



9-19-1995

## Academic Policy Advisory Committee meeting minutes, September 19, 1995

Moorhead State University

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APAC Minutes  
September 19, 1995

Members present: Midgarden, Chair; Bakke, Beach, Beare, Bense, Conteh, Anielson, DuBord, Frederick, Mathiason, Moore, Olson, Parvey, Pemble, Reed, Roy, Sanderson, Shaker, Sibley, Zarrett.

1. Introduction of Members

Members introduced themselves. The 1995/96 APAC Policy Manual is being updated and will be distributed at the next meeting if completed.

2. Minor Changes:

CSIS Department - Curriculum Changes

John Gaffrey was present to field questions from the committee.

Moore moved. Bakke seconded to approve the six minor changes the CSIS department is requesting.  
Motion carried unanimously.

3. Minor Change:

Title change of Continuing Education & External Studies

Midgarden distributed a memo from Larry Reed to APAC members explaining the need for changing the title of Continuing Education and External Studies to "Continuing Studies."

Roy moved. Zarrett seconded to approve the title change.

Jan Flagel was present to respond to questions from the committee and explained the rationalization behind the title change. Discussion involved how much in demand are continuing education courses and if programs will be developed to meet that need. Dean Shaker stated that a generic master's degree program is being proposed. VP Midgarden stated that the approval process timeline for new programs at the state level is unknown at this time.

Motion to change the title of Continuing Education and External Studies to Continuing Studies carried unanimously.

4. APAC Subcommittee on One-to-One Packaged Courses and Saturday Packaged Courses

VP Midgarden explained that a Task Force needs to be formed to complete the work started by last year's Task Force and asked if APAC members were interested in serving on the Task Force. None of the APAC members were interested, so VP Midgarden will contact Del Corrick, FA President, to coordinate Task Force appointments. The charge of the task force will be to: 1) assess the needs of current students for packaged courses, 2) review the current approval process for packaged courses, 3) evaluate the methods of course delivery being used, 4) report on Items 1 to 3, making recommendations where deemed appropriate, to APAC during February, 1996. Zarrett suggested that the task force survey the marketing potential of these courses. One-to-one and Saturday packaged courses are staffed with adjuncts or as faculty overloads, the courses appear on students' transcripts and there is an approval process departments must follow each time they wish to offer their courses. VP Midgarden stated that the Faculty Assignment Record information, requested from department chairs, will assist in linking which faculty/departments are involved in offering Continuing Studies classes. George Sanderson, Accounting Chairperson, proposed reviewing the practices of other state universities.

5. Financial Aid Policy Update

Pemble moved. Sibley seconded to approve the policy allowing students to transfer in courses in which a grade of D was earned from institutions in which MSU has a consortium agreement.

Karen Knighton answered questions from committee members and explained that MSU will be at risk of being ineligible for financial aid if we do not accept D grades from institutions that we have a consortium agreement with.

Motion carried with one opposed

6. Departmental Annual Report Format - (Discussion Only)

VP Midgarden asked for input regarding the report format from members. This document was also sent to department chairs for their review. Members discussed the reasons why the Departmental Annual Reports are due earlier this year (November 15) instead of at the end of the academic year. The information requested in the report will help coordinate efforts with the NCA self-study and departmental reviews, the timing will make it easier for department chairs to obtain departmental input, and feedback is more likely. Sibley asked if the Library and Counseling Center will be asked to follow the same format. VP Midgarden stated those areas could modify the format and submit the information relevant to their area. Pemble felt that written guidelines are an improvement and all departments should be required to submit a report. Ted Gracyk suggested filing the form in the DG Public drawer for easy access to departments. Zarrett suggested changing the document name to Departmental Annual Progress Report. Elizabeth Danielson will implement the changes and make a form outline available in the DG public drawer. The changes and form will be submitted for approval at the 10/3/95 APAC meeting.

7. Other:

VP Midgarden informed members that President Barden is scheduled to attend the October 3 APAC meeting to discuss Liberal Studies.

Meeting adjourned at 4:50 p.m.

Gloria Riopelle

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