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Academic Policy Advisory Committee meeting minutes, February 14, 1995

Moorhead State University

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APAC Minutes
February 14, 1995

Members present: Reed, chair; Bakke, Bense, Correnti, Dobitz, Danielson, DuBord, Frederick, Mathiason, Moore, Olday, Pemble, Roy, Schmider, Sibley, Strong, Swenson, Wasson, Zarrett.

The order of the agenda was changed with the approval of the committee; Secondary Education was moved to Item 4 and the Music department's tabled 432/532 course may be considered at the end of the meeting.

1. Liberal Studies Recommendations

a. Course designations from 2/3/95 Liberal Studies Committee minutes

Moore moved. Bakke seconded to approve the course designations recommended by the Liberal Studies Committee.
Motion carried unanimously.

b. To amend the Number 2 criterion for Division D, Western tradition: Humanities and Fine Arts to read: "Learn to read, view, listen to, and/or participate in the fine arts as keys to cultural understanding."

Sibley moved. Correnti seconded to approve.

Paul Harris explained that the wording "and/or participate in" is being added to the current #2 criterion for Division D.

Motion carried unanimously.

2. Academic Policy Changes under Semester Conversion

a. Document titled "Excerpts from Proposed Semester Conversion Language for Academic Information Section of the Bulletin"

Action was delayed on this document at the 1/31/95 APAC meeting pending recommendations from the Liberal Studies Committee. That committee has not made its recommendations yet so the section listing Liberal Studies requirements will be acted on at the 2/21/95 APAC meeting.

Pemble moved. Zarrett seconded to approve the document excluding the section listing Liberal Studies requirements.

Sharon Ferris explained that this document reflects changing the bulletin language from quarter to semester, except for the Classification of Students section. Karen Knighton explained the rationale for changing the way in which students obtain specific classification levels, e.g., freshmen, sophomore, etc.

Sharon Ferris requested that one change be made to the document:

Students are limited to a maximum of 12 semester credits through the CLEP process.

Motion carried unanimously.

b. Liberal Studies Recommendations

Elizabeth Danielson explained to the members that the Liberal Studies requirements approved last year, need to be revised. The Liberal Studies Committee has been asked to make revisions which will be acted on at the 2/21/95 APAC meeting. The primary concern is the 7 credit minimum approved last year which may pose difficulties for MSU students moving from the quarter to semester system and transfer students. Danielson distributed a document to committee members listing quarter credits converted to semester credits, e.g., a 4 credit quarter course converts to a 2.67 credit semester course. Fractional credits will not match with minimum credits required. In addition, students transferring to MSU from an institution which offers 3 credit English courses, would lack the 2 credits needed to meet our 8 credit requirement.

c. Procedure for Allegations of Misconduct in Science

Dennis Mathiason felt this policy should be returned to the Grants Committee for further review of the legal aspects involved. Dean Schmider, former Chair of the Grants Committee, reported on the history of this policy. She stated that in 1989, the Grants Committee was asked to create a policy to handle possible allegations of misconduct in science in order for the University to receive NIH grants. The policy created was based on various models from other universities. The policy was approved by the committee but did not move through the meet & confer process. Approximately a year ago, discussion of this policy resurfaced and the Grants Committee reviewed and revised it a second time, adding a monitoring connection for the IFO. Elizabeth Danielson stated that she must certify to NIH by March 1 that MSU has a policy.

Pemble moved to approve the policy for the remainder of the current academic year, in which time it is to be reviewed for legal ramifications. Correnti seconded.

After additional discussion, Pemble withdrew the motion. Elizabeth Danielson will further research the policy requirements and bring the policy back at a later date.

3. Bachelor of Arts degree in Economics with two concentrations

Correnti moved. Bakke seconded to approve the Economics degree with two concentrations.

A Bachelors of Science in Business Economics was approved last year by APAC for 86 semester credits. The Economics department revised that proposal as a B.A. in Economics with one concentration in Economics (the existing degree), and a second concentration in Business Economics. Vern Dobis, Chair of the Economics department, distributed a document listing the requirements. If approved by APAC, this proposal will not need to be approved by the System office although, they will be informed of the added concentration. Sam Roy was concerned with the credit load the department is proposing.

Bakke moved to table this until the 2/21/95 APAC meeting and asked the department to submit a quarter to semester comparison on a course conversion worksheet for the committee to review. Moore seconded. Motion to table carried unanimously.

4. Semester Conversion: Secondary Education and Foundations

New Course:

ED 398: Field Experiences in Secondary Education (2 semester cr.)

This course was tabled at the 11/15/94 APAC meeting because the committee asked the Secondary Education department to contact departments with teaching majors to obtain written responses/comments regarding this course before re-submitting it to APAC. Steve Grineski, Chair of the Secondary Education and Foundations department, supplied the committee with the written responses from those departments and has revised the course based on responses received.

Pemble moved. Bakke seconded to remove this course from the table approval as revised by the department:

ED 398: Field Experience in Secondary Education will be offered as a 1-2 credit course providing up to 80 hours of field work in the students' specific area of study. A seminar will accompany this class. ED 398 will be offered with a variable credit option. This option will read - ED 398 variable credit: 1-2 credits. Forty clock hours of field experience will be equivalent to 1 credit hour. The 2 semester credit hours of ED 398 must be completed prior to student teaching.

The following changes were made to the course description with Dr. Grineski's approval:

The sentence: "A seminar will accompany this class" is changed to "ED 398 is to be taken concurrently with the discipline specific methods course."

The reference to "seminar contact hours" is to be deleted from the new course proposal.

Motion carried unanimously.

5. Semester Conversion: Department of Psychology

Minor Revisions:

Roy moved. Mathiason seconded to approve the minor revisions and course number change:

The prerequisites for PSY 217: Alcoholism & Drug Abuse and PSY 324: Environmental Psychology will be reduced from 6 to 3 semester credits.

Course Number Change: PSY 453-553: Psy of the Arts changed to PSY 455/555

This course is crosslisted with Art 453/553: Psy of Art. The Art department has agreed to change their number to ART 455/555.

Motion carried unanimously.

Roy moved to approve PSY 324: Environmental Psychology, to carry Liberal Studies designation C because of the reduction in prerequisites. Mathiason seconded.
Motion carried unanimously.

6. Semester Conversion: Department of Speech/Language/Hearing Science

Minor Revisions:

Wasson moved. Bakke seconded to approve the following revisions:

SLHS 171: American Sign Language I and SLHS 172: American Sign Language II, should be listed as 3 semester credits on the course conversion worksheet. The credits were correct on the course proposal forms previously submitted.

SLP 681: Dysphasia, should not list any prerequisites on the course conversion worksheet. The course proposal form previously submitted was correct.

SLHS 496: Senior Project revisions:

Omit the word "capstone" from the course title as shown on the first line of Part II.

New course description: An independent research project integrating three or more areas of study in speech, language, hearing processes or disorders. Requires public display of results in poster format with oral explanation."

Motion carried unanimously.

7. Semester Conversion: Department of Accounting

Major and Minor Revisions:

Correnti moved. Sibley seconded to approve the major and minor revisions as follows:

Major Revision:

Add English 286/English 387 to the related field requirements. The Accounting major would consist of 31 credits if approved.

Alan Davis submitted a memo to George Sanderson indicating his support of this requirement. Mathiason stated his concern regarding departments' ability to offer service courses.

Minor Revision:

ACCT 460: Audit I (3 semester cr.)

Revised course content and catalog description: Fundamentals of external and internal auditing. Audit purpose, ethical and legal considerations, planning, internal control, and evidence requirements. Prerequisite: ACCT 331 and ACCT 370 or consent of instructor.

Motion carried unanimously.

**8. Semester Conversion: Department of Business Administration
and Department of Accounting**

Moore moved. Bakke seconded to approve the following changes made to the business major:

Pre-business:

1. Total credit test changed from 90 quarter hours to 60 semester hours.
2. No requirement to include a business law course in the list of required pre-business courses.
3. Change the proposal from requiring a "C" or better in each pre-business course to simply requiring an overall GPA of 2.00 in the package of 8 remaining pre-business courses.
4. Agreed that the 2.5 GPA for admission should include MSU courses and courses accepted by MSU in transfer.

Graduation:

1. Change the graduation requirement from a 2.50 MSU overall GPA to a 2.25 MSU overall GPA.
2. Eliminate the no-D policy for the business core, majors and minors.

The departments submitted a revised Business Division Upper-Level Course Admission Policy reflecting the changes. The committee discussed concerns in regard to the change in GPA requirements.

Motion carried with one opposed.

**9. Semester Conversion: Department of Computer Science & Information
Systems**

New Course:

COMS 330: Analysis and Design of Algorithms (3 semester cr.)

This course was removed from the semester conversion packet submitted at the 11/8/94 APAC meeting at the request of the department. They decided to resubmit it for approval.

Bakke moved. Wasson seconded to approve the course with the following change made to the last page of the course outline:

Prerequisite: COMS 151, Math 225 (Discrete Mathematics)

Motion carried unanimously.

Minor Revisions:

Pemble moved. Bakke seconded to approve the following minor revisions:

1. Add COMS 440: Computer Networks Software Concepts to the list of required courses for the COMS major.
2. Add Math 225, Discrete Structures to the related requirements for the COMS major.
3. Add Math 225, Discrete Structures as a prerequisite to the following courses:
 - COMS 435/535: Compilers
 - COMS 632: Automata Theory and Formal Languages
 - COMS 634: Algorithm Analysis
4. Add COMS 330: Algorithm Analysis to the list of electives for the COMS major.

Motion carried unanimously.

10. Semester Conversion: Department of Mathematics

New Courses:

MATH 127: College Algebra (3 semester cr.)

Correnti moved. Bakke seconded to approve.

The Liberal Studies Committee approved this course for E designation.

Motion carried unanimously.

MATH 138: Statistical Methods (2 semester cr.)

Roy moved. Bakke seconded to approve

The Liberal Studies Committee approved this course for E designation.

Motion carried unanimously.

MATH 225: Discrete Mathematics (4 semester cr.)

Mathiason moved. Bakke seconded to approve.

Motion carried unanimously.

Minor revisions:

Moore moved. Wasson seconded to approve the following course name change:

Change course name for Math 134: Elementary Probability and Statistics to "Introduction to Probability and Statistics"

Motion carried unanimously.

11. Semester Conversion: Department of Industrial Studies

Minor Revisions:

Moore moved. Bakke seconded to approve that the following prerequisites be added the Industrial Studies and Engineering course conversion worksheet:

ENG 223 (Prerequisites are MATH 129 & 143)
ENG 228/INDS 228 (Prerequisite is CIS 145)
ENG 243 (Prerequisite is MATH 161)
INDS 273 (Prerequisites are MATH 143 & 131)
INDS 318 (Prerequisite is ART 101)
INDS 328 (Prerequisite is INDS 325)
INDS 452 (Prerequisites are INDS 150, 252 & 259)
INDS 482/582 (Prerequisite is MATH 134)
INDS 485 (Prerequisites are MATH 134 & INDS 380)

Motion carried unanimously.

Approval of New Courses and Graphic Communications Major:

The INDS 356 course was not included in the semester conversion packet submitted at the 10/25/94 APAC meeting and since that course was listed as a prerequisite for INDS 358, the committee tabled the INDS 358 course. The Graphic Communications Major was tabled because both courses are included in that major.

INDS 356: Multimedia Authoring and Development (3 semester cr.)
Correnti moved. Sibley seconded to approve.
Motion carried unanimously.

INDS 358: Graphic Communications Computer Networks (2 semester cr.)
Correnti moved. Pemble seconded to remove the course from the table for approval.

Michael Ruth stated that the Computer Science department had no concerns regarding this course.

Motion carried unanimously.

Graphic Communications Major:
Pemble moved. Correnti seconded to approve the major.
Motion carried unanimously.

12. Semester Conversion: Department of Social Work

The Minor in Social Welfare was not included in the semester conversion packet submitted at the 11/1/94 APAC meeting, however, the Social Work department has reversed their decision to drop the minor.

Approval of Social Welfare Minor:

Bakke moved. Roy seconded to approve the Minor in Social Welfare.
Motion carried unanimously.

13. Semester Conversion: Department of History

Minor Revisions:

Moore moved. Bakke seconded to approve the minor revisions as listed:

All 300-level History courses, except for the ones listed below, will have the following prerequisite: junior standing or permission of instructor.

These courses require the following prerequisites:
HIST 360, HIST 361 and 366 courses (Prerequisite is HIST 121
HIST 367 (Prerequisite is HIST 122)

Motion carried unanimously.

New Course:

HIST 361: Civil War & Reconstruction (3 semester cr.)

This course was tabled at the 12/6/94 APAC meeting because of the prerequisites listed. None of the other courses required prerequisites, and the instructor was not present to field questions from the committee at that meeting.

Moore moved. Bakke seconded to remove the course from the table for approval.

Motion carried unanimously.

14. Semester Conversion: Department of Languages

This course was tabled at the 1/17/95 APAC meeting because it was not approved by the Teacher Preparation Committee and because the ED 398 course was pending approval.

LANG 340: Methods & Materials in Teaching Foreign Languages
(4 semester cr.)

Pemble moved. Bakke seconded to remove this course from the table for approval.

The Teacher Preparation Committee approved this course.

Motion tied with six approvals and six opposed.

Larry Reed, Chair, voted to approve the course.

15. Semester Conversion: Department of Physics

Revisions to the Major and Minor:

Moore moved. Swenson seconded to approve the following revision to the major:

Physics 430: Quantum Mechanics (3 semester cr.) should be listed on the course conversion worksheet for major and minor programs.

Motion carried unanimously.

16. Semester Conversion: Department of Music

New course:

Music 432/532: Voice Pedagogy (2 semester cr.)

Bakke moved. Correnti seconded to remove the course from the table for approval.

This course was tabled at the 1/31/95 APAC meeting because the course content needed clarification in the catalog description and the course outline should reflect fifteen weeks instead of a ten week course. Dr. Pattengale distributed a new course proposal clarifying the catalog description. The committee was still concerned with the course outline which did not reflect fifteen weeks and asked that it be corrected.

Motion carried unanimously.

Meeting adjourned at 6:25 p.m.

G. Anderson

Correction to the 2/14/95 APAC Minutes.

Secondary Education and Foundations, ED 398: Field Experiences in Secondary Education. The course proposal should be changed to reflect the following changes in prerequisites:

FROM: Ed 205; SpEd 220; (Discipline Specific methods course may be taken concurrently)
TO: ED 205/^{ED 205L} SpEd 220; and concurrent with a discipline specific methods course.

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4 Semester Conversion: Secondary Education and Foundations

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