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# Academic Policy Advisory Committee meeting minutes, January 21, 1997

Moorhead State University

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APAC Minutes - January 21, 1997

Members present: Midgarden, Chair; Ahles, Bolton, Brown, Conteh, Danielson, Dobitz, Enz Finken, Fasick, Goddard, Hart, Klenk, Krause, Pemble, Reed, Robert, Roy, Sanderson, Smedman, Strong

**1. Nursing Department**

On December 3, 1996, APAC voted to approve this course subject to the submission of an appropriate catalog course description.

New Course:

NURS 496: The Changing Family: A Nursing Perspective (2 cr.)

The committee had no objection to the catalog description and changing the course number to NURS 415.

**2. Department of Languages**

a. Changes and Additions to Topics Courses

Sanderson moved. Hart seconded to approve the following changes:  
Add the following Topics numbers to Language programs:

Chin 190, 290: Topics in Chinese Lang/Lit/Cult (1-4 cr.)

Fren 190, 290: Topics in Fren Lang/Lit/Cult (1-4 cr.)

Jap 190, 290: Topics in Jap Lang/Lit/Cult (1-4 cr.)

Span 190, 290, 390: Topics in Span Lang/Lit/Cult (1-4 cr.)

Change course title of Chin 390: Special Topics in Chinese Lit/Cult to Topics in Chinese Lang/Lit/Cult. Credits change from 3 cr to 1-4 cr.

Motion carried unanimously

b. East Asian Minor: Reduce elective credits required

Pemble moved. Fasick seconded to approve to reduce the elective credits required from 7 credits to 5 credits.

Motion carried unanimously.

**3. Master of Business Administration**

Minor Changes:

Drop ECON 202: Principles of Economics I: Micro and

ECON 204: Principles of Economics II: Macro, as prerequisites for

MBA 650: Business and Society.

The committee had no objection to this change.

**4. Biology Department**

New Course

BIOL 470: Undergraduate Laboratory Teaching (1 cr.)

Sanderson moved. Hart seconded to approve the new course.

Roy moved to table the course until a representative from the department arrived at the meeting to answer questions. Roberts seconded.

Motion to table carried unanimously.

The committee went to the next agenda item (FYE) before revisiting this course. Mary Shimabukuro, Biology chairperson, arrived at the meeting to field questions from the committee.

Roy moved. Fasick seconded to remove the course from the table  
Motion to remove BIOL 470 from the table for action carried  
unanimously.

Midgarden asked if there were any liability issues connected with this course. Mary Shimabukuro stated she had not received VP Crockett's response yet regarding internship liability issues.

Motion to approve carried unanimously.

## 5. First Year Experience Update and Continuance of Program

Hazel Retzlaff, FYE Director, was present to give members an update on the program and answer questions. She distributed information regarding staffing, changes made in the program, findings of FYE's effect on student retention and Retzlaff's observations regarding released time for the next Program Coordinator. She also distributed a summary of FYE class interviews and a summary of FYE written student evaluations. E-mail messages Retzlaff had received from FYE students were circulated.

Bette Midgarden held a Focus group December 18 for facilitators who taught FYE fall semester. Thirteen attended and unanimously agreed the FYE program should continue. Suggestions included: create a faculty resource room, use a different text or create one of our own, appoint a coordinator who is given adequate time to spend with faculty and is given the resources to appropriately administer the program and, tie the FYE focus to MSU first and then to general information.

A second Focus group is scheduled for January 30 for those unable to attend the first session. Midgarden will also facilitate the second focus group.

Paula Tenderholt and Kelly Gilliland, Fall Semester FYE students, spoke to the committee members regarding their experience in the FYE Program. Paula stated how she benefited from the program and mentioned computer sessions (www & internet help sessions), notetaking, touring the Write Site, Hendrix, and the computer facilities. Kelly said her parents had encouraged her to enroll in the course and stated she was glad she did. Her comments included FYE helped her to: meet other people and make friends, feel more comfortable with the MSU campus, learn about MSU's facilities, and adjust to college life. She especially enjoyed the ROPES course at the Regional Science Center as it helped her connect with other students.

Roy asked if Retzlaff knew why students had dropped the course fall semester. Retzlaff plans to survey those students.

Midgarden thanked Retzlaff for coordinating the program and being instrumental in guiding it through the first two years.

Conteh moved for the continuance of the FYE program for one year at which time it will be reexamined. Bolton seconded.

Motion carried unanimously.

## 6. GPA Minimums Set by Departments

The IFO Faculty Association requested that APAC discuss higher GPA requirements put in place by individual departments for admission to or continuance in a specific degree program.

A list of programs that require a GPA higher than 2.0 was distributed to the committee. The APAC's discussion included:

Are students being discouraged from taking certain Liberal Studies courses that may lower their GPA because of GPA gates for some programs.

A "C" grade should be considered satisfactory to be accepted into a major, since all students need to graduate is a 2.00. Liberal Studies' grades are usually given by faculty who are not in the major a student wants to enter. Pre-major courses could establish a student's abilities and then their advisor could determine if the student was qualified to enter that particular degree program.

Some GPA conditions are mandatory because of NCATE or other accreditation agency's requirements.

Sanderson distributed a list of Business Program Admission and Graduation requirements comparing MSU, NDSU, St. Cloud State and UND, stating we must remain competitive with these universities.

Roy asserted that students are not being served if we allow them to graduate in a degree in which they did not perform well. Students would not be able to find employment in that field of study. It is too difficult for a student to change majors once he/she is in a program but can not maintain the GPA requirements, thus the need for GPA admission rules.

Corrick stated faculty should evaluate and counsel students if they cannot maintain a certain GPA in a program. Students need to be made aware that a grade will not allow them to graduate in a major with a higher GPA requirement. He feels pre-major courses in the field would better prepare students for their major or help them decide against that particular field.

Fasick replied that some students refuse to be counseled out of a program. Students have to somehow realize they are not able to meet requirements themselves.

Bolton stated comparing MSU to other universities is not the issue. MSU must review what our obligations are to our students.

Fasick stated we should serve the student body but not short-change them. We should maintain high expectations from our students.



Midgarden asked the committee to decide what action should be taken regarding this issue and offered these suggestions:

1. Take no action/make no changes.
2. Create GPA guidelines and a University policy for departments to follow when proposing degree requirements.
3. APAC could ask each department with a GPA requirement to report on its continued need and rationale.
4. Create a subcommittee of APAC to review each such requirement and report back to APAC.

Pemble felt more discussion within the campus community is needed before APAC takes action. He suggested APAC send a memo to chairs asking them to discuss this topic with department members.

Conteh expressed concern that if APAC acts on this too abruptly, it may drive departments that do not have higher requirements now, to raise their GPA requirements needlessly. He suggested the issue be discussed at a faculty forum. He felt that chairs be notified of this issue from their dean and not from APAC.

Smedman suggested departments discuss the topic among themselves and then invite chairs to an APAC meeting. APAC could also invite each department separately.

Carl Carlson stated departments will have to interact with one another as some requirements affect more than one department.

Mary Roberts, Del Corrick, Sam Roy and Edith Krause volunteered to create a set of questions (template) for departments to complete and a timeline for submission of this information. This group would also compile the information for APAC's review. These questions and timeline will be reviewed by APAC before distribution.

#### **7. Graduate Studies Review Policy**

The IFO Faculty Association requested that this item be placed on the January APAC agenda. Dean Reed reported the current policy was approved by APAC two years ago. Since that time two-thirds of the faculty has been reviewed (1/3 last year & 1/3 this year).

Pemble expressed his disapproval of the policy stating he occasionally teaches graduate courses, but his department does not house a graduate program so he is not able to meet all of the criteria required in the review process. He is not able to continue teaching graduate courses since he no longer has graduate faculty status.

Philip Rice stated he disliked the policy when it was approved two years ago and feels peers from a faculty member's graduate program should judge expertise. The process of nominating faculty to graduate status worked adequately before. If quality is a concern, procedures could be modified for a periodic review of a faculty member, with a recommendation from his/her department.

Jim Danielson stated this policy passed through the governance process and those faculty who dislike it should stop complaining and go through the application process correctly. He stated the application process is not difficult if directions are followed. The process now in place allows us to review graduate faculty membership.

APAC discussed if the policy should be revisited and if so, by whom? Should an appointment to the graduate faculty be considered permanent or subject to regular review? The rights and responsibilities of graduate faculty must also be clarified.

Pemble moved to approve that graduate faculty be reviewed on a regular basis. Krause seconded.  
Motion carried unanimously.

Pemble moved APAC appoint members to serve on a Graduate Studies ad hoc committee to review this policy. Due to lack of a quorum, no vote was taken. This topic will be revisited at the next APAC meeting.

Meeting adjourned at 6:10 p.m.  
Gloria Riopelle