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Academic Policy Advisory Committee meeting minutes, September 20, 1994

Moorhead State University

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APAC Minutes
September 20, 1994

Members present: Midgarden, Chair; Bakke, Bense, Frederick, Mathiason, Moore, Olday, Pemble, Roy, Sibley, Swenson, Wasson, Zarrett.

1. Introduction of Members & Committee Charge:

Vice President Midgarden introduced the committee members. She explained the committee's charge and involvement regarding the University's conversion to semesters. The members were made aware of the following items:

Semester conversion materials for all programs must be reviewed by winter quarter. Thus, the committee is scheduled to meet every Tuesday for approximately 1 1/2-2 hours each week. They may also need to meet occasionally on a Saturday.

- The APAC Committee's decisions regarding semester conversion will meet final approval at a Meet & Confer.

A timetable stating the dates departments are scheduled for APAC will be finalized soon and distributed to members. The timetable will also be published in Continews & accessible from the DG Public Drawer.

- It will not always be possible to publish agendas in Continews due to the weekly publication deadline. Weekly meeting agendas will be mailed to members, deans, department chairs, the Registrar, the Faculty Association President and accessible from the DG Public Drawer under: APAC, 94/95 agendas.

APAC will act on a department's conversion proposal on the discussion date. In other words, preliminary hearings will be held only when the committee feels more discussion is needed.

Associate VP Danielson or Dean Reed will chair the meetings in VP Midgarden's absence.

APAC Policy Manual:

Sections of the APAC Manual were sent to the appropriate directors for updating and, if updates are made, those sections will be sent to members. The Committee on Committees Report, which was finalized last spring, has been updated in the manual. Members were asked to review the APAC manual for any revisions/changes needed.

2. **Multidisciplinary Studies:**

New Course Approval:

MDS 162, Introduction to Dramatic Art (4)

Wasson moved, Moore seconded to approve.
Motion carried unanimously.

3. **Semester Approval Process:**

Assoc. VP Elizabeth Danielson explained the forms and process departments have been asked to use for semester conversion and how the information will be used in organizing and compiling the data to successfully review each department's conversion to semesters.

The Semester Conversion Package for Economics was distributed as an example of what the packet will entail. Economics will be the first department to be reviewed at APAC for conversion and is scheduled for the 9/28/94 meeting. The forms and their purpose were discussed and approved for use in the Semester Conversion process. The APAC approval dates will be added to the bottom of each form. The forms will be accessible from the DG Public Drawer under: Calendar Conversion, Forms.

Semester Course Proposal Form

Roy moved, Zarrett seconded. Motion carried unanimously.

(Courses changed from 4-quarter to 4-semester credits are acceptable only if the semester course will incorporate material from another deleted course (minor change). If courses are not recombined, a new course proposal will be required.)

Semester Conversion Packet:

- Guidelines for Review of Conversion Materials
- Checklist for Semester Conversion Packages
- Semester Program/Course Conversion Approval (Cover Sheet)
- Departmental Course Conversion Worksheet
- Conversion Worksheet for Majors, Minors, and Programs

Roy moved, Bakke seconded to approve. Motion carried unanimously.

Departments will also be required to submit a bulletin description and proposed schedules for 1995-96 and 1996-97 which will be made available in basic copy. Les Bakke has created a data base that can be used to cross-reference other departments.

G. Anderson
