

10-24-1995

Academic Policy Advisory Committee meeting minutes, October 24, 1995

Moorhead State University

Follow this and additional works at: <https://red.mnstate.edu/apac>

Researchers wishing to request an accessible version of this PDF may [complete this form](#).

Recommended Citation

Moorhead State University, "Academic Policy Advisory Committee meeting minutes, October 24, 1995" (1995). *Academic Policy Advisory Committee*. 228.
<https://red.mnstate.edu/apac/228>

This Article is brought to you for free and open access by the University Archives at RED: a Repository of Digital Collections. It has been accepted for inclusion in Academic Policy Advisory Committee by an authorized administrator of RED: a Repository of Digital Collections. For more information, please contact RED@mnstate.edu.

APAC Minutes
October 24, 1995

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

1. Hazel Retzlaff, FYE Coordinator, gave a progress report on the Freshman Year Experience Course.

Midgarden introduced Hazel Retzlaff, FYE Coordinator, and Steven Butler, VP for Student Affairs, to the committee. Retzlaff gave a progress report on the FYE course which was approved at APAC last year as a two year pilot project. The Committee asked general questions about the course and the students involved in the course.

Currently 200 students are enrolled in the course which meets twice a week; once as a large group and once in small groups of approximately 21 students. The course is team taught by staff and faculty. Coursework is graded and students receive one credit for the course. Student Credit Hours are pooled and will be credited to the department in which the teaching faculty reside. Some of the departments represented by facilitators in the course are CSIS, English, Sociology, New Center and Industrial Studies.

Retzlaff distributed survey results taken from the FYE students. Surveys showed that 77% of the 200 students currently enrolled are satisfied with the course although some dislike the large group session. The 50 students that dropped the course had poor attendance and conflicts in their schedules; four have withdrawn from college altogether. She feels the students enrolled will continue to participate in campus activities, as they are required to attend a number of campus events during the course.

A program advisory group comprised of 3 staff and 3 faculty has been formed to recommend future program changes and facilitators. Retzlaff is gathering input for changing the course to increase student involvement which is an important part of student retention. Orientation and advising could be better connected to students so they obtain a sense of belonging and it might be possible for the small group leaders to become advisors for their FYE students. She stated that an article published in the National Post indicates MSU's FYE course is on track with similar courses offered in the United States.

One FYE section will be offered Spring Semester, 1995/96. She hopes advisors will encourage their students to take the FYE course as students sometimes feel they need assistance after experiencing one semester of college and could benefit from the skills taught in the course. Enrollments for Fall Semester, 1996/97 will be enlarged to accommodate 500 students which will require the need for additional facilitators. Departments are encouraged to be involved but it is not possible for all departments to be represented every semester.

Retzlaff will be invited to future APAC meetings to report on the FYE course.

2. Midterm Deficiencies

(Issuing midterm deficiency notices was discussed and tabled at the 10/3/95 APAC meeting pending responses from department chairs and the Student Senate.) Steve Butler stated that the Student Senate voted (9-7) to approve of midterm deficiencies be given to first-year and PSEO students. Elizabeth Danielson wrote to department chairs asking for their input regarding midterm notices. The Committee decided to leave this item on the table until the 11/7/95 APAC meeting at which time VP Midgarden will report on the responses received from departments.

3. Internship Policy

(This policy was tabled at the 10/3/95 APAC meeting due to meeting time restraints.)

Moore moved. Bakke seconded to remove the Internship Policy from the table.

Motion to remove from the table carried unanimously.

Midgarden stated she received responses from Joel Powell and LaRae McGillivray regarding internships. Powell feels that the required number of field work hours (E6 of Policy) is too high and should be reduced, thus dropping the minimum number required from 40 to 33 hours per credit per semester. McGillivray would like to see Items 5 and 6 on the MSU/Site/Intern Contract revised so that students who receive a small stipend at the completion of the internship experience can be distinguished from those on salary.

Sanderson asked if students should hold Junior or Senior standing (E5 of Policy) before being allowed to register for an internship.

Martin Grindeland stated that the Mass Communications department allows students to take a total of three credits for an internship (either one internship for 3 credits or three internships for 1 credit each) and recommended the minimum number of credits granted be changed to 1 semester credit, as opposed to a minimum of 2 semester credits (E1 of Policy). He also felt that there should not be a limit to the maximum number of field work hours allowed (E6 of Policy) in order to meet accreditation requirements.

Pemble and Reed stated that the Internship Policy Task Force recommended the 2 credit minimum, arguing that to be meaningful an internship must be at least two credits. To avoid exploitation of students, the Task Force recommended an upper limit of 45 hours per internship credit.

Moore moved to amend the Internship Policy language (E6) which will remove the maximum number of hours. The language will state:

E.6.: Internship credits will be awarded on the basis of a minimum of forty (40) hours of field work per semester per credit received.

Beare seconded to approve.

Motion to amend the language in E6 of the Policy carried with one opposed.

Some members were concerned that students could be taken advantage of during their internship without a limit on field work hours.

3. Internship Policy Continued:

Roy moved to amend the Internship Policy language (E5) to state

E.5.: Any Intern must have at least junior standing

Pemble seconded to approve.

Motion to amend the language in E5 of the Policy carried unanimously.

Moore moved to amend the Internship Policy language (E1) to change the minimum number of credits earned for an internship. The language will state:

E.1.: A minimum of one (1) semester credit and a maximum of twelve (12) semester credits will be granted for Internships.

Bakke seconded to approve.

Motion to amend the language in E1 of the Policy carried with one opposed.

Moore moved to strike the language (B) from the Internship Policy which states: "Students may not be required to do Internships or other extensive field experiences without receiving appropriate academic credit." This has been made redundant by E1 and E6.

Pemble seconded to approve.

Motion to delete the language stated in B of the Policy carried unanimously.

The Committee discussed how long internship agreements are to be kept on file, health and safety issues and how internships abroad could be supervised.

Midgarden asked Mathiason to write language which will clarify the health and safety issues. She will ask J.P. Barone, Attorney for the State Universities, to review the health and safety language supplied by Mathiason and, the length of time departments/offices are required to keep agreements on file. The Committee agreed to vote on the Internship Policy language but felt the Site Agreement and Contract could not be approved until Barone responded to their questions.

Motion to approve the Internship Policy (without the Site Agreement and MSU/Site/Intern Contract) carried unanimously.

4. APAC Procedural Change: Short Course Proposal Forms

This item was tabled at the 10/3/95 APAC meeting pending suggested revisions.

Bakke moved. Sibley seconded to remove the Short Course Proposal form from the table.

Motion carried unanimously.

Elizabeth Danielson created two forms: a one-page form will be used for minor changes, e.g., change in course number, title or prerequisite; and the other is a two-page form to be used for course credit modification. (Under the current system, a new 4-page course proposal form was required in order to increase credits if it affected a department's major or minor. If a department wanted to decrease or increase credits which did not affect their major or minor, a memo listing the changes approved by the dean was submitted to the committee.)

Most Committee members agreed that both forms were beneficial as departments will be made aware of the information needed to approve changes.

Mathiason asked that a slot for the current course title and catalog description be added to the forms in order for the committee to compare the changes being made to the course(s).

Motion to approve the short course proposal forms with the slots for additional information added (current course title and catalog description) carried unanimously.

5. Mass Communications Department

Pemble moved. Bakke seconded to approve the minor change in requirements for the Mass Communications Minor.
Motion carried unanimously.

6. Music Department

New Course:
MUS 381: Electronic Music (3 cr.)

Mathiason moved. Pemble seconded to approve the course.

Mary Roberts and Ruth Dahlke were present to field questions from the committee. Dahlke stated that this is an existing two credit course so this change would add one credit to the major.

Bense moved to table the course until a course outline is furnished by the department. Mathiason seconded to approve.
Motion to table the course carried unanimously.

7. Master of Business Administration

The Committee had no concerns regarding the minor changes

New Course:

MBA 653: Seminar: Personnel Administration (2 cr.)

Bakke moved. Pemble seconded to approve the course.

Roy stated that an error was made on the course outline; MBA 553 should be changed to 653.

Motion carried unanimously

Meeting adjourned at 5:30 p.m.

Gloria Riopelle