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**Academic Policy Advisory Committee meeting minutes, April 15,
1997**

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APAC Minutes
April 15, 1997

Members present: Midgarden, Chair; Ahles, Bolton, Brown, Brunton, Conteh, Nielson, Enz Finken, Fasick, Klenk, Krause, Reed, Roberts, Roy, Ruth, Sanderson, Schmidt, Smedman.

Accounting course was acted on first to accommodate a faculty's schedule:

1. Accounting Department

Major Change

New Course Proposal:

ACCT 320: Employment Law (2-4 cr.)

Fasick moved. Krause seconded to approve the course

Cindy Phillips was present to answer questions. She stated the modules for this course are built on one another and not independent material. Phillips felt this means of scheduling and offering the course for variable credit would allow flexibility in students' schedules. This course does not duplicate other courses on campus.

The APAC committee suggested the course be offered as either a 2, 3 or 4 credit course and not for variable credit. It would be the department's discretion when to offer the course and for how many credits.

Roy moved to table the course and asked the department review how the course is to be offered and return to the 4/29/97 APAC meeting. Ruth seconded.

Motion to table carried unanimously.

2. Philosophy Department

No objections were made to the following change:

Change course title and course description:

PHIL 214: Women and Philosophy to "Introduction to Feminist Theory" and change in course description.

3. Secondary Education Program

The committee requested clarification of how the variable credits are entered on transcripts at the 4/29/97 APAC meeting. No objections were made to the following change:

Change in credits:

ED 395: Prin & Pract of Multicultural Ed from 3 cr. to 1-3 credits.

(John Tandberg will explain how variable credit courses are routinely handled at APAC on 4/29/97.)

4. Physics Department

No objections were made to the following change:

Change course number of PHYS 250: Computational Methods for Physical Science (3 cr.) to: PHYS 350.

5 English Department

No objections were made to the following changes:

Minor Changes:

- a. Drop the following courses from the English curriculum. All are 4 credit courses.

ENGL 111A: Composition & Literature for Non-Native Speakers I
ENGL 112A: Composition & Literature for Non-Native Speakers II
ENGL 192A: Literature & Critical Writing

- b. Add ENGL 395: Theory and Methods of Tutoring (3 cr.) as an option among required courses in the English major--Writing Concentration, English & Mass Communications dual major, and Minor in English--Writing. There are no changes in major/minor credit requirements.

6. Elementary & Early Childhood Education

No objections were made to the following prerequisite changes:

Add "2.75 GPA required for all 300/400 level EECE courses" to the course description section."

Delete prerequisites from EECE 280, 291 and 230.

Remove "consent of instructor" from EECE 334, 435, 436, 488.

Remove "concurrent with EECE 469" from EECE 436/536.

Remove "life span course" as a prerequisite from EECE 425/525, 441, 442, 448, 449.

7 Computer Science & Information Systems Department

No objections were made to the following change:

Drop CSIS 102, 156, 141, 142, 143

Rename CSIS 103: Computer Concepts for Business to "Computer Concepts for Business I"

Rename and renumber CSIS 203 to CSIS 104: Computer Concepts for Business II. Change course description to read: "A continuation of topics and applications covered in CSIS 103."

Renumber CSIS 155 to CSIS 130 and change catalog description to include "with Visual Bases."

Make following changes in prerequisites:

CSIS 345: Add CSIS 250

CSIS 346: Change to CSIS 345

CSIS 349: Add "Junior standign in CSIS"

CSIS 444: Change to CSIS 345 (renumbering) or CSIS 340

CSIS 446: CSIS 346 only

The committee did not approve changing the course level of CSIS 245 to CSIS 335 and requested the CSIS department return to the 4/29/97 APAC with the rationale for changing the course level.

Smedman suggested that the course-level guidelines be in place before the committee approves additional changes.

- b. Drop of GPA Requirement
Roy moved. Ruth seconded to approve dropping the requirement that students must maintain a 2.5 minimum GPA for continued status as a CSIS major.
Motion carried unanimously.

8. Art Department

There was no objection to the following changes:

Drop Art 449: Senior Seminar as a requirement for B.A. and B.S.
Change Art 449 to ART 480: BFA Seminar.

b Major Change

New Course Proposals:

Roy moved. Smedman seconded to approve the following course:
ART 698: Continuing Registration (1 cr.)
Motion carried unanimously.

Sanderson moved. Ruth seconded to approve the following course
ART 450/550: Contemporary Art, Design, Theory (4 cr.)
Motion carried unanimously.

9. Biology Department

Major Change

a. New Course Proposal:

Sanderson moved. Roy seconded to approve the following course:
BIOL 360: Cell and Vertebrate Systems Physiology (4 cr.)

Mark Wallert was present to answer questions. This increases the Med Technology and Cytotech Major by 1 credit. He stated currently there are three courses but with the approval of this new course, there will only be the need for two courses. Dropping BIOL 306 and 450 from the curriculum will be requested at the 4/29/97 APAC meeting. Wallert stated approximately 60-70% of Biology majors go on to Graduate or Professional School levels.

Motion carried unanimously.

b. Changes to the Middle School and Life Science (Teaching) Licensure Proposals

Ahles moved. Brunton seconded to approve the following:
Physics 111 will replace Chemistry 160/165 as a requirement for Life Science licensure. This is in response to a licensure program audit by the Minnesota Board of Teaching.
Motion carried unanimously.

10. Women's Studies Minor

Fasick moved. Roy seconded to approve the following:
Increase the number of required credits from 15 to 18 credits
Motion carried unanimously.

11. Accounting and Business Administration Departments

Major Changes:

Common Business Core:

Schmidt moved. Fasick seconded to approve reducing the common Business Core from 31 credits to 28 credits by dropping the requirement for Mgmt 424: Management Science (3 cr.).
Motion carried unanimously.

Business Administration:

Smedman moved. Fasick seconded to approve to Increase the Business Administration major from 21 to 24 credits by adding a quantitative course from among: Mgmt 421, 424; Mkts 422, 419; Econ 370.
Motion carried unanimously.

Management:

Sanderson moved. Ruth seconded to approve to increase the Management major from 21 to 24 credits by adding Mgmt 424 to requirements of the major.
Motion carried unanimously.

Finance/Marketing:

Schmidt moved. Ahles seconded to approve to increase the Finance and Marketing majors from 21 to 24 credits by adding a restricted elective within each major.
Motion carried unanimously.

Minor Changes:

There was no objection to the following changes:
Increase free electives by 3 credits in the Accounting and International Business majors.

12. Business Administration Department

Minor in International Business - Business Major

Bolton moved. Roberts seconded to approve the 15 credit Minor in International Business for Business Majors.
Motion carried unanimously.

Minor in International Business - Non-Business Major

Ahles moved. Conteh seconded to approve the 25 credit Minor in International Business for Non-Business Majors.

Molly Moore requested that ACCT 420: International Accounting be removed from the proposal. Conteh asked why an International Relations course or Foreign language course was not included in the minor. He also inquired if this minor would specialize in specific areas of study. Moore stated that two years of a foreign language are required in the major. International Relations is not a requirement but an elective in the major. She stated that mainly international students will be interested in this minor and would already have the foreign language component. Fasick felt that students would receive experience with foreign languages through the Liberal Studies requirements. Moore needs to clarify with the Economics department if ECON 300 should be substituted for ECON 425.

Ruth moved to table the minor. Fasick seconded
Motion to table carried unanimously.

13. Graduate Faculty Review Update

Reed reported on the Graduate Faculty Appointment Review: the Graduate Studies Committee appointed a five member subcommittee (Sam Roy, Margaret Potter, Tim Peil, James Danielson, and Barbara Vellenga) to review this item and report to the larger committee. The subcommittee has met twice and held a two hour open forum on March 24 but only three people from the campus community attended. Reed has received approximately 6-7 e-mail messages regarding this topic. The subcommittee will submit their recommendation to the Graduate Studies Committee on April 24. That action will be brought to the 4/29/97 APAC meeting.

14. APAC Subcommittee - Distribution and discussion of Course Level Questionnaire

The subcommittee had not finalized the questionnaire. It will be discussed at the 4/29/97 APAC meeting.

15. Proposal to change the Withdrawal Deadline from the 45th Day of the semester to the 55th Day.

Ahles moved. Fasick seconded to approve

The Academic Appeals Committee unanimously approved this recommendation. Sharon Ferris explained the reasoning for this change. Mid-term is the 42nd day of the semester so this change would allow more time for students to receive feedback from mid-term papers and exams, the new deadline would be after Advising Week and pre-registration so students could discuss their academic standing with their advisor and have the opportunity to register to make a course during open registration. Ferris felt that moving the deadline until after Advising Week and pre-registration would not pose more workload for faculty. There would be 56 days remaining in the semester following the new withdrawal deadline. Ferris feels fewer appeals will be processed because of this change. Brown requested, if this proposal is approved, a report stating the results and affect this change has at MSU to APAC spring semester 1997/98.

Motion carried with 11 in favor and 2 opposed.

Meeting adjourned at 5:40 p.m.
Gloria Riopelle

