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Academic Policy Advisory Committee meeting minutes, May 7, 1996

Moorhead State University

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APAC Minutes
May 7, 1996

Members present: Midgarden, chair; Beare, Bense, Danielson, Dobitz, Klenk, Mathiason, Moore, Pemble, Reed, Roy, Sanderson, Shaker, Sibley, Strong, Zarrett.

- 1. Curriculum and Instruction Masters Degree in Education (Action)**
(Hearing was held at the 4/16/96 APAC meeting & acted on at the 4/30/96 APAC meeting. The department was asked to increase the curriculum 2 credits and remit the change to APAC.)

Moore moved. Sibley seconded to approve the following amendment: The Secondary Education department amended the Curriculum and Instruction Master's degree to include the Plan B option, rather than Plan A option, for required credits as noted on page 12 of the 1995/96 MSU Graduate Bulletin. An additional 2 credits of electives will be added to the existing program to achieve the Plan B requirement of 32 credits.

Motion to approve carried unanimously.

- 2. Industrial Studies Department**

New Course:

INDS 390: Project Leadership

Wade Swenson and Scott Seltveit were present to field questions.

Sanderson moved. Pemble seconded to approve.

Roy felt there was overlap in course content with management courses. The Business Department did not review the INDS course proposal.

Roy moved to table this course until the Business Department has reviewed it for duplication in course content.

Motion to table failed for lack of second.

Pemble asked who is responsible for checking course overlap. Roy felt the proposers are responsible for checking that other departments do not offer similar courses. Midgarden stated if the proposal involves potential overlap conflicts within an academic division and the dean has signed, it is assumed departments have reviewed the course for overlap. If the course is cross-divisional, both deans need to approve the course.

Swenson stated the Industrial Studies Advisory Board recommends this course to help students develop an understanding and focus on what they are able to do once they graduate. This junior-level course would assist students to develop a base in preparing them for the work world, leadership and team building. There is less emphasis on writing skills unlike the first 390 course they developed and decided not to act on at the 4/2/96 APAC meeting. Dean Dobitz stated there is little overlap with the management courses, as this course focuses on Construction, Industrial Management and Industrial Distribution field topics. It will act as a capstone course with a writing component for those majors.

Swenson asked the 390 course number be changed to 385.

Motion to approve INDS 385 carried with one opposed

Mathiason asked if a computerized search could check for content overlap in new courses to eliminate this concern at future meetings. Midgarden concurred that this was an excellent suggestion.

Swenson requested that the course number for INDS 290 be changed to 285 as 290 is a topics number.

This is a minor change and the committee accepted the course number change to INDS 285.

Major Change:

(These degrees could not be acted on at the 4/2/96 APAC meeting until INDS 390 was approved.)

Construction Management:

Mathiason moved. Moore seconded to approve.
Motion carried unanimously.

Industrial Distribution Degree

Sanderson moved. Mathiason seconded to approve.
Swenson stated this degree will change again after they receive more information from AACSB.
Motion carried unanimously.

Industrial Management

Pemble moved. Moore seconded to approve.
Motion carried unanimously.

3. Nursing Department

New Course:

NURS 413: Nursing & Health Promotion in Special Populations (2 cr.)

Moore moved. Sanderson seconded to approve.

Barb Matthies stated the Community Health Committee reviewed this course and finds no overlap with their courses.

Motion carried unanimously.

4. Transfer Equivalence Policy of MSU's Liberal Studies Requirements for NDSU General Education Requirements

This is an information item only. John Tandberg stated the NDSU Registrar and the NDSU General Education Committee has approved the following:

Students who complete approved course work for the minimum requirements of the six MSU Liberal Studies divisions to a minimum of 36-37 credits at a 2.0 GPA or higher will be accepted for the NDSU General Education Requirements. NDSU will accept 36 credits as long as all other MSU Liberal Studies requirements have been met and verified by the Office of the MSU Registrar.

Ron Williams stated that 75-80% of his pre-engineering students take classes at NDSU and this is a good solution to ease transfer.

6. Midterm Deficiency Committee Report

Pemble moved. Moore seconded to approve the midterm deficiency report.

The committee of Monroe Bartel, Sheila Gullickson, Bev Wesley, Katy Wilson, Les Bakke, John Tandberg, Steve Nyhus and Stephen Kottenbrock were asked to review the recommendation to implement a mid-term deficiency process. They do not recommend a mid-term deficiency notice but made the following recommendations:

Recommend that Student Orientation and First Year Experience incorporate a unit on students monitoring their own academic progress.

Survey faculty on what works and does not work related to giving students feedback on their academic progress and share the survey results with the campus.

Instructors provide a course grade to date at least one week prior to the official drop date.

Faculty be encouraged to provide help sessions, supplemental instruction, and recommend peer tutors (such as The Write Site) for our students who desire extra assistance.

Motion to approve the report as submitted carried unanimously.

7. First Year Experience

b. Update from Hazel Retzlaff, FYE Coordinator

Hazel Retzlaff reported on the changes made to the FYE program for fall 1996/97 and distributed a report of the changes to members. This is the second year of the FYE pilot project. There will be 20 sections offered in the fall. The enrollment capacity is 500 students and 37-38 faculty, staff and administrators are involved in teaching those sections.

a. Change Grading to Pass/Fail

Sanderson moved. Beare seconded to approve.

Motion to approve the grading of FYE to pass/fail carried unanimously.

7. F/F1 Liberal Studies ad hoc Subcommittee Report

This report was discussed at the 4/30/96 APAC meeting but the committee asked to review a list of F/F1 classes and did not act on the report because of the length of the 4/30/96 APAC meeting.

A list of Liberal Studies classes to be offered Fall 1996/97 was distributed to members. The committee discussed the class capacity and if some could be increased. Elizabeth Danielson and John Tandberg explained that some classes are holding spaces for incoming freshmen and transfer students. Some courses are cross-listed so the enrollment numbers needed to be added together on the list. Tandberg estimated we would be short of spaces for approximately 160 students. Danielson reported that

Students in her focus groups find faculty to have difficulty advising them in Liberal Studies requirements but students interviewed don't find the current structure confusing. Dieter Berninger and Donna Rosh, faculty from the Humanities/MCS department, stated that class size could be increased in their classes. Midgarden stated that enough seats should be added for students to enroll in classes this fall but discussion is needed with Dean Klenk and the Arts & Humanities division to review what could be added or changed for the spring semester and what resources can be used to cover F/F1 classes in the context of other programmatic needs.

Pemble requested a print out of which F/F1 classes are 3 or 4 credits.

8. Proposed Changes to the Liberal Studies Program

(Proposal B was deferred at the 4/30/96 APAC meeting)

Sanderson moved. Moore seconded to approve the following proposal:

Proposal B: In Divisions B-E students must complete a minimum of 6 credits to a maximum of 10 credits. If a student enrolls for more than 10 credits in a division, ten will be counted towards the Liberal Studies requirement.

Discussion focused on the 10 credits maximum. C.T. Hanson, Mary Shimabukuro, Joel Charon, and Paul Beare were opposed to the 10 credit maximum. Pemble requested a 7 credit minimum instead of the 6 credit minimum for Liberal Studies. Magda Chalikia, Dean Klenk and others felt students would have a difficult time finding course combinations to satisfy 7 credits and would only look for 3 credit and 4 credit courses.

Moore moved to amend Proposal B to delete the 10 credit maximum and eliminate the three course maximum in divisions B-E.

Motion to approve the amendment carried with one opposed.

Motion to approve the proposal as amended carried with one opposed.

This means that there will now be no maximum in Divisions B-E in terms of numbers of credits or numbers of courses.

3. **B/B1 Liberal Studies ad hoc Subcommittee Report**

This report was deferred at the 4/30/96 APAC meeting.

The committee of Russ Colson, Jerry Hart, Nick Kowanko, Richard Pemble, Judy Strong and Walter Worman were asked to review the requirements, examine how courses are offered under the requirements, and determine if an adequate number of courses can be offered with available resources for the courses offered in the B/B1 Liberal Studies division.

Russ Colson reported on the committee's report. Their recommendations include:

1. Courses submitted for Liberal Studies approval in the sciences should receive prior review by a panel of natural science faculty.
2. The minimum credits required in Liberal Studies division B be increased to 7 credits.
3. A goal be set to require a least one lab/activity course in the natural sciences for each student at MSU within 10 years.

The ad hoc committee brought these models for discussion as well

4. Eliminate the designation "B1" and provide a lab/activity component for all natural science liberal studies courses. 15% of class time will be devoted to include student involvement in at least 5 of these areas: inquiry, investigation, interpretation, design and implementation of experiments, collaborative work, field observations, evaluation of data from natural and simulated environments, development of principles and models from data, manipulation of scientific tools, and other appropriate activities.
5. Retain the present liberal studies natural sciences requirement with the understanding that approval for B1 designation will require that the lab/activity time will comprise at least 20% of the contact hours and provide students with opportunities to be involved in at least 5 of the following: inquiry, investigation, interpretation, design and implementation of experiments, collaborative work, field observations, evaluation of data from natural and simulated environments, development of principles and models from data, manipulation of scientific tools, and other appropriate activities. This time would increase to one-third over 10 years to achieve the goal stated in Item 3.

The APAC committee discussed at length the subcommittees' recommendations and the extra time added to courses. Mary Shimabukuro stated it would be difficult to add the lab component percentage recommended because of staffing needs. Pemble stated a commitment from the University to implement the recommendations would be needed. Strong stated student outcome would need to be assessed and if departments develop courses that meet those outcomes, the resources would follow. The committee recommended Item 3 be reviewed at great length next fall for future implementation. No vote was taken on the report because there was no longer a quorum of voting members (faculty had to leave because of final exams at 6:30 p.m.), thus this recommendation will have to be reviewed in the Fall of 1996.

Meeting adjourned at 6:20 p.m.

Gloria Riopelle