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Academic Policy Advisory Committee meeting minutes, November 5, 1996

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November 5, 1996
APAC Minutes

Members present: Danielson, chairperson; Bakke, Bolton, Brown, Conteh, Dobitz, Enz Finken, Fasick, Hart, Klenk, Krause, Reed, Roberts, Roy, Sanderson, Strong.

1. Legal Assistant Program
Bakke moved to approve all of the changes proposed by the Legal Assistant Program. Hart seconded.

Conteh asked that the committee act on the Prerequisite and Name Change first and then act on the Grade Policy and GPA changes.

Bakke withdrew his motion.

Conteh moved to approve the change to prerequisites and name change. Bolton seconded to approve the following:

Prerequisites: Change the prerequisite of LegA 251 to LegA 250: Legal Research & Communication I, for the following classes: LegA 310, 320, 325, 331, 340, 345, 346, 375, 380, 405, 410, 415, 430, 435, 446.

Change the prerequisite for LegA 360 from LegA 251 to LegA 125 Introduction to Legal Assistant or concurrent.

Change the name of the Legal Assistant Program to the Paralegal Program.

Motion carried unanimously.

Grade policy and raise minimum GPA:
Bakke moved. Sanderson seconded to approve the proposal to drop the Legal Assistant "no D" policy, and raise the minimum GPA for the major from 2.00 to 2.25.

Conteh expressed concern that there should be consistency in GPA requirements as our Liberal Studies requirement is 2.00. This act could possibly move departments to raise their GPA requirements. Krause asked how high an individual department can raise their program GPA. John Tandberg stated a few departments specify students meet minimum GPA requirements within their major to graduate, e.g., Special Education and Business Education. Strong indicated the average GPA at MSU is 2.70.

Enz Finken stated she prefers the "no D" policy as students need to maintain high grades. Larry Nordick stated there are only a few students who fall under the "D" area. Instituting a minimum GPA requirement enables a student to stay on track with their program instead of requiring them to retake the course they received a "D" in. There are some courses that are only offered once a year.

Motion carried with one opposed. The policy will take effect Summer 1997.

2. Management Information System (MIS) Degree - Action
(The hearing for this degree was held at the 10/15/96 APAC meeting)

Sanderson moved. Krause seconded to approve the MIS degree.

Rhonda Ficek stated there are a number of 300-level course electives offered in the degree. Students need 1/3 of their credits in upper division courses to graduate but the upper-level courses do not necessarily need to be in their major.

Moore asked where the degree will be housed. Dobitz stated the MIS Program Committee will operate it. That committee would consist of members of the MIS Task Force and a few additional persons. The sequence of courses was questioned by the committee. Ficek stated the sequence submitted enables a student to complete their degree in four years. If the courses are taken out of that sequence, it might take longer than four years to earn the degree. The program committee will revisit the sequence of MIS courses.

Motion to approve the MIS degree carried unanimously.

3. Elementary & Early Childhood Education

Sanderson moved. Bakke seconded to approve the following change:

EECE 467S: Practicum/Elementary Teaching changed to
EECE 367J: Intermediate Practicum/Elementary

The word "teaching" was added to the new course description.

Motion to approve carried unanimously.

4. Mathematics Department
Bakke moved. Sanderson seconded to approve the following changes:

Change Math 161 & 162 to Math 261 & 262
Change Math 235, 236, 266, 277 to
     Math 335, 336, 366, 327

Motion carried unanimously.

5. Master of Business Administration
Sanderson moved. Bakke seconded to approve the following course

MBA 685:   Directed Research (1-2 cr.

Motion carried unanimously.

6. A.A. Degree Grade Transfer Policy
Bakke moved. Hart seconded to approve the following change:

Allow grades of "D" with an A.A. degree to transfer from community colleges in other states. Currently MSU accepts grades of "D" with an A.A. degree to transfer from only Minnesota community colleges. This policy would take effect Spring 1997.

Sharon Ferris and John Tandberg were present to field questions. Ferris stated this policy is separate from the consortium policy. Only students from Minnesota community colleges who hold an A.A. degree can currently transfer "D" grades. The new language would extend it to other state community colleges. Danielson stated a large number of students transfer from Bismarck Community College and North Dakota State College of Science.

Motion to revise the current policy carried unanimously.

7. **Complete withdrawal from MSU after the withdrawal deadline**
   Bakke moved. Krause seconded to approve the following changes to the policy for complete withdrawals:

   1. Process appeals for late withdrawal through the Academic Appeals ~~Affairs~~ Committee.
   2. Use the Counseling Center for counseling, not decision making.
   3. Use multiple offices to distribute the forms needed to withdraw from the University.
   4. If an emergency develops after the normal withdrawal deadline, the Chair of the Academic Appeals Committee will make the decision to allow immediate withdrawal without grade consequences.

Danielson stated the Counseling Center requested the change in policy. Ferris reported the Academic Appeals Committee will decide on a process regarding these withdrawals. Ferris could make the decision to allow immediate withdrawal only under emergency situations. The withdrawal forms would be accessible from the Counseling Center, Registrar's Office and the Academic Affairs Office, enabling easier access for students.

Motion to approve the change in policy carried unanimously.

8. **.5 credit Graduate Workshops**
   Krause moved. Fasick seconded to approve .5 credit Graduate Workshops.

Jan Flagel was present to field questions. The Graduate Council approved this proposal at their 10/14/96 meeting. This would allow graduate workshops to be offered for 9 contact hours. Currently workshops are 18 contact hours for a one credit course which has a negative impact on attendance. Last fall, APAC approved .5 credit undergraduate workshops.

The committee felt this would be beneficial, stating specific departments who may be interested in offering these .5 graduate workshops, e.g., Physics.

Motion carried unanimously.

Meeting adjourned at 5:00 p.m.
Gloria Riopelle