimizing the regulatory environment. A second study of the Mississippi Delta region (Stapleton, nd) that includes southeast Missouri found that establishments with less than ten employees accounted for 100 percent of the net gains in jobs and sales following the 2001 national recession. In 2011, establishments with nine or fewer employees provided one-third of the jobs in the Delta region. A third study (McDougall, 2014b) assessed the climate for innovation in the Bootheel region and found that southeast Missouri rates below national indices on (1) innovation, (2) human capital, (3) economics dynamics, (4) productivity and employment and (5) economic well-being. The proposed program change creating a major in Entrepreneurship is designed to prepare individuals to succeed in an environment that encourages and rewards individuals with an entrepreneurial mindset that drives innovation, commercialization and new business startups.

REFERENCES:


(6) James Stapleton, “Business Dynamics in the Delta (Jobs and Sales 1990-2011), Delta Regional Authority in Missouri”

A. Total credits required for graduation: 120
B. Residency requirements, if any: 30 cr (general university guidelines); 50% of business hours counted toward business degree
C. General education: Total credits: 51 cr.

Courses (specific courses OR distribution area and credits):

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<thead>
<tr>
<th>Course Number</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>UI100</td>
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<td>First Year Seminar</td>
</tr>
<tr>
<td>EN100</td>
<td>3</td>
<td>English Composition</td>
</tr>
<tr>
<td>Physical Systems</td>
<td>3</td>
<td>See Undergraduate Bulletin for list of courses</td>
</tr>
<tr>
<td>EC215</td>
<td>3</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>Social Systems</td>
<td>3</td>
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</tr>
<tr>
<td>Artistic Expression</td>
<td>3</td>
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</tr>
<tr>
<td>Literary Expression</td>
<td>3</td>
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</tr>
<tr>
<td>SC105</td>
<td>3</td>
<td>Fundamentals of Oral Communication</td>
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<tr>
<td>EN140</td>
<td>3</td>
<td>Rhetoric and Critical Thinking</td>
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<td>Behavioral Systems</td>
<td>3</td>
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<td>Living Systems</td>
<td>3</td>
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</tr>
<tr>
<td>Political Systems</td>
<td>3</td>
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<tr>
<td>Major Civilization</td>
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<td>MA134</td>
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<td>College Algebra</td>
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<tr>
<td>IU305</td>
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<td>UI3XX</td>
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<td>See Undergraduate Bulletin for list of courses</td>
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<tr>
<td>UI400</td>
<td>3</td>
<td>Business and Ethics</td>
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D. Major requirements: Total credits: 66 cr.

1. Business Core and Support Courses (45 cr.)

<table>
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<td>Intro to Microcomputer Applications</td>
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<tr>
<td>EC225</td>
<td>3</td>
<td>Principles of Macroeconomics</td>
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<td>MO252</td>
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<td>Business Communication</td>
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<tr>
<td>QM237</td>
<td>3</td>
<td>Business Statistics</td>
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<tr>
<td>QM258</td>
<td>3</td>
<td>Business Statistics II</td>
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<tr>
<td>AC221</td>
<td>3</td>
<td>Principles of Accounting</td>
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<tr>
<td>AC222</td>
<td>3</td>
<td>Principles of Accounting II</td>
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<tr>
<td>BL255</td>
<td>3</td>
<td>Legal Environment of Business</td>
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<tr>
<td>FI361</td>
<td>3</td>
<td>Financial Management</td>
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<td>MG301</td>
<td>3</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>MK301</td>
<td>3</td>
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<tr>
<td>MI375</td>
<td>3</td>
<td>Management Information Systems</td>
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<tr>
<td>QM352</td>
<td>3</td>
<td>Quantitative Analysis</td>
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<td>BA490</td>
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<td>Business Policy &amp; Strategy</td>
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<tr>
<td>International Bus.</td>
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2. Entrepreneurship Major

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<td>ER361 (was BA361)</td>
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<td>Principles of Entrepreneurship</td>
</tr>
<tr>
<td>ER531 (was BA531)</td>
<td>3</td>
<td>Imagination, Creativity and Innovation</td>
</tr>
<tr>
<td>ER551 (was BA551)</td>
<td>3</td>
<td>Managing and Growing New Ventures</td>
</tr>
<tr>
<td>ER561 (was BA561)</td>
<td>3</td>
<td>Business Planning for New Ventures</td>
</tr>
<tr>
<td>ER581 (was BA581)</td>
<td>3</td>
<td>Entrepreneurship Practicum: Venture Creation</td>
</tr>
<tr>
<td>ER473</td>
<td>3</td>
<td>Internship in Entrepreneurship</td>
</tr>
<tr>
<td>Major elective</td>
<td>3</td>
<td>Choose from:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FT163 Entrepreneurial Finance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ER521 (was BA521) Topics in Entrepreneurship</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ER581 Entrepreneurship Practicum: Venture Creation</td>
</tr>
</tbody>
</table>

E. Free elective credits: (Sum of C, D, and E should equal A.)  3

F. Requirements for thesis, internship or other capstone experience: 3 cr. hour internship

G. Any unique features such as interdepartmental cooperation: Cooperation among all departments in the College of Business
### FINANCIAL PROJECTIONS

1. Expenditures

<table>
<thead>
<tr>
<th>Item</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. One-time:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New/renovated space</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consultants</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
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<tr>
<td>Total for One-time Expenditures</td>
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<td>0</td>
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2. Recurring:

<table>
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<tr>
<th>Item</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty: 2.5 FTE in place</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff: Staff support in place</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Benefits: Covered by existing positions</td>
<td></td>
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<td></td>
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<tr>
<td>Equipment</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Library: Resources in place</td>
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</tr>
<tr>
<td>Other: Co-curricular Activities</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Other-Scholarships</td>
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<td>32,000</td>
<td>32,000</td>
<td>32,000</td>
<td>32,000</td>
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<tr>
<td>Total for Recurring Expenditures</td>
<td>42,000</td>
<td>42,000</td>
<td>42,000</td>
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<td>42,000</td>
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</table>

TOTAL (A + B)                  | 42,000 | 42,000 | 42,000 | 42,000 | 42,000 |

2. Revenues

<table>
<thead>
<tr>
<th>Item</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>*State Aid - CBHE</td>
<td></td>
<td></td>
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<tr>
<td>*State Aid - DESE</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition/Fees</td>
<td>153,780</td>
<td>202,710</td>
<td>251,640</td>
<td>329,928</td>
<td>440,370</td>
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<tr>
<td>Institutional/Resources</td>
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<tr>
<td>Other: Private Gifting</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
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</tr>
<tr>
<td>Other-Endowed Scholarships</td>
<td>32,000</td>
<td>32,000</td>
<td>32,000</td>
<td>32,000</td>
<td>32,000</td>
</tr>
<tr>
<td>TOTAL REVENUES</td>
<td>195,780</td>
<td>244,710</td>
<td>293,640</td>
<td>371,928</td>
<td>482,370</td>
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</table>
PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS

Institution Name  Southeast Missouri State University  
Program Name     BSBA in Entrepreneurship  
Date             Fall 2017  

(Although all of the following guidelines may not be applicable to the proposed program, please carefully consider the elements in each area and respond as completely as possible in the format below. Quantification of performance goals should be included wherever possible.)

1. Student Preparation
   • Any special admissions procedures or student qualifications required for this program which exceed regular university admissions, standards, e.g., ACT score, completion of core curriculum, portfolio, personal interview, etc. Please note if no special preparation will be required.  
   Students will be subject to existing requirements for admission to the Harrison College of Business; completion of required lower division support and core courses with a grade of C or better and an overall GPA of 2.50 or higher.

   • Characteristics of a specific population to be served, if applicable.  
   Not Applicable

2. Faculty Characteristics
   • Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate.  
   Professional experience or education in entrepreneurship will be required to fulfill the Association to Advance Collegiate Schools of Business (AACSB) accreditation standards. AACSB requires a doctorate to maintain academically qualified status. Because many of the classes will cover accredited programs, all faculty will need to meet the AACSB academic standards.

   • Estimated percentage of credit hours that will be assigned to full time faculty. Please use the term "full time faculty" (and not FTE) in your descriptions here.  
   Given current staffing (2.5 FTE), it is anticipated that a majority of the courses in the major (i.e. more than 90%) will be taught by full-time faculty.

   • Expectations for professional activities, special student contact, teaching/learning innovation.  
   Faculty will be expected to work with and mentor students during entrepreneurship projects and extra-curricular programming; e.g. Global Entrepreneurship Week. Faculty will also be expected to participate with Catapult Creative House in experiential learning about start-ups and entrepreneurial operations.  
   Catapult is a Southeast student learning laboratory cultivating creativity, innovation, and entrepreneurship.
3. Enrollment Projections
- Student FTE majoring in program by the end of five years.
  55 full time and 20 part-time; 65 FTE
- Percent of full time and part time enrollment by the end of five years.
  73% FT, 27% PT

4. Student and Program Outcomes
- Number of graduates per annum at three and five years after implementation.
  2 graduates at year 3; 15 at year 5
- Special skills specific to the program.
  None identified
- Proportion of students who will achieve licensing, certification, or registration.
  Not Applicable
- Performance on national and/or local assessments, e.g., percent of students scoring above the 50th percentile on normed tests; percent of students achieving minimal cut-scores on criterion-referenced tests. Include expected results on assessments of general education and on exit assessments in a particular discipline as well as the name of any nationally recognized assessments used.
  Not Applicable
- Placement rates in related fields, in other fields, unemployed.
  Overall, Placement in related field 90%, in other fields 10%
- Transfer rates, continuous study.
  Not Applicable

5. Program Accreditation
- Institutional plans for accreditation, if applicable, including accrediting agency and timeline.
  If there are no plans to seek specialized accreditation, please provide a rationale.
  The BSBA major will fall under AACSB accreditation. The next continuous improvement review (i.e., maintenance of accreditation review) is scheduled for 2020.

6. Alumni and Employer Survey
- Expected satisfaction rates for alumni, including timing and method of surveys.
  There will be an annual survey of alumni requesting input related to satisfaction with the quality of program. Employer input is gathered through surveys of internship sponsors, firms participating in St. Louis Interview Days, and comments from members of the college's Corporate Advisory Committee. Methods will be developed to track entrepreneurial activities of the graduates from this program.
Expected satisfaction rates for employers, including timing and method of surveys. We will continue to use surveys of internship sponsors to collect data related to satisfaction with quality of performance of graduates and the program. Surveys are distributed at the end of each regular academic term. Through surveys of graduates we will attempt to track business start-up activity.

7. Institutional Characteristics
- Characteristics demonstrating why your institution is particularly well-equipped to support the program.
Southeast is particularly well suited to support an entrepreneurship major given the 25 year history of offering entrepreneurial programming, its location which is dominated by small businesses, current course offerings, its experience in seeking grants to promote innovation and small business startups in the Bootheal, and the private support that has been provided by successful entrepreneurs and others committed to enhancing the entrepreneurial mindset among young people through academic programming and co- and extra-curricular activities. Faculty resources (2.5 FTE) are in place to support instruction, advising and mentoring. The university’s location in Cape Girardeau, an economic hub between St. Louis and Memphis, provides a landscape where entrepreneurship students have access to a diverse base of potential customers for their new products or services. The Harrison College of Business and the Department of Management and Marketing have offered entrepreneurial programming for 25 years. This experience provides a foundation that is particularly well equipped to support the proposed major. We currently have 2.50 FTE faculty offering courses that focus on all dimensions to the entrepreneurial process, including topics identified by the Kauffman foundation as essential to a successful entrepreneurship program. The department is also integrally involved in promoting entrepreneurship across the university through the development of a variety of discipline-specific entrepreneurship minors and extra-curricular programming. Interdisciplinary and cross-disciplinary programming is supported by CATAPULT Creative House which falls under the Douglas C. Greene Center for Innovation and Entrepreneurship. CATAPULT provides an interdisciplinary environment that promotes creativity, innovation and commercialization and offers students, faculty and practicing entrepreneurs an environment conducive to mentoring and collaboration.
December 9, 2016

Dr. Gerry McDougall
Dean, Harrison College of Business
Southeast Missouri State University
One University Plaza, MS 5800
Cape Girardeau, MO 63701

Dear Gerry,

I was most happy to receive your call asking me to articulate my feelings about the importance of entrepreneurial studies for students, whether they are in hi-school or in a College or University environment.

My success as an entrepreneur convinces me that it is important to develop an entrepreneurial mindset among all university students if the United States is going to continue to be competitive in an increasingly complex global economy. A variety of strategies is required to meet this goal, including the development of appropriate academic programs linked to real-world experiences involving creativity, innovation and commercialization.

I support the proposed major in entrepreneurship by the Harrison College of Business because it is an example of the type of academic programming I have in mind. The proposed major will complement academic programming already in place that is designed to engage students outside of the Harrison College of Business with the entrepreneurial process. I am hopeful that the students completing this major will be prepared to accept the risks and challenges necessary to nurture the new business start-ups that are essential to the health of our local, state and national economies.

While the intent of this letter of support is not to call attention to my entrepreneurial successes, I am compelled to mention that the depth of my support and commitment can be measured by the time, talent and treasures that I have contributed to Southeast Missouri State University and the Donald L. Harrison College of Business to promote entrepreneurship programming and related activities.

My support of entrepreneurial studies at Southeast is legend, with the Center for Innovation and Entrepreneurship being named after me in 2011, and well over 180 students have benefitted from Heather and my largess in funding numerous entrepreneurial scholarships for Southeast students.

Best Personal Regards,

Douglas C. Greene
December 14, 2016

Gerry McDougall
Dean, Harrison College of Business
Southeast Missouri State University
One University Plaza, MS 5800
Cape Girardeau, MO 63701

Dear Gerry:

I salute the University’s proposal to establish a major field of study in entrepreneurship.

My personal experience as a student entrepreneur while attending Southeast Missouri State University (many years ago) and then as a founder of a successful business that was acquired by, what is now, a multi-billion dollar company with a very competitive global footprint explains why I support the proposed major in entrepreneurship from the Donald L. Harrison College of Business.

The Wall Street Journal recently published an article lamenting the fact that as a nation we are not generating the kind of big ideas that fueled the enviable economic growth our national economy experienced over the second half of the 20th century. My transition from a small business environment to the international corporate world suggests that our current economic sluggishness is related to a reduced number of big and small ideas; i.e., generally less innovation leading to successful commercialization.

Academic programs like the proposed major in entrepreneurship can address this deficiency by introducing students early in life to experiences that mimic the risks, challenges and rewards connected with the entrepreneurial endeavors that are crucial to reestablishing economic growth rates and prosperity to their historic levels.

I look forward to supporting your curriculum and the student body as a visiting alum and hope your efforts bring success.

Very truly yours,

[Signature]

Charles Stamp, Jr.
Southeast Missouri State University
Class of 1971
Coordinating Board of Higher Education  
Missouri Department of Higher Education  
205 Jefferson Street  
P.O. Box 1469  
Jefferson City, Missouri 65102-1469

Members, Coordinating Board of Higher Education:

The Cape Girardeau Area Chamber of Commerce strongly supports the program in entrepreneurship proposed by the Donald L. Harrison College of Business at Southeast Missouri State University.

The city of Cape Girardeau is transforming its entrepreneurial ecosystem to better promote creativity, innovation and new business start-ups that will accelerate the growth and development of the economies of Cape Girardeau city and county. The Cape Girardeau Area Chamber of Commerce is an active and committed partner in this endeavor, as is the university with its recent investments in innovative learning facilities along the Broadway Corridor (CATAPULT-Creative House and the Rust Center for Media) and the private sector through its investment creating the Marquette Center; a high-tech hub for startup technology companies.

The undergraduate major in Entrepreneurship proposed by the Donald L. Harrison College of Business at Southeast Missouri State University is another critical component to this public-private initiative. Success depends on having a pipeline of individuals who possess an entrepreneurial mindset and benefit from a knowledge base that increases the number of new business start-ups and the likelihood those business start-ups survive as sustainable business enterprises. Sustainability creates jobs and income that flows into our local economy, creating additional opportunities for those prepared to invest in our business community.

I encourage you to support this proposed addition to the academic programming offered by Southeast Missouri State University. From the Chamber’s perspective this proposal is aligned with community needs and the university’s mission to contribute to the economic development and quality of life in southeast Missouri.

Sincerely,

[Signature]

John Mehner, President and CEO  
Cape Girardeau Chamber of Commerce
December 2, 2016

Coordinating Board of Higher Education
Missouri Department of Higher Education
205 Jefferson Street
P.O. Box 1469
Jefferson City, Missouri 65102-1469

Members, Coordinating Board of Higher Education:

Please accept this communication as documentation of my support for the addition of an entrepreneurship major under the Bachelor of Science in Business Administration degree program at Southeast Missouri State University. An entrepreneurship major would greatly supplement the work being done in my office to stimulate the creation of entrepreneurial ecosystems in rural communities across southeast Missouri.

An entrepreneurship major would not only encourage creativity, innovation and new business formation in southeast Missouri, it would also help develop individuals with an entrepreneurial mindset and business skills critical to the startup and growth of small businesses into sustainable entities. As small business development is crucial to the regional economy in rural Missouri, this program is much needed to continue to support the economic vitality of the University’s service area and beyond.

Thank you for your consideration of this important academic endeavor.

Sincerely,

Crystal Jonas
Director
Economic and Business Engagement Center
PROGRAM CHANGE FORM

1. Submitted by: Southeast Missouri State University

2. Type of Program Change (Check all that apply to same program)
   - Title change only
   - Combination program created out of closely allied existing programs
   - Option(s) added to existing program (attach curriculum for option)
   - Addition of single-semester certificate program (C0) to existing parent degree (15 CH or less)
   - Addition of one-year certificate program (C1) developed from existing parent degree (30-40 CH)
   - Addition of free-standing single-semester certificate program
   - Delete program
   - X Delete option – ONLY IF BSBA in Entrepreneurship is approved! (Submitted under separate cover)
   - Place program on “Inactive Status” list
   - Other (attach description)

   a) In the left section of the table below, place the program (and options) as they currently appear in the MDHE inventory.
   b) In the right section, place the program (and options) as they would appear after changes have been approved.
   c) For certificates, place the title, degree and CIP for the parent program in the left section

<table>
<thead>
<tr>
<th>Current Program</th>
<th>Program after the Proposed Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Degree</td>
</tr>
<tr>
<td>Management</td>
<td>BSBA</td>
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<tr>
<td>• Entrepreneurship Option</td>
<td></td>
</tr>
<tr>
<td>• Human Resource Management Option</td>
<td></td>
</tr>
<tr>
<td>• Management Option</td>
<td></td>
</tr>
</tbody>
</table>

3. Attach a copy of “before and after” curriculum, as applicable, and a rationale for the proposed change.
4. Intended date of program change, additional options, or “Inactive Status”: Fall 2017

AUTHORIZATION

Dr. Karl Kunkel, Provost
Name / Title of Institutional Officer Signature Date
Judy Wiles, Chair, Dept. of Management & Marketing 73-651-2924
Person to Contact for More Information Telephone Number

www.dhc.mo.gov • info@dhc.mo.gov
205 Jefferson Street, P. O. Box 1469, Jefferson City, MO 65102 • (573) 751-2361 • (800) 473-6757 • Fax (573) 751-6635
Program Change:

Proposal to move Entrepreneurship Option in the Management Major to an Entrepreneurship Major.

The changes in curriculum are noted below. The University Studies courses and BSBA core and support courses remain unchanged.

<table>
<thead>
<tr>
<th>Current Mgmt. Major with Entrep. Option</th>
<th>New Entrepreneurship Major</th>
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</thead>
<tbody>
<tr>
<td>BA361 Prin. Of Entrepreneurship (3)</td>
<td>ER361 (was BA361) Prin. Of Entrepreneurship (3)</td>
</tr>
<tr>
<td>BA531 Imagination, Creativity &amp; Innovation (3)</td>
<td>ER531 (was BA531) Innovation (3)</td>
</tr>
<tr>
<td>BA551 Managing &amp; Growing New Ventures (3)</td>
<td>ER551 (was BA551) Managing &amp; Growing New Ventures (3)</td>
</tr>
<tr>
<td>BA561 Bus. Planning for New Ventures (3)</td>
<td>ER561 (was BA561) Bus. Planning for New Ventures (3)</td>
</tr>
<tr>
<td>BA581 Entrep. Practicum: Venture Creation (3)</td>
<td>ER581 (was BA581) Entrep. Practicum: Venture Creation (3)</td>
</tr>
<tr>
<td>Real World Experience: participate in departmentally approved international academic program or complete departmentally approved internship</td>
<td>ER473 Internship in Entrepreneurship (3)</td>
</tr>
<tr>
<td>Major elective (3 cr. Hours): choose from FI363 Entrepreneurial Finance; ER521 (was BA521) Topics in Entrepreneurship; ER581 Entrep. Practicum: Venture Creation (repeatable for an additional 3 hours credit)</td>
<td>Major elective (3 cr. Hours): choose from FI363 Entrepreneurial Finance; ER521 (was BA521) Topics in Entrepreneurship; ER581 Entrep. Practicum: Venture Creation (repeatable for an additional 3 hours credit)</td>
</tr>
<tr>
<td>MG356 Foundations of Human Resource Mgmt. (3)</td>
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<tr>
<td>MG470 Leadership in Management (3)</td>
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<tr>
<td>Total = 27 credit hours</td>
<td>Total = 21 credit hours</td>
</tr>
</tbody>
</table>

Rationale for proposed change (same as shown in New Program Proposal Form for Entrepreneurship Major):

Entrepreneurship has been identified as one of six Pillar Programs for Southeast Missouri State University. Pillar Programs are distinctive programs highlighted by the university to represent the high qualities of the Southeast academic experience. This designation reflects the historic role and growth of entrepreneurial programming across campus and the substantial private support that has been provided to grow, expand and promote entrepreneurship. By moving the option in entrepreneurship from under the management major to a free standing major under the BSBA degree program we expect enrollments in entrepreneurship through the Harrison College of Business to grow because of the increased stature of the program of study. As noted above, Southeast’s enrollment data for students in the Entrepreneurship option in the Management major and the minor in entrepreneurship and the designation as a Pillar Program provide support for moving the option to a major in Entrepreneurship under the BSBA degree. We believe the growth in enrollments in the option and the minor has been due to a strong interest on the part of entering freshmen, societal trends and Southeast’s consistent attention to entrepreneurship programming and co-curricular and extra-curricular entrepreneurial activities.
There is general agreement that new business formation drives job growth and job growth translates into growth in income. It is also understood that new business formation depends on an entrepreneurial mindset that can be enhanced through an educated workforce and an ecosystem that encourages and rewards innovation. Signs indicate that entrepreneurship and new venture creation is and will continue to be a key driver of the U.S. economy, the state of Missouri, and southeast Missouri.

IN REGARD TO THE NATION: The U.S. Department of Labor, Bureau of Labor Statistics, reported that startups, new ventures less than a year old, created 60%, 1.7 million jobs, of total employment growth, while established firms 10 year or older created 29% of net employment growth (Groschen, 2016). In addition, these reports indicate that in the year ending March 2015 firms 0-4 years old represented 28% of the firms closing, while established firms 10 years or older represented 55% of the 788,000 establishments that closed during the same year (Groschen, 2016). This data provides evidence of the impact entrepreneurship has on the U.S. economy. According to the 2015 Kauffman Index of Startup Activity, over 500,000 adults in the U.S. start new businesses each month, which translates into roughly 0.31% of the population. In 2014 33% of these entrepreneurs were college graduates, a significant increase from the 1996 percentage of 23.7%. These figures indicate the attraction college students have in creating a new venture (Fairlie, Morelix, Reedy, & Russell, 2015). While it is difficult to get specific figures on salaries/compensation of entrepreneurs, the International Institute for the Study of Labor published a study in 2009 that indicated that the mean income for entrepreneurs is almost 50% greater than the income for traditional employees (Praag, Witteloostijn, & Sluis, 2009). The impact of entrepreneurship on not only the U.S. economy but the global economy cannot be overstated. Providing academic programming that addresses (a) opportunity recognition, (b) market entry, (c) the legal requirements of new business and (d) navigating resource constraints is increasingly important to promoting innovation and commercialization; key economic drivers for economic development.

IN REGARD TO THE STATE: Unfortunately, Missouri is known as a slow growth state, reflecting a below average performance in entrepreneurial activity and small business creation. The Kauffman Index of Entrepreneurial Activity (KIEA) which is a based on (1) the rate of new entrepreneurship, (2) opportunity share of new entrepreneurship and (3) startup density places Missouri in the bottom 50 percent of all states. Similarly, the State Entrepreneurship Index (SEI) which is based on (1) percentage growth in employer establishments, (2) percentage growth in employer establishments per person, (3) the business formation rate, (4) patents per thousand of persons, and (5) average income per non-farm proprietor also places Missouri in the bottom half of all states.

IN REGARD TO OUR REGION: Southeast Missouri fares no better in assessments of its entrepreneurial ecosystem. One study of the Cape Girardeau region (McDougall, 2014a) concluded that improving the local and regional entrepreneurship ecosystem depended on (1) developing a pipeline of educated and skilled entrepreneurs, (2) cultivation of innovation, (3) improving access to capital, (4) advancing market opportunities, (5) optimizing the regulatory environment. A second study of the Mississippi Delta region (Stapleton, nd) that includes southeast Missouri found that establishments with less than ten employees accounted for 100 percent of the net gains in jobs and sales following the 2001 national recession. In 2011
establishments with nine or fewer employees provided one-third of the jobs in the Delta region. A third study (McDougall, 2014b) assessed the climate for innovation in the Bootheel region and found that southeast Missouri rates below national indices on (1) innovation, (2) human capital, (3) economics dynamics, (4) productivity and employment and (5) economic well-being. The proposed program change creating a major in Entrepreneurship is designed to prepare individuals to succeed in an environment that encourages and rewards individuals with an entrepreneurial mindset that drives innovation, commercialization and new business startups.

REFERENCES:


(6) James Stapleton, “Business Dynamics in the Delta (Jobs and Sales 1990-2011), Delta Regional Authority in Missouri,”

**NEW PROGRAM PROPOSAL FORM**

<table>
<thead>
<tr>
<th>Sponsoring Institution(s):</th>
<th>Southeast Missouri State University</th>
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<tr>
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<td>Applied Computer Science</td>
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<td>Master of Science</td>
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<td>Options:</td>
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<td>Delivery Site(s):</td>
<td>Main Campus</td>
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<td>CIP Classification:</td>
<td>11.01</td>
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*CIP code can be cross-referenced with programs offered in your region on MDHE’s program inventory highered.mo.gov/ProgramInventory/search.jsp*

| Implementation Date:       | Fall 2017                           |
| Cooperative Partners:      | N/A                                 |

*If this is a collaborative program, form CL must be included with this proposal*

**AUTHORIZATION:**

<table>
<thead>
<tr>
<th>Dr. Karl Kunkel, Provost</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name/Title of Institutional Officer</th>
<th>Dr. David Probst, Chair, Dept. of Computer Science</th>
<th>573-651-2388</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person to Contact for More Information</td>
<td>Telephone</td>
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STUDENT ENROLLMENT PROJECTIONS

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<td>6</td>
<td>10</td>
<td>14</td>
<td>16</td>
</tr>
<tr>
<td>Total</td>
<td>8</td>
<td>16</td>
<td>21</td>
<td>26</td>
<td>29</td>
</tr>
</tbody>
</table>

Please provide a rationale regarding how student enrollment projections were calculated:

The following rationale is provided based on the following assumptions:
- The Master of Science in Applied Computer Science will enroll new students every fall semester.
- Full time students are students who will complete their master’s program within 2 years.
- Part time students are students who will complete their master’s program within 4 years.
- Currently, on average, the number of graduates from the Department of Computer Science is around 20 students per year. We anticipate that some of our current undergraduate students would continue their graduate studies at Southeast Missouri State University, but we also anticipate that a significant fraction of the students coming into the program would be graduates from other universities. We believe the program would be quite attractive to students abroad as well, as indicated in the support letter from Dr. Jai Dahiya, who was very involved in recruiting internationally for Southeast before he retired, and who currently works in that capacity for a university in Texas.

Based on interest expressed by students, local employers, software developers, etc. we anticipate slow but steady growth as we advertise our program.
- In year 1, we project to admit 5 new full time students and 3 new part time students. In year 1, we will have no graduates. So, total number of enrolled students is 8 students.
- In year 2, we project to admit 5 new full time students and 3 new part time students. We will have 8 continuing students from last year. In year 2, we will have no graduates. So, total number of enrolled students is 16 students.
- In year 3, we project to admit 6 new full time students and 4 new part time students. We will have 16 continuing students from last year. In year 3, we will have 5 full time students graduating. So, total number of enrolled students is 21 students.
- In year 4, we project to admit 6 new full time students and 4 new part time students. We will have 21 continuing students from last year. In year 4, we will have 5 full time students graduating. So, total number of enrolled students is 26 students.
- In year 5, we project to admit 7 new full time students and 5 new part time students. We will have 26 continuing students from last year. In year 5, we will have 6 full time students and 3 part time students graduating. So, total number of enrolled students is 29 students.
Provide a rationale for proposing this program, including evidence of market demand and societal need supported by research:

Local companies and undergraduate students are eager for the Department of Computer Science to develop a graduate program to satisfy the unfilled positions and the needs of local industry.

The exit surveys from students graduating spring 2016 show that of the 22 forms completed, 20 students think a master’s program in Computer Science or Applied Computer Science at Southeast Missouri State University is a good idea, and 10 expressed some interest in pursuing it.

In September 2016, 50 students taking courses in the Department of Computer Science were surveyed to indicate to what extent they are interested in pursuing studies toward the Masters of Science in Applied Computer Science at Southeast Missouri State University or some other Graduate Degree. The students had to indicate if they are very interested, moderately interested, or not interested. The following table summarizes the findings:

<table>
<thead>
<tr>
<th>Major of students surveyed</th>
<th>Total number of student surveyed</th>
<th>Number of students very interested</th>
<th>Number of students moderately interested</th>
<th>Number of students not interested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science</td>
<td>52</td>
<td>27</td>
<td>20</td>
<td>5</td>
</tr>
<tr>
<td>Cybersecurity</td>
<td>18</td>
<td>5</td>
<td>10</td>
<td>3</td>
</tr>
<tr>
<td>Computer</td>
<td>8</td>
<td>3</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Information systems</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td>12</td>
<td>4</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td>50</td>
<td>39</td>
<td>36</td>
<td>15</td>
</tr>
</tbody>
</table>

Around 83% of the surveyed students indicated some interest in pursuing a master’s degree.

As indicated in one of the attached support letters from Dr. Sandipan Sen, Associate Professor of marketing at Southeast Missouri State University, “Southeast is located strategically between two very important cities, St. Louis and Memphis, that are seeing an unprecedented growth in the number of successful tech start-ups like Square and aisle411 thanks to encouragement and incentives from local governments and also support from tech-friendly organizations such as T-Rex, VentureSTL, EmergeMemphis, and Tecworks. The establishment and growth of these tech companies bring more opportunities for our computer science graduates in addition to that from already existing employers like Boeing, FedEx, Edward Jones, Scottrade, Budweiser, etc. In an age when just the possession of a computer, coding skills, and basic digital business expertise can lead to a business idea worth millions (FaceBook, DrawSomething, Square), it is important for the Computer Science Department at Southeast not only to maintain its strong undergraduate program, which is accredited by the Computing Accreditation Commission of ABET, but to move to the next level by launching a master’s program. This will help its students continue on their journey of obtaining advanced Computer Science education in order to potentially create their own tech company in the future. With the establishment of two local incubators, Catapult

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and Codefi, opportunities for Southeast’s technical graduates has never been better since both of these organizations can provide support, infrastructure, and even funds in some instances to competing tech teams for their winning ideas that will not only generate revenue but also will create local employment opportunities. The addition of a new master’s program to the Computer Science Department will also be great news for the current students enrolled in the undergraduate program since they will not have to look for a master’s program at another university to continue their academic journey.

In addition, as indicated by the letter from Dr. Jai Dahiya, who has been involved in recruiting international students for many years, the demand among students abroad is quite strong.

There is strong market demand as national, state, regional, and local assessments of labor needs indicate high demand for individuals with computing skills. Based on the U.S. Bureau of Labor Statistics (BLS) report in May 2014, employment of computer programmers is projected to grow 8 percent from 2012 to 2022, as fast as the average for all occupations. In addition, new applications will have to be developed for mobile technology, the healthcare industry, and the emerging Internet of Things as the number of connected devices explodes in the near future. Data Analytics, or so-called Big Data, is another emerging area for which computing professionals will be needed. And, of course cybersecurity is already and will continue to be a major concern. An increase in computer systems that are built into electronics and other non-computer products will result in job growth for computer programmers and software developers. Also, companies are bringing programming jobs back to the United States, which reverses the trend of recent years. Moreover, companies with small information technology operations may outsource computer programming to low-cost areas within the United States. According to the State of Missouri Occupation Outlook (2012-2018) and the Bureau of Labor Statistics (May 2014), the number of jobs in IT and Computer Science exceed 4000 in the Southeast Missouri region, Cape Girardeau, and its surrounding area.

As a graduate, one can explore a number of possible occupations, including in the areas of military and national security; medical fields and pharmaceuticals; environmental monitoring, control, and remediation; forensics; university and federal lab research; programming; database management; systems administration; IT analyst, etc.

There is also Social Need. Students are realizing that knowledge of computers and computing can help them succeed in nearly any job. Students see programmers creating websites, games, mobile smartphone applications, etc. that make them millionaires, and they want to do the same. In addition, more employers are demanding graduates with computer and computing backgrounds as they are looking for quality employees. Such jobs are growing fast and pay well, and the students with good coding skills have access to the best paying and fastest growing jobs in the nation. In our region, our Master of Science in Applied Computer Science can contribute to preparing students for jobs in information and computer science. Every young person should have this career option, including women, students of color, and students from rural areas that are usually left out of computer science education.
Summary
To summarize, our Master’s program is necessary and distinct from those at other Missouri institutions for the following reasons:

- We are targeting students in Southeast Missouri as well as Saint Louis and surrounding areas that come to Southeast Missouri State University to pursue their undergraduate degree. Some of our undergraduate students are first generation and non-traditional students. We believe this program will be very attractive to international students as well.
- Few schools offer a Master of Science in Applied Computer Science in the State of Missouri. Only Northwest Missouri State University offers a similar program which attracts students from the North West region of Missouri. We offer this program for the southeast Missouri region so that IT, healthcare, and other professionals can enroll in our program and attend the classes with short commutes.
- The Masters’ program can be an accelerated program for high achieving undergraduates.
- Students may choose to work on a variety of interesting topics/projects such as:
  - Image Processing: Graphics And Visualization, Computer Graphics
  - Biologically Inspired Computer Solutions
  - Database systems
  - Software Engineering Area: Software Engineering, User Interface Design, User Modeling
  - Security Systems Area: Computer Security, Cryptography, Cybersecurity, Information Assurance
- Some courses will be offered online.
- There is both domestic and international demand.

Please check:
(Appendix 1: References)
(Appendix 2: Support Letters)
PROGRAM STRUCTURE

A. Total credits required for graduation: 32
B. Residency requirements, if any: N/A
C. General education: Total credits: 0

Courses (specific courses OR distribution area and credits):

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D. Major requirements: Total credits: 32

A student needs to complete 32 hours in the Master of Science in Applied Computer Science.

A student may choose plan A (Thesis option - 6 credit hours) or plan B (non-Thesis option - 0 credit hours).

Students may choose courses with the help of their advisor (from the elective courses, independent study, special topics, or internship course list). Students may take up to six credit hours from courses outside the Department. Such courses enable students to explore how different subject areas impact and are impacted by computer science. They may take courses in traditional areas such as Physics, Biology or Mathematics. Students will work closely with their advisor to select such courses.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS501</td>
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<td>Distributed Cloud Computing</td>
</tr>
<tr>
<td>CS591</td>
<td>3</td>
<td>Advanced Artificial Intelligence</td>
</tr>
<tr>
<td>CS600</td>
<td>3</td>
<td>Research Methods</td>
</tr>
<tr>
<td>CS609</td>
<td>3</td>
<td>Advanced Programming Languages</td>
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<tr>
<td>CS630</td>
<td>3</td>
<td>Current Topics in Human Computer Interaction</td>
</tr>
<tr>
<td>CS695</td>
<td>1</td>
<td>Seminar I</td>
</tr>
<tr>
<td>CS696</td>
<td>1</td>
<td>Seminar II</td>
</tr>
<tr>
<td>CY501</td>
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<td>Intro to Cyber Security</td>
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Plan A – Thesis (12 hours)

<table>
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<tr>
<th>Course Number</th>
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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>CS691</td>
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<td>Thesis Research I</td>
</tr>
<tr>
<td>CS692</td>
<td>3</td>
<td>Thesis Research II</td>
</tr>
<tr>
<td>GR699</td>
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<td>Master's Oral Examination</td>
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<tr>
<td>Electives *</td>
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<td>Choose courses with advisor</td>
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Plan B – Non Thesis (12 hours)

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<tr>
<td>GR698</td>
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<td>Master's Final Comprehensive Examination</td>
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<tr>
<td>Electives *</td>
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<tr>
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</tr>
<tr>
<td>Electives *</td>
<td>3</td>
<td>Choose courses with advisor</td>
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</table>

* Elective courses, independent study, special topic or internship course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
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<tbody>
<tr>
<td>CS503</td>
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<td>CS533</td>
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<td>CS560</td>
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<td>CS580</td>
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<td>CS581</td>
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<td>CS631</td>
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<td>CS632</td>
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<td>CS634</td>
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<td>CY510</td>
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<td>CY520</td>
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<tr>
<td>CY610</td>
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<tr>
<td>CY620</td>
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<tr>
<td>5XX or 6XX</td>
<td>6</td>
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</table>

Any 5XX or 6XX relevant courses from other departments / colleges - not more than 6 credits

---

### 2 Year Plan

<table>
<thead>
<tr>
<th>Fall Semester 1 (9 credit hours)</th>
<th>Spring Semester 1 (9 credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 609 Advanced Programming Languages (3)</td>
<td>CS 630 Current topics in Human Computer Interaction (3)</td>
</tr>
<tr>
<td>CS 501 Distributed Cloud Computing (3)</td>
<td>CS 591 Advanced Artificial Intelligence (3)</td>
</tr>
<tr>
<td>CY 501 Intro to Cyber Security (3)</td>
<td>Elective course/ independent study / special topic / internship (3)</td>
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</table>

<table>
<thead>
<tr>
<th>Fall semester 2 (10 credit hours)</th>
<th>Spring Semester 2 (4 credit hours)</th>
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</thead>
<tbody>
<tr>
<td>CS 600 Research Methods (3)</td>
<td>CS 696 Seminar II (1)</td>
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<td>CS 695 Seminar I (1)</td>
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<td>CS 692 Thesis Research II (3)</td>
</tr>
<tr>
<td></td>
<td>GR 699 Master's Oral Examination (0)</td>
</tr>
</tbody>
</table>

**Plan A:**

CS 691 Thesis Research I (3)

**Plan B:**

Elective course/ independent study / special topic / internship (3)

---

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Form PS – Program Structure
E. Free elective credits: (Sum of C, D, and E should equal A.)

N/A

F. Requirements for thesis, internship or other capstone experience:

Graduate students are required to complete a thesis or a graduate project (depending on their chosen plan). The thesis or project is completed under the supervision of a faculty member with a Ph.D. who will serve as the thesis or project committee chair selected by the student during the first graduate thesis or project course. One additional project thesis or project committee member is selected by the thesis or project committee chair and student from his/her practice or specialization area.

The independent study offers the student an opportunity for study in an area not addressed by the curriculum of a department. The student wishing to pursue an independent study is responsible for identifying and obtaining the approval of the faculty member under whom the study is to be done. To gain approval, the student should prepare an outline of the proposed study. When the outline is approved by the faculty member, an Independent Study Approval Form must be completed and presented to the department chairperson. The content of an independent study may not duplicate an existing course.

Internships offer the graduate student an opportunity to gain relevant knowledge, skills, and experience in the computing field. Students in the graduate program are encouraged to seek internships in their field of study to gain real life experience as they build their resume for a job after graduation or job advancement in a current field of employment.

G. Any unique features such as interdepartmental cooperation:

N/A
FINANCIAL PROJECTIONS

1. Expenditures

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. One-time:</td>
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<td></td>
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<td></td>
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</tr>
<tr>
<td>New/renovated space</td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Equipment</td>
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</tr>
<tr>
<td>Library</td>
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</tr>
<tr>
<td>Consultants</td>
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</tr>
<tr>
<td>Other</td>
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</tr>
<tr>
<td>Total for One-time Expenditures</td>
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<td>0</td>
<td>0</td>
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</tr>
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<td>Faculty</td>
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</tr>
<tr>
<td>Staff</td>
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<td></td>
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</tr>
<tr>
<td>Benefits</td>
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<tr>
<td>Equipment</td>
<td>$31019.40</td>
<td>$31019.40</td>
<td>$31019.40</td>
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<td>$31019.40</td>
</tr>
<tr>
<td>Library</td>
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<tr>
<td>Other</td>
<td>$31019.40</td>
<td>$31019.40</td>
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<td>$31019.40</td>
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<tr>
<td>Total for Recurring Expenditures</td>
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<td>$31019.40</td>
<td>$31019.40</td>
<td>$31019.40</td>
</tr>
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<td>TOTAL (A + B)</td>
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<td>2. Revenues</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>*State Aid - CBHE</td>
<td>$38820.8</td>
<td>$77641.60</td>
<td>$98324.4</td>
<td>$119007.2</td>
<td>$132090.80</td>
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<td>*State Aid - DESE</td>
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</tr>
<tr>
<td>Tuition/Fees</td>
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<td>$77641.60</td>
<td>$98324.4</td>
<td>$119007.2</td>
<td>$132090.80</td>
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<tr>
<td>Institutional/Resources</td>
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<td></td>
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</tr>
<tr>
<td>Other</td>
<td></td>
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</tr>
<tr>
<td>TOTAL REVENUES</td>
<td>$38820.8</td>
<td>$77641.60</td>
<td>$98324.4</td>
<td>$119007.2</td>
<td>$132090.80</td>
</tr>
</tbody>
</table>

(Appendix 3: Explains Financial Projections)

Please provide a brief description of the nature of the state aid. Is "new" money requested or is "old" money going to be used? What is the nature of the "old" money? N/A.
**PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS**

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Southeast Missouri State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Name</td>
<td>Master of Science in Applied Computer Science</td>
</tr>
<tr>
<td>Date</td>
<td>Start Fall 2017</td>
</tr>
</tbody>
</table>

(Although all of the following guidelines may not be applicable to the proposed program, please carefully consider the elements in each area and respond as completely as possible in the format below. Quantification of performance goals should be included wherever possible.)

1. **Student Preparation**
   - Any special admissions procedures or student qualifications required for this program which exceed regular university admissions, standards, e.g., ACT score, completion of core curriculum, portfolio, personal interview, etc. Please note if no special preparation will be required.

In addition to Southeast Missouri State University’s graduate program general admission requirements, the ideal applicant should have a Bachelor’s Degree in Computer Science, Computer information Systems, or a related field. Acceptance will be decided by the Department’s graduate program coordinator. If the student does not have adequate computing background (i.e. at least a minor in computer science, computer information systems or related field), he/she will be required to complete pre-requisite courses before enrolling in graduate courses. The student is encouraged to check with the Department’s graduate program coordinator to determine what courses need to be completed.

Applicants with a bachelor degree in Computer Science or related field must have a minimum of 3.00/4.00 GPA in the last 32 semester hours of computer science or related area coursework. They should have completed at least six hours of university-level science and at least six hours of university-level mathematics in their undergraduate degree. Applications should also have a working knowledge of a high-level programming languages C++ and Java. Knowledge in other programming languages is a plus, such as: C, Python, MATLAB, LabVIEW, etc.

Applicants should provide 3 letters of reference (professional and/or academic). Applicants may be interviewed by a graduate committee member.

The Graduate admissions office may require the following: official college transcripts, graduate application fee, General GRE scores and TOFEL scores for International students.

In addition to Southeast Missouri State University’s accelerated master’s program general admission requirements, a student majoring in the Department of Computer Science or who has taken required undergraduate Computer Science courses at Southeast Missouri State University may take some pre-selected courses that will be dual-credited with their B.S. degree. Southeast Missouri State University undergraduate students taking dual-credited course(s) and wanting to
use the credit hours toward the master’s program should make sure to be dual-registered for both the undergraduate and graduate program, clearly specifying that the dual-credited course(s) is(are) for their graduate degree.

Accelerated program requirements:
- Junior Standing with at least 75 credit hours completed
- Limit of 12 hours (500 level)
- Minimum grade point average of 3.25 overall and minimum grade point average of 3.25 in the discipline.
- Submit an application to the department for the accelerated master’s program
- Submit to the School of Graduate Studies an application for graduate school

Accelerated Program notes:
- Tuition will be charged at the undergraduate rate.
- Course will be initially recorded as undergraduate class at the end of the semester.
- After grades are submitted at the end of the semester, the courses will be added to the graduate course list for graduate credit.
- Students must be enrolled in the accelerated program prior to taking courses used for the accelerated master’s program.

- Characteristics of a specific population to be served, if applicable.

While we are not primarily targeting a specific population, we expect to enroll students with the following backgrounds:
- Students from the Southeast Missouri region with a bachelor’s degree in Computer Science, Computer Information Systems, Cybersecurity or a related field who are interested in pursuing a master’s degree in Applied Computer Science.
- Students with a minor in Computer Science or any related field that are willing to complete the pre-requisite courses.
- Students studying Computer Science or Computer Information Systems at Southeast Missouri State University desiring to complete a master’s degree, traditionally or in the accelerated program.
- International students.
- Nontraditional students.

2. Faculty Characteristics
- Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate.

Faculty members teaching in the master’s program must have a doctoral degree. In special cases, professionally qualified instructors with a master’s degree can also teach. (Appendix 4: Short Biographies of Faculty)

- Estimated percentage of credit hours that will be assigned to full time faculty. Please use the term "full time faculty" (and not FTE) in your descriptions here.
All faculty members in our department are full time faculty. A faculty member will teach one graduate course per semester in the master’s program. The department will offer at least three graduate courses per semester. The department currently employs five doctoral faculty members and one faculty member with a master’s degree. Two additional faculty members with doctoral degrees will join the department in Fall 2018 and Fall 2019.

Final decisions and assignments regarding workload are made by the department chair.

- **Expectations for professional activities, special student contact, teaching/learning innovation.**

Faculty members have extensive experience teaching computer science courses. Each faculty member has presented at numerous national and international conferences, has published work in peer reviewed journals and conferences, and has on-going research projects. All are members of professional societies. Our faculty members are also involved in developing new courses, upgrading curriculum, attending seminars, consulting, applying professional skills in community services, etc.

Faculty will have contact with students in class, outside consultation, seminars, etc.

All faculty members attend short and/or major workshops related to teaching/learning innovations.

3. **Enrollment Projections**
- **Student FTE majoring in program by the end of five years.**

According to [https://nces.ed.gov/ipeds/glossary/index.asp?id=854](https://nces.ed.gov/ipeds/glossary/index.asp?id=854), we calculate FTE as follows:

13 full time students + (16 part time students x 0.361702) = 18.79

- **Percent of full time and part time enrollment by the end of five years.**

50% full time and 50% part time.

4. **Student and Program Outcomes**
- **Number of graduates per annum at three and five years after implementation.**

Department anticipates graduating 5 students at third year and 9 students at fifth year.

- **Special skills specific to the program.**

Students enrolling in this master’s program will be able to choose their course of study with the help of their advisor to match their long-term goals. This includes the choice of a thesis or non-thesis track. They can also take up to six credit hours outside the department in order to strengthen their knowledge of the application of computing in various fields.
• Proportion of students who will achieve licensing, certification, or registration.

N/A

• Performance on national and/or local assessments, e.g., percent of students scoring above the 50th percentile on normed tests; percent of students achieving minimal cut-scores on criterion-referenced tests. Include expected results on assessments of general education and on exit assessments in a particular discipline as well as the name of any nationally recognized assessments used.

Based on Southeast Missouri State University Graduate Bulletin, students must complete all required courses in addition they must complete a final master’s examination:
- The department offers thesis or non-thesis degree options. Each candidate who elects the thesis option will be required to pass an oral examination during the final semester (or earlier by permission of the Department’s graduate program coordinator).
- Each candidate who elects the non-thesis option will be required during the final semester (or earlier by permission of the Department’s graduate program coordinator) to satisfactorily complete a course-embedded capstone or summative requirement and pass a written comprehensive examination.

• Placement rates in related fields, in other fields, unemployed.

N/A

• Transfer rates, continuous study.

N/A

5. Program Accreditation
• Institutional plans for accreditation, if applicable, including accrediting agency and timeline. If there are no plans to seek specialized accreditation, please provide a rationale.

At this point we are not seeking accreditation for our Master of Science in Applied Computer Science degree because based on our knowledge and observing other schools in the region and nationally, there is no specific accreditation for such a master’s degree.

6. Alumni and Employer Survey
• Expected satisfaction rates for alumni, including timing and method of surveys.
Our department meets annually with our external advisory committee, which consists of alumni and employers. This committee is a great source for relevant feedback for our programs. We will also conduct surveys for the master's program graduates on a regular basis similar to what we do with graduates of our bachelor's programs.

- **Expected satisfaction rates for employers, including timing and method of surveys.**

We anticipate that employers who hire our undergraduate students will also employ our graduate students. We also anticipate that new national and international employers will hire our graduates. Usually, our students are guaranteed a job or have offers by their last semester of study. Yearly, we will ask for feedback from our external advisory committee. We will also ask for feedback from employers employing our graduates which may be in the form of online questionnaires.

7. **Institutional Characteristics**

- **Characteristics demonstrating why your institution is particularly well-equipped to support the program.**

Southeast Missouri State University strives to make higher education accessible to both traditional and nontraditional students and to both full-time and part-time students. The University offers a variety of programs leading both to baccalaureate and master's degrees. This academic year, Southeast will serve more than 12,000 full-time and part-time students. Southeast is committed to offering professional and pre-professional degree programs. The University is situated in a medical hub for region. Also there are a variety of high-tech companies that employ graduates of our bachelor's programs.

The Computer Science Department operates four computer laboratories, three of which are closed laboratories that are open only in conjunction with a course's lab time. The fourth is an open laboratory accessible only to students enrolled in courses offered by the Department of Computer Science. In addition, students are aware that most of the instructional software that is used in the Department of Computer Science is also available in the open laboratories around campus operated by Computer Services which makes it convenient for them to work elsewhere.

Students in the Department of Computer Science have access to a number of software resources through Microsoft Developers Network Academic Associates MSDNAA (also known as DreamSpark). All students currently enrolled in courses offered by the Computer Science Department will be enrolled in the MSDNAA/Dreamspark by instructors. In addition, students will be able to purchase products like Visual Studio.NET and Windows operating systems at substantial discounts.

Faculty currently teaching in the Department of Computer Science have experience teaching, are talented, motivated, and are currently engaged and working with students outside classrooms.
The Department of Computer Science is allocated money yearly to support equipment and departmental needs that can be used to support the master's program. In addition, beginning this fiscal year, additional funding has been allocated by the State to support the Cybersecurity program. Therefore, current department funding is adequate to support the addition of this proposed Master of Science in Applied Computer Science.
Appendix 1: References

Appendix 2: Support Letters

Letters of Support

11/24/15

Dr. David Probst, PhD, Chair Person
Southeast Missouri State University
Dept. of Computer Science
One University Plaza, MS 5950
Cape Girardeau, 63701 MO

Dear Dr. Probst:

I am writing this letter to express my support of the MS Program being submitted to the Missouri Department of Higher Education by Department of Computer Science at Southeast Missouri State University.

Southeast is located strategically between two very important cities, St. Louis and Memphis that are seeing an unprecedented growth in the number of successful tech start-ups like Square, asle411 thanks to encouragement and incentives from the local governments and also support from tech-friendly organizations such as T-Rex, VentureSTL, EmergeMemphis, Tecworks. The establishment and growth of this tech companies bring more opportunities for our computer science graduates in addition to that from already existing employers like Boeing, FedEx, Edward Jones, Scottrade, Budweiser etc. In an age when just the possession of a computer, coding skills and basic digital business expertise can lead to a business idea worth millions (FaceBook, DrawSomething,Square), it is thus important for a time tested program like the Computer Science division at Southeast to continue to not only revise and update their existing undergraduate program but also move the next level and introduce a Master’s program for its students in order to help them continue in their journey of obtaining advanced Computer Science education to hopefully create their own tech company in the future. With the establishment of two local incubators, Catapult and Codefy, opportunities for SEMO tech graduate has never been better since both of these organizations can provide support, infrastructure and even funds in some instances to competing tech teams for their winning ideas that will not only generate revenues but also will create local employment opportunities. The addition of a new Master’s program to the Computer Science department will also be great news for the current students enrolled in the undergraduate program since they will not have to look for a Master’s program in another university to continue their academic journey.

I am a tenured Marketing faculty at Southeast and am equally invested in the growth and future of the university as a whole and not just my own department. I also possess an undergraduate degree in Electronics and Computer Science and come from India, a country
that has emerged as a global power in the last 15 years just by handling the global back
office processes by the virtue of her soft-skills talent and thus understand very well how
harnessing the power of a computer with smart business plan can change the fortunes of a
city, region, state and even country. In a time when there is a shortage of STEM graduates/
experts in our country, proactive steps need to be taken to attract, train and employ the
best of the best and adding the Master's program to the department would be step in that
direction. A successful and active Computer Science department can not only attract a
steady inflow of students (high enrollment!) but also will see its successful graduates
playing key role in the local tech community and giving back to the university. National
giants like UC-Berkley, Stanford and even local players like Missouri S&T are glowing
examples of the possibilities that I had described in my previous sentence. In the age of
competition from other local universities, threat of low enrollment and increasing online
college options for students, Southeast cannot afford to lag behind by not having a Master's
option in the Computer Science department.

In conclusion, I fully support the efforts of the Dept. of Computer Science as they pursue to
establish Master program. Any programs that can help our students to have better
opportunity in their career or future endeavors will benefit our students, campus, and the
community at large.

Sincerely,

Dr. Sandipan Sen, PhD.
Associate Professor of Marketing,
Department of Management and Marketing,
Donald L. Harrison College of Business,
Southeast Missouri State University,
Dempster Hall 220, MS 5875
One University Plaza
Cape Girardeau, MO 63701
Email: ssen@semo.edu
Phone (O): 573-651-2194
Fax (O): 573-651-2909
Letters of Support

10/14/2015

Dr. David Probst, PhD, Chair Person
Southeast Missouri State University
Dept. of Computer Science
One University Plaza, MS 5950
Cape Girardeau, Missouri 63701 MO

Dear Dr. Probst, Chair of Dept. of Computer Science

As one of the largest employers in Cape Girardeau area, I am pleased that, MS Program is being submitted to the Missouri Department of Higher Education by Department of Computer Science at Southeast Missouri State University.

Historically so far we have been relying on the Department of Computer Science to provide skillful talented resources and we were successfully able to harvest some of the most talented minds, primarily due to the department's effort to develop programs to meet the needs of our industry.

As you are aware the Health Care Industry is going through various phases of change from ICD10 to Population Health etc. This ever changing Healthcare Industry in our space of Revenue Integrity and Variance analysis, Analytics requires building advanced computing and predictive models.

It is more than ever there is a great need of higher academic programs like MS in Computer Science, to feed the needs of this market space.

In conclusion, I fully support the efforts of the Dept. of Computer Science as they pursue to establish Master program. Any programs that can help our students to have better opportunity in their career or future endeavors will benefit our students, campus, and the community at large.

Sincerely,

[Signature]

Ramesh Krishna Bhatt
Director Information Technology and Technology Development
Accretive Health
To State of Missouri Department of Higher Education:

Please consider this letter as an endorsement of Southeast Missouri State University adding to its degree curriculum, the Master of Science in Applied Computer Science. Being a graduate of the Computer Science program at Southeast Missouri State, I have been impressed with the quality of growth in the technology sector as it relates to Southeast keeping their coursework relevant. As a local employer of many graduates from Southeast’s Computer Science, Telecommunications, and Cybersecurity programs, it’s my belief that the Master of Science in Applied Computer Science, would add another step in the right direction in producing graduates that would be ready to go directly into the workforce at a managerial level and not just at an entry level.

Sincerely,

[Signature]

Chris Foeste
General Manager
Big River Communications

O: 573.651.3373

24 S. Minnesota, Cape Girardeau, MO 63701
Letter of Support
11/11/15

Dr. David Probst, PhD, Chair Person
Southeast Missouri State University
Dept. of Computer Science
One University Plaza, MS 5950
Cape Girardeau, 63701 MO

Dear Dr. Probst, Chair of Dept. of Computer Science

It is my pleasure to write a letter in support of the MS Program being submitted to the Missouri Department of Higher Education, by Department of Computer Science at Southeast Missouri State University.

I graduated with a degree in Computer Science, from Southeast Missouri State University, in the year 2012. The department consist of highly educated professors that strive for student success. This program is very important in today’s technological world, and I think a Master’s program will be of great benefit to the students at Southeast. After working at various private companies, I am back at the university as an LMS administrator. During my work experience, I have learned the importance of the computer science degree, and the impact good programmers can make in this world. Our department is always looking out for talented developers who are capable of designing effective software to enhance student learning. I am sure other private companies in the area are looking for skilled graduates who can be a part of their team. I think a Master’s degree will help students gain an expertise in the field that will benefit the community.

In conclusion, I fully support the efforts of the Dept. of Computer Science as they pursue to establish Master program. Any programs that can help our students to have better opportunity in their career or future endeavors will benefit our students, campus, and the community at large.

Sincerely,
Kumar G. Kashyap
LMS administrator
Office of Instructional Technology
Southeast Missouri State University
November 7, 2015

Dr. David Probst, PhD, Chair Person
Southeast Missouri State University
Dept. of Computer Science
One University Plaza, MS 5950
Cape Girardeau, 63701 MO

Dear Dr. Probst, Chair of Dept. of Computer Science

It is my pleasure to write a letter in support of the master’s program being submitted to the Missouri Department of Higher Education by Department of Computer Science at Southeast Missouri State University.

I received a Bachelor’s degree in Computer Science from Southeast Missouri State University in 2010. I also received a master’s degree in Computer Science from Southern Illinois University Carbondale in 2012. I am currently the technical director for the software company Vintage Software, based just outside of Cape Girardeau, Missouri.

Over the last several years, I have worked very closely with the Department of Computer Science at SEMO. We have sponsored several senior projects and have interviewed and hired many SEMO students. Currently, eight of our software developers are SEMO graduates from the Department of Computer Science.

There is a growing need for Computer Science graduates in the southeast Missouri area, specifically in and around Cape Girardeau. Currently, students are forced to leave the area if they wish to pursue a master’s degree in computer science. The nearest university to offer a master’s degree in computer science is out of state in Carbondale, IL. For this reason, there is pressure on computer science students and businesses to leave the Cape Girardeau area. In fact, Vintage Software was forced to open a new office in St. Louis, Missouri and relocate several employees in an effort to find potential employees with a higher level of education.

In conclusion, I fully support the efforts of the Department of Computer Science as they pursue to establish a master’s program. Any programs that can help students have better opportunities in their career or future endeavors will benefit the students, campus, and the community at large.

Sincerely,

Steven Haar
Technical Director
Vintage Software, LLC
100 South High St.
Jackson, MO 63755
September 23, 2016

Dr. David K. Probst, Ph.D., P.E.
Chairperson, Department of Physics and Engineering Physics
Chairperson, Department of Computer Science
Southeast Missouri State University
Cape Girardeau, MO 63701

RE: Southeast Missouri State University Proposed Master of Science in Applied Computer Science

Dear Dr. Probst,

I am writing on behalf of the Element 74 leadership team to express our sincere support for the proposed Applied Computer Science MS degree program at Southeast Missouri State University. Element 74 is a leading digital production company located in Cape Girardeau. Our company was founded in 2000 and provides a wide range of comprehensive digital services, including website implementation and custom software development. We foster a collaborative environment that maintains cutting-edge standards in strategic design and intelligence while producing innovative solutions. Over half of our talented employees completed their undergraduate work at Southeast and were hired for the education and cutting edge skill sets they gained while studying there.

By creating different paths of specialized education, Southeast will strengthen both the business sector and the students who wish to pursue a career path in computer science-associated enrollments. Degrees, together with accompanied programs that specialize in these industries, would best prepare the graduates with essential relevant experience and information. Courses such as Distributed Cloud Computing, Advanced Artificial Intelligence, Mobile Computing, Advanced Robotics and Emerging and Converging Technologies and Computing prepare students to face the future of technology with competence, confidence and enthusiasm.

Chris Edmonds, our founder and president, understands the fast innovation of our industry and is passionate about attracting and recruiting the most diverse and skilled talent that Southeast has produced. Element 74 continues to evolve as new grads work alongside experienced programmers, front-end developers and technical project managers. This shared knowledge ensures we will remain ahead of new technology and maintain growth and viability in the market through expertise. With Southeast’s dominating presence in the education of these talented graduates and the desire to further that education with this program, we see a bright future. Our experience has been nothing less than exceptional, and we embrace further opportunities to facilitate collaboration with the University to foster the growth of our business model and our region’s economy.

Please accept this letter as an endorsement from Element 74, and let it bear testimony to the great level of commitment, dedication and quality of education provided by Southeast. If you have any questions, please feel free to contact us at (573) 332-7474.

Sincerely,

[Signature]

Dharshana Dias
General Manager / COO

113 S Silver Springs Rd Suite 102, Cape Girardeau MO 63701
Phone 573.332.7474 Fax 573.651.3221
Dear Dr. Probst,

I am writing to express the need for highly qualified Computer Science Professionals in industry. Data collection from manufacturing processes is becoming more crucial to the continuous improvement methods manufacturers implement. Collecting data requires machine programming, software integration, data management and analysis skills. Technology constantly changes to meet the needs of industry. Having continuing and advanced educational opportunities is a key element for industries in maintaining personnel that have relevant skills to the marketplace.

Some of the critical skills needed include the ability to gather data from various PLC platforms, programming and interfacing with robots and storing data in databases that are either developed internally or purchased. Coinciding with these skills is being able to present the data in usable and accessible formats. The formats being used today include local network drives, SharePoint, clouds and World Wide Web sites. With data being stored on networks and SharePoint that are accessible via the internet, data security is also vital to industry. I am pleased to see the proposed program meets these needs.

Just as academia has increased its use of computer and networked technologies in delivering, distributing and enhancing educational opportunities, industry is taking the same steps to maintain competitiveness in the marketplace. It is encouraging to see Southeast take steps to maintain relevancy and provide opportunities to earn an advanced degree in such a crucial discipline as Computer Science.

Sincerely,

Scott Seabaugh
Manager, PIC and Quality – Newell Brands
Jackson, MO
From: Dahiya, Jai  
Sent: Tuesday, September 20, 2016 10:58 AM  
To: Probst, David  
Subject: Greetings

Good morning Dave,

It was very nice to visit with you a couple of weeks ago at the Physics & Engineering Physics Department at Southeast Missouri State University. I really appreciate you giving me some time to visit with the Advanced Physics Lab which I thoroughly enjoyed during my tenure in that department. As usual I really enjoy visiting with you and thanks a lot for the coffee.

As I mentioned to you during our conversation, every time I went to India while working at Southeast Missouri State University to recruit students, I saw a huge demand for a MS Program in Computer Science. As a matter of fact close to 50% of the students I met every time wanted to get admission in the MS program and since Southeast did not have the program, that was a huge disappointment for me turning those students away.

Right now I am working as the Director of International Programs at Our Lady of the Lake University in San Antonio, Texas. I have been to India twice during this role and even this time the demand for the MS in Computer Science or even Cyber Security was huge. I just cannot tell you how many smart students you can get from India and Sri Lanka to study MS in Computer Science and Cyber Security.

Therefore, it will be an extremely important step for Southeast to have an MS program in Computer Science. Even I will be able to get large number of students from India for that program.

Kind regards,

Jai

Jai N. Dahiya, Ph.D.  
Director International Programs  
Our Lady of the Lake University  
San Antonio, Texas
Appendix 3: Explanation of Financial Projections

Recurring Expenditures – other
- Requesting to cover the expenses of 2 Graduate teaching assistants
- The following are approximates:
  - Tuition for one hour: $260.80 + $20.00 program fee = $280.80
  - Total tuition (graduate course work) for 24 hours (one year including fall, spring and summer) = $6739.20
  - General fees: 303.30
  - Stipend for one year: 8467.20
  - Total for One graduate assistant = $15,509.70
  - Total for Two graduate assistants = $31019.40

Revenue – tuitions and fees (projection – actual will vary)
- Projected Number of students
- Estimated Tuitions and fees for full time student (Missouri State Resident): 9 hours x $280.80 = $2527.20 + other common fees $215.00 = $2742.20
- Estimated Tuitions and fees for part time student (Missouri State Resident): 6 hours x $280.80 = $1684.80 + other common fees $215.00 = $1899.80

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<th>3</th>
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<td>$60328.40</td>
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<td># students</td>
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<td>21</td>
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<td>$98324.40</td>
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Appendix 4: Short Biographies of Faculty

Amer, Suhair H., Ph.D.: Dr. Amer is an Associate Professor in the Department of Computer Science at Southeast Missouri State University. She received her Ph.D. degree in Computer Science and Software Engineering from Auburn University in 2008, a Master of Science in Computer Science from the American University in Cairo and Bachelor of Science in Computer Science from the American University in Cairo. Her Ph.D. dissertation topic: Danger Theory Based Host-Based Intrusion Detection. Her Thesis Topic: Image Compression of Facial Photographs based on BTC/TSVQ Local Processing. Her Capstone Experience topic: Introducing Kernel Level Threads to Linux operating System version 2.x. Her research interests include biologically inspired computer and security systems, human computer interaction, image processing, simulation, and e-learning. She is the faculty adviser of the ACM and ACMW student chapters at Southeast Missouri State University. She is currently the past-president of the Phi Kappa Phi chapter 260.

Anand, Vijay, Ph.D.: Dr. Vijay Anand received a Bachelor's of Engineering (B.E) in Electrical Engineering from Ulkaal University (India) in 1999 and Masters of Science (M.S) in Computer Engineering from Illinois Institute of Technology (IIT, Chicago) in 2001. After finishing qualifiers of the Doctorate in Philosophy (PhD) program in 2004 at Illinois Institute of Technology he worked in industry in various capacities as Embedded Security architect at Motorola, Senior Security Engineer at PALM Inc. and, Security Research Engineer in Computation Institute. In 2011 he received a PhD Degree (Thesis Title: Security Policy Management, Threat Alleviation and Secure Digital Commercial Services for Embedded Computing Systems) in Computer Engineering from Illinois Institute of Technology (IIT, Chicago). His interests include real-time adaptability of Trusted Platform Modules (TPM) to evolving threats, process institutionalization and improvements of security frameworks, intrusion detection techniques, secure data transfer, and human interaction aspect of using a security technology and, security and privacy concerns of digital assets in trustworthy computing. Dr. Anand is currently working as an Assistant Professor at Southeast Missouri State University from Fall 2011. He teaches courses in Cybersecurity and Networking programs and is the faculty advisor of the Cyber Defense Club at Southeast. He is also the state director of Missouri for Collegiate Cyber Defense Competition.

Liu, Ziping, Ph.D.: Dr. Liu is a Professor in the Department of Computer Science at Southeast Missouri State University. She joined the faculty of Southeast Missouri State University in 2001. During 2000 – 2001, she worked in industry as software engineer at Motorola. She received her PhD of Engineering Science from Southern Illinois University at Carbondale in 1999. Her research interests include data communication and computer networking, wireless ad hoc network/sensor network, modeling and simulation of wireless network, distributed computing, wireless network security, game development and game AI, application software development.

Naugler, David, Ph.D.: Dr. Naugler is a Professor of Computer Science at Southeast Missouri State University. He received his Ph.D. in 1975 from Dalhousie University in Canada. He taught at Mount Saint Vincent University from 1975 until 1981 when he joined the Computer Science Department at Southeast. He has a wide range of interests including functional programming and HPC.

Zhang, Xuesong, Ph.D.: Dr. Zhang is a professor in the Department of Computer Science at Southeast Missouri State University. He received his Ph.D. in Molecular Science in Physics Department at Southern Illinois University in 1991, a Master of Science in Physics at Southern Illinois University in 1989, a Master in Science in Computer Applications at Northeast Normal University in 1986, and a Bachelor in Computer and Electric Engineering in 1975. Some of his past and current research interests are in the following areas: Instrumentation in Physics and Engineering, Semiconductor Physics, Computer Architectures, Artificial Intelligence, Robotics.
Program Change Form

1. Submitted by: Southeast Missouri State University
   Name of Institution

2. Type of Program Change (Check all that apply to same program)
   - Title change only (Option)
   - Combination program created out of closely allied existing programs
   - Option(s) added to existing program (attach curriculum for option)
   - Addition of single-semester certificate program (C0) to existing parent degree (15 CH or less)
   - Addition of one-year certificate program (C1) developed from existing parent degree (30-40 CH)
   - Addition of free-standing single-semester certificate program
   - Delete program
   - Delete option
   - Place program on “Inactive Status” list
   - Other (attach description)

   a) In the left section of the table below, place the program (and options) as they currently appear in the 
   MDHE inventory.
   b) In the right section, place the program (and options) as they would appear after changes have been 
   approved.
   c) For certificates, place the title, degree and CIP for the parent program in the left section

<table>
<thead>
<tr>
<th>Current Program</th>
<th>Program after the Proposed Change</th>
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<td><strong>Technology Management</strong></td>
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<tr>
<td>• Construction Management &amp; Design Option</td>
<td>• Construction Management &amp; Design Option</td>
</tr>
<tr>
<td>• Facilities Management &amp; Sustainability Option</td>
<td>• Facilities Management &amp; Sustainability Option</td>
</tr>
<tr>
<td>• Industrial &amp; Safety Management Option</td>
<td>• Industrial &amp; Safety Management Option</td>
</tr>
<tr>
<td>• Sustainable Energy Systems Management Option</td>
<td>• Sustainable Energy Systems Management Option</td>
</tr>
<tr>
<td>• Technology Management Option</td>
<td>• Technology Management Option</td>
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<tr>
<td>• Telecommunications &amp; Computer Networking Option</td>
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3. Attach a copy of “before and after” curriculum, as applicable, and a rationale for the proposed change.
4. Intended date of program change, additional options, or “Inactive Status”: Fall 2017

Authorization
Dr. Karl R. Kunkel, Provost

Name / Title of Institutional Officer   Signature   Date
Dr. Bradley Deken, Chairperson, Dept. of Polytechnic Studies   573-651-2104

www.dhe.mo.gov • info@dhe.mo.gov
205 Jefferson Street, P. O. Box 1469, Jefferson City, MO 65102 • (573) 751-2361 • (800) 473-6757 • Fax (573) 751-6635
Rationale

Title change only of “Technology Management: Telecommunications & Computer Networking Option” to “Technology Management: Computer Network Systems Administration”

Due to course changes in the Technology Management Major: Telecommunications & Computer Networking Option since inception, the need to identify the program with a more suitable name has arrived. The current name has become antiquated and no longer identifies the program with the current curriculum or career placement.

The following courses have been updated or removed in order to enhance the program and reflect the needs of today’s industry:

- TN254 Fiber Optics and Network Communication (Removed)
- TN275 Network Fundamentals (Updated)
- TN 375 Routing and Switching Essentials (Updated)
- TN475 Scaling Networks (New Course)
- TN 563 Connecting Networks (New Course)
- TN 435 Network Security (Updated)
- TN 565 Network Management (Updated)
- TN 395 Server Maintenance (Updated)

These courses have been updated or created to fulfill an industry need for network administrators, engineers, and designers. These courses involve an extensive lab component that emphasizes the ability to design and manage networks of today. These networks are no longer identified through telecommunication companies and are more in line with companies that provide cloud computer systems, network service providers, network managers, network designers, network directors and Internet service providers (Old Telecom Companies). Industry no longer refers to telecommunication as a means of identifying the career fields that our students will be entering after graduation.

Changing the program’s name to Technology Management: Computer Network Systems Administration will identify the course work more precisely than the antiquated name. This will allow students to identify the program with the appropriate career fields and provide the student, with a degree in the currently recognized career field.
BOARD OF REGENTS
MOTION CONSIDERATION FORM

February 17, 2017
Open Session

I. Motion to be Considered:

Approve the attached revised policy statement for Section 01-15, Tobacco Use in the Workplace, of the Business Policy & Procedures Manual, effective Fall 2017 semester.

Background:

In July 2008, the Board of Regents approved a policy limiting the use of tobacco products on University property to designated areas. Implementation of policy began August 1, 2008, prohibiting smoking both indoors and outdoors on University property, except in designated areas. The policy also prohibits smoking in University vehicles and the use of smokeless tobacco inside all University buildings other than student residential housing units.

The policy was recommended by an ad hoc committee on smoking policies and procedures formed to study smoking policies and their rationale. The committee was formed in response to concerns expressed by members of the University community and national trends at the time restricting the use of tobacco products on college campuses.

The policy was updated in September 2013 to incorporate other products that produce nicotine, such as electronic cigarettes. At that time members of the campus community expressed a desire to consider becoming a completely smoke free campus, and the University reconvened a task force to consider the recommendation. A consensus was not reached and no recommendations to revise the policy were brought forward at that time.

Data available from the Missouri College Health Behavior Survey, administered annually by the Missouri Partners in Prevention program, indicates student perceptions of smoking have changed in the last four years. Since 2013, the number of students in Missouri using tobacco products and

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**Recommended By:**

Student Government
Faculty Senate
Administrative Council
VP, Finance & Admin.
VP, University Advancement

Chairperson
Dean
Academic Council
Provost
President

**Board Action on:**

Motion By:
Second By:
Vote: Yeas: Nays:

Postpone:
Amend:
Disapprove:
Approve:
Secretary:
cigarettes has steadily decreased. Over 70% of Southeast students completing the survey each year since 2014 indicated they would support having a completely smoke free campus.

Administrative Council considered data and campus input during the Fall 2017 semester and recommends the University implement a smoke free and tobacco free policy. Attachment 1 is a draft revised policy statement that would prohibit smoking and the use of tobacco products by students, faculty, staff and visitors on all Southeast Missouri State University properties, facilities and vehicles. This would include, but not be limited to, any lit cigarette or other smoking product, products or devices that may be used to smoke or mimic smoking, or the use of smokeless tobacco products. Smoking and the use of tobacco products would be allowed only at a designated outdoor smoking area outside the Show Me Center and River Campus Cultural Arts Center for use during public events or performances.

The new policy would be effective with the Fall 2017 semester, allowing time for education of the campus community on the new policy. In addition, the Fitness & Wellness Program in Recreation Services and the Department of Human Resources will collaborate to offer smoking cessation services and programs to students, faculty and staff.
## GENERAL STATEMENT OF POLICY

Smoking and the use of tobacco products by students, faculty, staff and visitors are prohibited on all Southeast Missouri State University properties. For purposes of this policy, the phrase “smoking and the use of tobacco products” is defined to include, but not be limited to, any lit cigarette, cigar, pipe, e-cigarette, or any other smoking product, the use of devices or products that may be used to smoke or mimic smoking, or the use of smokeless tobacco products.

Smoking and the use of tobacco products is prohibited at all times in University owned, leased, or occupied facilities, on University owned, leased or occupied property, at events on University properties, or in University owned, leased or rented vehicles, except as set forth herein.

Smoking and the use of tobacco products will be allowed only at a designated outdoor smoking area outside the Show Me Center and River Campus Cultural Arts Center for use during public events or performances.

The University prohibits the sale, distribution, or free sampling of tobacco products on campus. Littering the campus with remains of tobacco products or any other disposable product is prohibited.

The President or his/her designee is responsible for maintaining operating procedures related to this policy.
OPERATING PROCEDURES

1. Smoking and the use of tobacco products is defined to include, but not be limited to, any lit cigarette, cigar, pipe, e-cigarette or any other smoking product; the use of devices or products that may be used to smoke or mimic smoking (e.g. hookahs, vaporizer); the use of smokeless tobacco products (also known as dip, chew or snuff in any form); and any other tobacco product or device not approved by the Federal Drug Administration (FDA) for the strict purpose of tobacco cessation.

2. Smoking and the use of tobacco products is prohibited in all University owned, leased, or controlled facilities, property and vehicles, except for a designated outdoor smoking area outside the Show Me Center and River Campus Cultural Arts Center for use during public events or performances.

For purposes of this policy, University facilities or property refers to any University or Foundation owned, leased or controlled facilities and property. This includes, but is not limited to:

- all campuses
- off campus university/foundation owned, leased or controlled property (e.g. University farm, daycare facilities)
- all university housing managed by the university
- all university parking lots (including inside personal vehicles on University property)

University vehicles for purposes of this policy refers to any University or Foundation owned, leased or controlled vehicle. This includes, but is not limited to:

- buses and vans
- cars, trucks and utility vehicles
- operable/wheeled equipment (e.g. lawnmowers, forklifts)

3. Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events and sporting events using University facilities/property will be required to abide by the University policy. Organizers of such events are responsible for communicating the policy to attendees.

4. Smoking and the use of tobacco products is permitted for on campus theatrical productions where the script/storyline calls for the depiction of smoking/smokeless tobacco use. Notwithstanding the foregoing, reasonable efforts will be made to use non-tobacco products in all such productions.

5. An exception to this policy must be granted in writing by the President, and will only be considered in extraordinary circumstances.
6. Repeated instances of noncompliance by a student may be reported to the Office of Student Conduct. Repeated instances of noncompliance by a faculty or staff member may be reported to Human Resources. Reports of noncompliance will be investigated by the appropriate office and may result in disciplinary action.
Exhibit A

FY18 Anticipated Budget Needs and Potential Tuition Revenues

<table>
<thead>
<tr>
<th>University Anticipated Total Need</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anticipated Need:</strong></td>
</tr>
<tr>
<td>Governor's Planned Budget Reductions (9%)</td>
</tr>
<tr>
<td>Fund Cost of Continuing Operations</td>
</tr>
<tr>
<td>MOSERS Increase (2.5%)</td>
</tr>
<tr>
<td>Medical Premiums Increase (11%)</td>
</tr>
<tr>
<td>Faculty Promotion Pool - Based on 4 Year Rolling Average</td>
</tr>
<tr>
<td>Scholarship Budget Adjustment - Housing Portion</td>
</tr>
<tr>
<td>Need Based Aid to Offset Fee Increase (Estimate)</td>
</tr>
<tr>
<td>Invest in Academic Programming and Strategic Priorities (Estimate)</td>
</tr>
<tr>
<td><strong>Total Anticipated Need</strong></td>
</tr>
</tbody>
</table>

**Increased Revenue Potential from Tuition:**

1) No Tuition Increase

   Remaining Need $6,731,002

2) 2.1% CPI Increase - FY18 ($4.75/SCH for MO UG)

   Remaining Need $5,691,669

3) 2.8% CPI Increase - FY17 and FY18 ($6.50/SCH for MO UG)

   Remaining Need $5,354,647

4) 6.65% Fee Increase

   2.1% CPI Increase - FY18 + $10.66 Board Approved Fees Previously Waived ($15.50/SCH for MO UG)

   Remaining Need $3,451,980

**NOTES:**

1) Tuition revenue estimates are based on current enrollment levels.

2) Assumes same percentage increase in fees for nonresident, graduate and online students.
Sexual Violence and Compliance with Title IX

- Education and Prevention
- Reporting
- Investigations

COLLABORATING UNITS

- Campus Violence Prevention Program
- Dean of Students
- Institutional Equity and Diversity
- Office of Student Conduct
- University Police
## SEXUAL VIOLENCE

<table>
<thead>
<tr>
<th>SEXUAL MISCONDUCT</th>
<th>SEXUAL ASSAULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any unwanted sexual exploitation involving nonconsensual sexual contact.</td>
<td>Any unwanted sexual exploitation involving nonconsensual sexual intercourse.</td>
</tr>
</tbody>
</table>

## VIOLENCE AGAINST WOMEN ACT  
*(Focus areas in addition to Sexual Assault)*

### Domestic Violence
A pattern of abusive behavior in a relationship that is used by one partner to maintain power and control over another current or former intimate partner.

### Dating Violence
Violence and abuse committed by a person to exert power and control over a current or former dating partner.

### Stalking
A pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.
# REPORTS OF SEXUAL VIOLENCE

<table>
<thead>
<tr>
<th>Reported by Academic Year</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual Assaults</td>
<td>1 Off Campus</td>
<td>1 On Campus</td>
<td>5 On Campus</td>
<td>1 On Campus</td>
<td>5 On Campus</td>
<td>4 On Campus</td>
</tr>
<tr>
<td>Sexual Misconduct</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>4</td>
<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reported by Calendar Year</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anonymous Reports to Campus</td>
<td>2 On Campus</td>
<td>5 On Campus</td>
<td>8 On Campus</td>
<td>8 On Campus</td>
</tr>
<tr>
<td>Violence Prevention Program</td>
<td>4 On Campus</td>
<td>1 Off Campus</td>
<td>1 Off Campus</td>
<td>9 Off Campus</td>
</tr>
</tbody>
</table>

---

A student organization at Southeast Missouri State University for supporters and survivors of sexual assault.
According to data from the National Sexual Violence Resource Center, one in five women and one in 71 men is raped in their lifetime. In the vast majority of cases, the victim knows the attacker. Often times, the attack is perpetrated by an intimate partner.

A 2014 statewide survey administered by the Missouri Partners in Prevention Program sheds light on the experience of Southeast students as compared to their peers at other Missouri universities:

<table>
<thead>
<tr>
<th></th>
<th>Missouri (n=8994)</th>
<th>Southeast (n=491)</th>
</tr>
</thead>
<tbody>
<tr>
<td>% Respondents = Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ever experienced non-consensual</td>
<td>14.6%</td>
<td>16.4%</td>
</tr>
<tr>
<td>sexual contact (against your will)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the non-consensual sexual</td>
<td>28.6%</td>
<td>24.6%</td>
</tr>
<tr>
<td>contact occurred while attending</td>
<td></td>
<td></td>
</tr>
<tr>
<td>this college/university?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IMPORTANT DEFINITIONS**

**CONSENT**

Consent is an affirmative decision to engage in mutually acceptable sexual activity given by clear actions or words.

Students should understand that consent may not be inferred from silence, passivity, or lack of active resistance alone. Furthermore, a current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity.

Conduct will be considered "without consent" if no clear consent, verbal or nonverbal, is given. The perspective of a reasonable person will be the basis for determining whether an accused student knew, or reasonably should have known, whether consent was given. However, being intoxicated or incapacitated does not diminish one's responsibility to obtain consent and will not be an excuse for sexual violence.

**INCAPACITATION**

Incapacitation (mutually incapacitated sexual contact) means being in a state where a person:

- Lacks the capacity to appreciate the fact that the situation is sexual
- Cannot appreciate (rationally or reasonably) the nature and/or extent of that situation

NOTE: A physically incapacitated person is one who is physically incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary), or who is unconscious, unaware, or otherwise physically helpless and incapable of giving consent. One may not engage in sexual activity with another person who one knows or should reasonably have known that person to be physically incapacitated.

Southeast Missouri State University · 1873
EDUCATION & PREVENTION

EMPLOYEES
- Face-to-face training for new faculty & staff orientation
- Departmental trainings
- Online Title IX and Sexual Harassment training module
- Publish guidelines to report Title IX violations
- Maintain Title IX website landing page

STUDENTS
- My Student Body
- STEP UP Bystander Intervention Program
- Class Presentations
- Student Organization/Team Presentations
- Email/Website, eff. FA17

University Compliance Requirements

- If the University has notice of sexual misconduct and does not stop, remedy, prevent the reoccurrence of the behavior, OCR can intervene and take administrative action against the University.

- All University Employees (unless otherwise noted) are considered to be "Responsible Reporters" or "Responsible Employees" who are expected to report notices and complaints to the Title IX Coordinator or other designated officials.
REPORTING

Sexual violence is often initially reported to:

- Resident Advisors
- Peers
- Faculty/Staff
- Parent/Family
- Law Enforcement (on or off-campus)
- Medical Professional (on or off-campus)

Options for reporting an incident to the University

- University Police
- Office of Student Conduct
- Sr. Associate Director of Athletics
- Title IX Coordinator
- Dean of Students

Confidential Reporting Sources

- SEMO NASV (Beacon Health Center)
- Campus Health Clinic
- Campus Violence Prevention Program
- Counseling and Disability Services
- Counselor Education Training Clinic
- Safe House for Women
Police Reports and Student Conduct Violations

- University Police and the Office of Student Conduct work closely on reported incidents in both criminal offenses and campus conduct violations, meeting weekly in a Students of Concern Committee.
- A police report is the making of an official public record of a crime, by a cooperative victim, seeking the filing of charges by a prosecuting attorney.
- A matter of record – student conduct violation report, is a documented record of an occurrence or incident. The document identifies the specific infraction of the Student Code of Conduct.
- Both police reports and matter of record reports filed by University Police are published in a daily crime summary on the University website.

Investigations of Alleged Violations of the Code of Student Conduct

1. Report is received in the Office of Student Conduct
2. Notify Title IX Coordinator and University Police
3. Determine if law enforcement investigation is occurring
4. If complaining intends to remain anonymous, provide a "Reluctant Witness Letter"
5. "Letter of No Contact"
6. Receive report from law enforcement (if applicable); interview complainant, accused student, and other witnesses
7. Determination is made about Official Charge Letter
8. Judicial Conference
9. Administrative Panel Hearing
10. Results (In Violation or Not In Violation) and Sanction(s) Issued, if In Violation
11. Appeal phase
Investigations of Reports to University Police

1. Incident is documented and the case is investigated
2. Report is forwarded to Office of Student Conduct
3. With sufficient probable cause, the offender is apprehended, AND:
   • If offender is a student, a Notice to Appear at the Office of Student Conduct is issued.
   • If offender is not a student, a referral to the Office of Student Conduct is made for Notice Against Trespass.
4. If there is insufficient probable cause to arrest, a warrant package is presented to the State prosecuting attorney.
5. Prosecuting attorney determines if the case will be filed or declined.
6. To proceed with charges, prosecuting attorney presents the case to the court for a warrant to be issued.

NOTE: If the incident occurred off-campus, University Police refer and assist victim with contacting policy agency with jurisdiction. A ‘Matter of Record’ report is made and shared with Student Conduct.
Experience

Academic Mentor and Tutor
Southeast Missouri State Success Center, Cape Girardeau, MO
September 2016 – December 2016
Teach student-athletes time management, planning, communication with professors, and management of online classes.

Daycare Teacher
Good Earth Montessori Day School, Bonne Terre, MO
May 2015 – August 2016
Taught summer enrichment program, provided child care and educational experiences.

Education

Bachelor of Science: Health Science (Pre-Physical Therapy)
Southeast Missouri State University, Cape Girardeau, MO
Anticipated Graduation: May 2017
Obtained a 3.91 GPA over the course of seven semesters. Member of Phi Kappa Phi honor society, named to OVC Commissioners Honor Roll three times, OVC Medal of Honor Recipient, four-time member of Southeast Dean’s List, and Southeast Regent’s Scholarship recipient for four years.

Leadership
Student-Athlete Representative for the University Wellness Committee
OVC Representative on the Division 1 National Student Athlete Advisory Committee
Student-Athlete Representative for the University Committee on Athletics
President of the Student Athlete Advisory Committee (SAAC)
Secretary of the Ohio Valley Conference Student Athlete Advisory Committee (OVC SAAC)
Four year member and two year captain of the Southeast Missouri State Cross Country and Track and Field Teams
Student Athlete Representative for the Athletic Director Search Committee

References

Rachel Blunt, University of Central Michigan
(573) 614-8229

Ryan Lane, Southeast Missouri State University
(573) 275-6909
Bachelor of Applied Science in Applied Technology

Proposal currently in development and should be presented to the CoSTA College Council in March 2017.

This proposed degree program provides a pathway for students earning the Associate of Applied Science (AAS) either at Southeast Missouri State or a community college to complete a baccalaureate degree in a seamless and timely manner. This degree program only will be available to students with a completed AAS. This program of study builds on the AAS technical foundation providing managerial knowledge in elective areas related to construction, electrical and mechanical systems, manufacturing, networking, and computer graphics. The BAS provides a unique opportunity in Missouri.

Master of Arts in Teaching: Middle and Secondary Mathematics and Science Education

Proposal will be under consideration by the Academic Council in March 2017.

This graduate program offers an initial Missouri secondary school teaching certificate in STEM areas for students holding related non-education undergraduate degrees. This proposed graduate degree is an alternative pathway to certification with strong course work preparation and supervised field experiences giving graduates both a master's degree and teaching license in disciplines where a teacher shortage exists in our service region.

Bachelor of Arts in Writing with Options in Creative Writing and Professional Writing

Proposal will be under consideration by the CoLA College Council at the March 2017 meeting; accompanied by proposal to delete the Writing Option in the Bachelor of Arts in English.

There is a demonstrated need for graduates with strong written communication skills for industry, non-profit, local businesses, and government sectors with the U.S. Bureau of Labor Statistics predicting a 2% increase in these jobs over the next decade. Currently, we do not offer specific training in professional/technical writing with the only options being in either literary research or creative writing, and offering this program will be unique in Missouri since only Missouri State offers a similar program, meeting the need in our service region for graduates specifically trained in writing.

Master of Science in Cybersecurity

Discussed at December 2016 Board meeting.
Proposal considered for department approval on February 25; presentation to CoSTA College Council at March 2017 meeting.

Computer security, cryptography, and information assurance are just a few examples of significant concern areas in contemporary society as we are highly reliant upon networked computing systems in the business, industry, non-profit, government, and personal worlds. This degree program provides an advanced credential for both our current undergraduate students as well as IT professionals currently working in our service region.

Bachelor of Science in Agribusiness: New Options in Agriculture Communications and Agriculture Systems Management

Discussed at December 2016 Board meeting.
Proposal approved by Academic Council in October 2016; delay due to waiting for support letters enhancing proposal; now ready for Provost and President review.

Substantial demand exists in the agribusiness sector for graduates in effective oral, written, and graphics communication within both the digital (including social media) and face-to-face dialogues as well as agriculture/agribusiness infrastructure management and maintenance. All agribusiness partners, including the Departmental Advisory Council, emphasize industry requires new workers to have skills in management and marketing along with production agriculture competency. Agribusiness is an essential and large-scale industry in our service region.
BOARD OF REGENTS

REPORT ITEM

February 17, 2017

Open Session

PROGRESS REPORT – Contracts and Facilities Management Projects

Part I – Contracts in Excess of $100,000

The following contract(s) and/or purchase order(s) in excess of $100,000 for which provisions have been made in the annual operations or capital budgets or designated fund balances of the University or subsequent projects approved by the Board of Regents were executed:

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>ANTICIPATED COMPLETION</th>
<th>VENDOR</th>
<th>AWARD AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cottonwood Sprinkler Repairs</td>
<td>05/08/17</td>
<td>Premier Fire Protection</td>
<td>$274,770</td>
</tr>
<tr>
<td>Grauel Building Renovation</td>
<td>07/14/17</td>
<td>K&amp;S Associates</td>
<td>$3,641,900</td>
</tr>
<tr>
<td>Towers Central Complex Electrical Upgrades – Engineering Services</td>
<td>07/28/17</td>
<td>KJWW</td>
<td>$103,300</td>
</tr>
</tbody>
</table>

Part II – Facilities Management Change Orders in Excess of $20,000 or 15% of Project Cost

The following change order(s) in excess of $20,000 or 15% of project cost were executed:

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>VENDOR</th>
<th>DESCRIPTION</th>
<th>VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capaha Field Renovations</td>
<td>Brockmiller Construction</td>
<td>Route conduit and fiber from the backstop wall to pressbox and rework flagpole lighting. Contract completion extended 30 days due to weather limitations to complete painting and fence at no additional cost.</td>
<td>$6,233</td>
</tr>
</tbody>
</table>

Part III – Facilities Management Capital Projects Update Report

A. STATE FUNDED CAPITAL IMPROVEMENT PROJECTS

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>ANTICIPATED COMPLETION</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grauel Building Renovation</td>
<td>July 14, 2017</td>
<td>Asbestos abatement complete. General contractor has begun demo of interior finishes, mechanical equipment and electrical items.</td>
</tr>
<tr>
<td>PROJECT</td>
<td>ANTICIPATED COMPLETION</td>
<td>STATUS</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Crisp Hall Renovation</td>
<td>Fall 2018</td>
<td>Design contract executed with Arclimages. Review meetings to be held in February 2017.</td>
</tr>
<tr>
<td>Brandt Hall Renovation</td>
<td>Summer 2019</td>
<td>Design contract executed with Hollis + Miller. Review meetings to be held in February 2017.</td>
</tr>
</tbody>
</table>

**B. LOCAL FUNDED AND MAINTENANCE & REPAIR CAPITAL IMPROVEMENTS OVER $50,000**

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>ANTICIPATED COMPLETION</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. General Construction Contract 2016</td>
<td>Multiple projects through 6/30/17</td>
<td>Sign removal at old farm is complete. Autism Center Playground Repair is in progress. Communication Disorders/Kent Library 4th Floor DIRT wall installation is complete. River Campus Seminary Building Stair Repair – Proposal approved with work beginning January 30.</td>
</tr>
<tr>
<td>2. Rice Breeder Greenhouse at Southeast Missouri State University – Malden</td>
<td>March 1, 2017</td>
<td>Footing work, slab work, and MEP rough-ins are in progress.</td>
</tr>
<tr>
<td>3. Greek Housing – Alumni Drive</td>
<td>July 2017</td>
<td>Phase 1A – Punch list item work in progress. Phase 1B – Painting and interior finishings are complete on Pike House. MEP rough-ins are in progress Sigma Chi House.</td>
</tr>
<tr>
<td>4. Track Building Renovation &amp; Addition</td>
<td>TBD</td>
<td>Fee proposal for re-design under review by Athletic Director.</td>
</tr>
<tr>
<td>5. Capaha Field Renovation</td>
<td>Updated to January 31, 2017</td>
<td>Completion date extended to January 31, 2017 due to weather delays.</td>
</tr>
<tr>
<td>6. NPHC Plaza and Central Pedestrian Corridor</td>
<td>Summer 2017</td>
<td>Scope meeting with architect held February 13, 2017.</td>
</tr>
<tr>
<td>7. Campus Directional Signage</td>
<td>Summer 2017</td>
<td>Building name listing complete and under review. Consult providing revised fee proposal to add regional campuses.</td>
</tr>
<tr>
<td>9. Center for Speech &amp; Hearing</td>
<td>Complete</td>
<td>Project is complete and under warranty.</td>
</tr>
<tr>
<td>10. Alumni Building Assessment</td>
<td>July 2017</td>
<td>Design costs returned high and project reassessed. FM staff completing investigation of interior walls.</td>
</tr>
<tr>
<td>11. SRC South – Success Center Renovation</td>
<td>TBD</td>
<td>Renderings are completed and forwarded to Athletic Director.</td>
</tr>
<tr>
<td>PROJECT</td>
<td>ANTICIPATED COMPLETION</td>
<td>STATUS</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>13. Beef Covered Feeding Facility</td>
<td>Complete</td>
<td>Complete and under warranty.</td>
</tr>
<tr>
<td>15. University Master Plan Update</td>
<td>December 2017</td>
<td>Visioning meetings with campus leaders began January 31, and will be completed mid-February.</td>
</tr>
<tr>
<td>17. Capaha Field Indoor Batting Facility</td>
<td>August 2017</td>
<td>Construction documents under review. FM and Hurst-Roche presenting designs for review to City of Cape in February. Following City approval, project will be bid.</td>
</tr>
<tr>
<td>19. Dearmont Hall B and C Wing Electric Repair</td>
<td>Complete</td>
<td>Project is complete and under warranty.</td>
</tr>
<tr>
<td>22. Parker Hall Roof Replacement</td>
<td>Summer 2017</td>
<td>A/E contract awarded to Hurst-Roche. Schematic design in progress.</td>
</tr>
<tr>
<td>23. Sikeston Campus, Infrastructure Improvements (Site)</td>
<td>Summer 2017</td>
<td>Stock &amp; Associates selected as consultant to address exterior drainage and parking lot issues.</td>
</tr>
<tr>
<td>24. Malden Campus, Infrastructure Improvements (Site)</td>
<td>Summer 2017</td>
<td>Stock &amp; Associates selected as consultant to address exterior drainage and parking lot issues.</td>
</tr>
<tr>
<td>25. Kennett Campus, Infrastructure Improvements (Site)</td>
<td>Summer 2017</td>
<td>Stock &amp; Associates selected as consultant to address exterior drainage and parking lot issues.</td>
</tr>
<tr>
<td>26. 512 &amp; 518 N Sprigg Dero and FM Parking Lot Reconfiguration</td>
<td>Summer/Fall 2017</td>
<td>Koehler Engineering selected as consultant for demolition of houses and extension of parking area for FM fleet vehicles.</td>
</tr>
<tr>
<td>27. Kennett HVAC Renovations</td>
<td>TBD</td>
<td>Bric Engineering selected as consultant. Options currently under review to replace failing rooftop HVAC units.</td>
</tr>
<tr>
<td>28. Towers Central Complex Roof Replacement</td>
<td>Summer 2017</td>
<td>Hurst-Roche is preparing design documents. Review meetings to be held in February.</td>
</tr>
<tr>
<td>29. Towers Exterior Door Card Readers</td>
<td>Summer 2017</td>
<td>Lawrence Group selected as A/E and design documents are begin prepared for review in March 2017.</td>
</tr>
</tbody>
</table>
Part IV – Other Capital Projects

<table>
<thead>
<tr>
<th>Project</th>
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