



10-3-1995

## Academic Policy Advisory Committee meeting minutes, October 3, 1995

Moorhead State University

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APAC Minutes  
October 3, 1995

Members present: Danielson, Chair; Bakke, Beach, Beare, Bense, Conteh, Bord, Frederick, Moore, Olson, Pemble, Reed, Roy, Sanderson, Shaker, Sibley, Strong.

1. Liberal Studies Discussion with President Barden

President Barden was present to discuss the Liberal Studies Program. (Last year's committee had concerns regarding the B, B1 and F, F1 requirements and requested Dr. Barden discuss his views with the committee Fall Semester.)

President Barden presented his thoughts on a Liberal Studies education. He believes that the foundation of a Liberal Studies education should be philosophical--developing critical thinking--with emphases on observation, lab experience, qualitative and quantitative analysis, and becoming life long learners. Although a course that includes experimentation and systemic evaluations is valued, there are not enough resources available for every student at MSU to take a science or lab course.

Members discussed the creation of the present Liberal Studies program, its development and final approval. Conteh suggested applying for grants to develop science and lab courses. President Barden replied that grants would be applicable for the development of innovative ideas.

President Barden feels it would be useful for a subcommittee of APAC to review the B, B1 and F, F1 courses and their requirements. He feels the present Liberal Studies program may be too complex and could be simplified for students and advisors; however, a review of the entire program is not necessary.

Danielson reviewed with the committee last year's APAC minutes in which this topic was discussed. The motion made at the March 21, 1995, APAC meeting reads: "Roy moved to establish a subcommittee of APAC drawing from the membership, from the Science division and from the Liberal Studies Committee, to review the criteria and definitions of B and B1, with the charge of making a recommendation that may range from leaving it as is to dropping the B1 designation. Mathiason seconded to approve. Motion carried unanimously."

Pemble moved to establish a second subcommittee responsible for reviewing the criteria and definitions of F and F1. Sanderson seconded to approve.

Roy moved to amend the motion to include the charge to the subcommittee stating the membership would be members from: APAC, Liberal Studies Committee and faculty who teach courses offered in the F and F1 designations. Both subcommittees shall review the requirements, how courses are offered under those requirements and if those courses can be offered with the resources available. Moore seconded to approve. Motion to amend carried unanimously.

Motion for establishing a second subcommittee to review F and F1 designations with the amended charge to the subcommittees carried unanimously.

Volunteers willing to serve on either subcommittee should submit their name to Bette Midgarden.

**APAC Procedural Changes**

**a. Short Course Proposal Form:**

Danielson suggested that departments submitting requests to add content or make minor modifications to existing courses use the short course proposal form instead of the long form.

Members discussed what constituted minor modifications to a course and the need for supporting documentation from departments that may offer a similar course. A section should be added to the short form indicating which departments and divisions have been contacted.

Beach moved to approve the short form with that addition. Frederick seconded.

Moore suggested that the form cover other areas in which a course could be modified, e.g., decrease in credits, eliminating a course, change in course title, catalog description, etc. Members decided that the short course proposal concept was acceptable but the form needs further modifications before they can approve it. The need for a signature page was also discussed since the current practice is to state the minor changes on a memorandum with the appropriate signatures.

Motion to approve the short course proposal form as presented failed. The form will be revised to incorporate suggested ideas and be brought back to APAC.

**b. Signature Page:**

Beare moved. Bakke seconded to approve the procedural change not to distribute the signature page of the course proposal to APAC members prior to the meeting. The completed signature page will be presented at the meeting the proposal is to be discussed. If the signatures are not present at the meeting time, the course will not be acted on. Motion carried unanimously.

**3. Departmental Annual Report**

Beare moved. Bakke seconded to approve the revised departmental annual report format. Changes included: title change, a sentence explaining that the report must provide departmental input and is not to be written solely by the chair and, the directions and questions were put on separate pages.

Roy asked if any of the department chairs had responded to this proposal. (Department chairs were sent the proposed report format discussed at the 9/21/95 APAC meeting.) Joel Charon, Sociology/Anthropology Chair, stated that there are several reports requested from departments now and feels that this is an added burden to an already heavy workload. Jim Danielson, Political Science Chair, stated that the university's strategic planning process should be structured before this format is approved.

APAC members felt that the proposed format was an improvement from past practices and will give departments a guideline to follow. Danielson stated that the departmental annual report has been a yearly request.

Motion carried with one abstention.

4. Midterm Deficiencies

Moore moved. Bakke seconded to approve the concept of sending midterm deficiency notices to students.

Discussion focused on whether advisors or instructional faculty are responsible for notifying their students they are failing a class or not doing well academically. Olson stated most students will not care or take action if they receive a deficiency notice. Another factor discussed was if the procedure would be mandatory or voluntary and if mandated, would students have grounds for an academic appeal.

C.T. Hanson stated that given the retention concerns, deficiency notices may assist students and advisors to work closer together.

Conteh feels that it is the teacher's responsibility to intervene if a student is having problems in class. He felt personal intervention is more important to students than a piece of paper.

Oscar Flores stated that the process could generate useful data and would be a momentary means to measure the productivity of the procedure.

Pemble suggested that this topic be discussed at a Chairs' meeting and with the Student Senate before action is taken.

Pemble moved to table the midterm deficiency item until further discussion with department chairs and the Student Senate. Roy seconded.  
Motion to table carried unanimously.

5. Internship Policy

Frederick moved to table this item until after the course changes listed on the agenda are discussed. Bakke seconded.  
Motion to table carried unanimously.

New Courses proposed for Spring Semester, 1996:

The 9/27/95 minutes of the Liberal Studies Committee were distributed to APAC members.

6. Minor Changes:

a. Sociology/Anthropology Department:

Bakke moved. Pemble seconded to approve the minor changes submitted by the Sociology and Anthropology department.  
Motion carried unanimously.

b. Physics Department:

Bakke moved. Moore seconded to approve the minor changes submitted by the Physics department.  
Motion carried unanimously.

**Physics Department:**

PHYS 121: Physical Science II (3 cr.)  
Moore moved. Sibley seconded to approve the course.

The Liberal Studies Committee approved this course for Division B1. The acceptance of this course will change the content of PHYS 120: Fundamental Physical Science (3 cr.).

Pemble requested that a description of the changes made to Phys 120 be brought to APAC.

V.J. Agarwal will submit the new course description for PHYS 120 to APAC and change it in the next catalog.

Motion carried with one opposed.

**8. Art Department (Two Courses):**

ART 206: Studio Lighting and Color (3 credits)  
Bense seconded. Bakke seconded to approve the course.  
Motion carried unanimously.

ART 301: Technical Ceramics (3 credits)  
Moore moved. Beach seconded to approve the course  
Motion carried unanimously.

**9. CORE Program:**

LBST 204: Education of American Minorities as Documented in  
Literature (6 credits)

Frederick moved. Moore seconded to approve the course

The Liberal Studies Committee did not approve this course and returned the proposal to the CORE Program members for further work. Members felt that given the denial at Liberal Studies, action should be delayed on this course by APAC also.

Motion to approve the course as presented failed unanimously.

**10. Economics Department:**

ECON 300: Global Economic Issues (3 credits)

The Liberal Studies committee approved this course for Division F and suggested that the course description be expanded to clarify the scope and nature of the course.

Vern Dobis, Economics Chair, distributed a new course description to members. Members suggested a new course title.

Bakke moved. Sanderson seconded to approve the course with the revised catalog description.  
Motion carried unanimously.

**History Department:**

HIST 215: Minnesota and the Upper Midwest (2 credits)

Liberal Studies Committee approved this course for Division C.

Beare moved. Moore seconded to approve the course.  
Motion carried unanimously.

**Mass Communications Department:**

MC 280: Ads, News, and Public Relations Online (3 cr.)

Hanson distributed a revised course syllabus to members

Moore moved. Sanderson seconded the course.

A memo from the CSIS department stating their support of the course was not presented so members asked that the course be tabled. A member of the Mass Communications department went to his office to find the CSIS memo.

Moore moved to table the course. Bakke seconded.  
Motion to table carried unanimously.

**Minor change:**

Bakke moved. Pemble seconded to approve the minor changes submitted by the Mass Communications department.

The members felt that the changes proposed were not minor but required a new course proposal. The courses proposed are MC 290/390: Special Topics (1-3 cr.). Mass Communications has agreed to coordinate a Tri-college sponsored course offering for spring semester and would like to use this as their topic number.

Motion carried with one opposed

Bakke suggested reviewing the current catalog for structured topics courses (x90). Pemble felt this information should be made available to department chairs.



Mass Communications 280 Discussion continued:

Pemble moved. Moore seconded to remove MC 280 from the table.  
Motion to remove from the table carried unanimously.

The Mass Communications department supplied a memo from Rhonda Ficek but not the CSIS memo as requested.

Pemble moved to amend the motion stating that the course be approved pending the receipt of the supporting memo from the CSIS department. Bakke seconded to approve.

Motion to amend carried with one opposed.

Motion to approve the course after appropriate documentation is received carried with one opposed.

13. Internship Policy:

Moore moved. Bakke seconded to move the Internship Policy item to the October 24 APAC agenda for discussion and action.  
Motion carried unanimously.

Meeting adjourned at 6:20 p.m.

Gloria Riopelle