

4-29-1997

## Academic Policy Advisory Committee meeting minutes, April 29, 1997

Moorhead State University

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**APAC Minutes**  
**April 29, 1997**

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

**1. Liberal Studies 3/25/97 Recommendations**

The committee had no concerns regarding the recommendation to approve MUS 121: Festival Mixed Choir and MUS 122: Festival Woman's Chorus, for D credit. (Only 2 credits of music performance courses may be applied toward Division D.)

**2. Secondary Education Program**

Minor Change:

Change in credits:

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

This course was approved at the 4/15/97 APAC meeting although clarification was requested from John Tandberg as to how the variable credits would be entered into the student database and appear on transcripts. John Tandberg stated that variable credits should be assigned to practicums or internships but not to courses with specific content areas. Dean Shaker explained that approximately 30 students need this practicum based course to fulfill their human relations requirement before the students go on to the Texas program in May. Tandberg suggested changing the title to "Practicum in Multicultural Education", the catalog description and offer the course for 1 credit. Shaker and Steve Grineski agreed to those changes. Grineski will submit the new catalog description to Academic Affairs for the official APAC file with a copy to the Registrar's Office.

**3. Computer Science & Information Systems Department**

Minor Changes:

- a. Change course number of CSIS 245: Graphical User Interface Programming (3 cr.) to CSIS 335.

This change was discussed at the 4/15/97 APAC meeting. The APAC committee requested to review the current course proposal to determine if the course should be changed to a 300-level. John Gaffrey explained this course, the old COMS 345, was approved during semester conversion and then changed to CSIS 245 last year. After reviewing the course description, the committee approved of the course-level change from CSIS 245 to CSIS 335.

b. Delete all 500-level CSIS courses from the curriculum and bulletin. Roy asked if other graduate programs utilize these courses as the Computer Science Graduate Program was discontinued in the budget reduction plan. Gaffrey stated that he wanted to correct the new undergraduate bulletin as to not mislead students that these courses are offered. Students currently in the program have a seven year period to finish the discontinued graduate degree and are allowed to transfer in courses from other universities. Dean Reed will poll the Graduate Program Coordinators to see if these courses are needed. Gaffrey requested to leave the courses in the 1997-1999 Undergraduate Bulletin, and so withdrew the request to delete them from the curriculum.

- c. The committee agreed to the following minor change:

Allow a maximum of three (3) credits of the CSIS 469 Internship to be applied to the electives for the majors.

Accounting Department  
Major Change  
New Course Proposal:  
ACCT 320: Employment Law (2-4 cr.)

This course was tabled at the 4/15/97 APAC meeting.

Fasick moved. Smedman seconded to remove this course from the table for approval.

Cynthia Phillips was present to field questions and presented the changes made to the course proposal: ACCT 320a, 320b, 320c, Employment Law. 320a will be offered for 2 credits, 320b for 3 credits, and 320c for 4 credits. A new course description was also submitted.

Motion carried unanimously

**5. Business Administration**

Minor in International Business - Non-Business Major  
This item was tabled at the 4/15/97 APAC meeting.

Ahles moved. Sanderson seconded to remove this Minor from the table for approval.

Molly Moore distributed the proposal changes at the meeting. The committee discussed the need for a Language requirement in this Minor. Krause felt it would be beneficial to add the Language requirement which would increase the credits of the Minor. John Tandberg stated some Minors exceed 25 credits but most are in the 24-25 credit range. Peter Geib stated the philosophy of International Business programs is to build cross-cultural consideration into the program. The principle reason the major requires a language requirement is to aid in the development of cross-cultural understanding and develop fluency in the area of studies as a tool. The students may choose two International courses as part of this Minor which fulfills this purpose and keeps the credit requirements feasible for students to complete. Geib stated there are a vast variety of courses that could be offered under this Minor but not all can be included.

Sanderson stated that FINC 340: Financial Management has a prerequisite of ~~FINC~~ 231.

Acct

Motion carried with one opposed.

**6. Biology Department**

The committee had no objections to the following minor changes:

a. Drop BIOL 306: Animal Physiology and BIOL 450: Cell Physiology.

b. Add prerequisites to:  
BIOL 449: Molecular Biology (BIOL 111, 341 & one year of general chemistry, BIOL 350 recommended)

BIOL 236: Introduction to Microbiology (BIOL 102 or 104 or 111 or CHEM 106 or CHEM 111)

c. Change title of BIOL 310: Comparative Vertebrate Anatomy to:  
"Vertebrate Anatomy" and a new course description.

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**Women's Studies Minor**

Fasick moved. Ahles seconded to approve dropping the "restricted electives" from the Women's Studies Minor. This allows minors to choose their 9 elective credits from the total listing of courses which qualify for Women's Studies credit.  
Motion carried unanimously.

**8. Mass Communications Department**

Pemble moved. Smedman seconded to approve the changes made to the following Concentrations:

Photo Journalism, Broadcast Journalism, Public Relations, and Integrated Advertising & Public Relation.

John Tandberg stated that concentrations will appear on transcripts in approximately one year.

Motion carried unanimously.

**b. Major Change:**

Sanderson moved. Ruth seconded to approve the following course:

MC 331: Photo Editing (2 cr.

Motion carried unanimously.

The committee had no objection to the following minor changes:

New course descriptions & prerequisite changes for: MC 220, 230, 300, 302, 303, 304, 306, 307, 309, 310, 320, 330, 365, 375, 385, 386, 387, 388, 389, 405, 430, 459, 460, 560.

Course title change for MC 344: TV News Videotape Editing (1-3 cr. to "TV News Video Editing."

**9. Humanities/Multicultural Studies**

The committee had no objections to the following minor changes:

American Indian Studies Minor:

Add these courses as electives:

MCS 390: Topics in MCS (2-3 cr.

MCS 469: Internship (3-12 cr.)

African-American Humanities:

Add this courses as an elective:

MCS 325: African-American Theatre (3 cr.)

10. Music Department:

Major Changes:  
New Course Proposals

Krause moved. Ruth seconded to approve the following course:  
MUS 252: Advanced Jazz Improvisation (2 cr.)  
Motion carried unanimously.

Roy moved. Krause seconded to approve the following course:  
MUS 278: Jazz Theory (2 cr.)  
Motion carried unanimously.

Smedman moved. Schmitz seconded to approve the following course:  
MUS 433: Jazz Pedagogy (2 cr.)  
Motion carried unanimously.

Ruth moved. Ahles seconded to approve the following course:  
MUS 484: Projects in Sound Reinforcement & Concert Recording  
(1-2 cr.)  
Motion carried unanimously.

11. Health & Physical Education

Major Changes:

a. Topics Courses:

Bolton moved. Krause seconded to approve the following Topics Courses:

H 190: Topics in Health (1-4 cr.)  
H 290: Topics in Health (1-4 cr.)  
H 390: Topics in Health (1-4 cr.)  
H 490: Topics in Health (1-4 cr.)  
Motion carried unanimously.

b. New Courses

Fasick moved. Krause seconded to approve the following course:  
PE 121: Tae Kwon Do II (1 cr.)  
Laboratory hours per week was changed to 2 on the course proposal  
Motion carried unanimously.

Ahles moved. Sanderson seconded to approve the following course:  
PE 103: Weight Training II (1 cr.)  
Motion carried unanimously.

Fasick moved. Krause seconded to approve the following course:  
PE 142: Country Western Dance (1 cr.)

Ruth asked if the language stated in the course proposal was sexist. The committee decided it is traditional language and only indicates the history of the dance.

Motion carried unanimously.

Smedman moved. Ruth seconded to approve the following course:  
PE 373: Coaching Baseball and Softball (3 cr.)

PE 377: Coaching Softball (3 cr.) will be dropped from the curriculum and the course content will be integrated into the new 373 course.

Motion carried unanimously.

c. Changes made to Coaching Licensure

Pemble moved. Schmitz seconded to approve the following changes to the Coaching Licensure.

Lyndon Brown explained the MN State Board of Teaching has dropped the Coaching Licensure requirements for head coaches of interscholastic sports in the State of Minnesota. Students currently enrolled in the Coaching Licensure program may complete the program and be licensed; subsequent students will not nor will they have to be certified teachers. They will have to meet specific criteria. Midgarden stated a Minor without a Major program has to be approved by MnSCU. Brown requested the new 15 credit proposal be listed as a Concentration.

Motion carried unanimously.

**12. Educational Administration**

Roy moved. Fasick seconded to approve that the Residence and Transfer of Credit [sec. b. Transfer from other Minnesota State Universities.. courses constituting up to half of the minimum hours required for the degree may be taken at other Minnesota State Universities] (Graduate Bulletin 1995-96, p. 12) be suspended until May, 1998 and all course work in educational administration from Bemidji State University and St. Cloud State University be viewed as interchangeable with course work at TCU.

Paul Shaker stated this will allow the program to move forward the collaboration with Bemidji and St. Cloud State Universities.

Motion carried unanimously.

Shaker also stated that required licensure program changes were made effective January 1997 but communications explaining those changes were not distributed to the necessary sites. Revisions to MSU's program will have to be made this summer and then brought to APAC in the Fall of 1997.

**13. Graduate Faculty Review Update and Proposal**

Larry Reed stated the Graduate Council has not finished its consideration of the Graduate Faculty Appointment Review Subcommittee proposal. Reed requested an extension and plans to submit a proposal to APAC in the Fall of 1997. The APAC approved the extension.

**14. APAC Subcommittee**

Distribution and discussion of Course Level Questionnaire

The APAC Subcommittee on Course Levels distributed a draft survey for review by APAC. APAC made a minor change to the survey. The survey, along with the South Dakota Regents Guidelines, will be distributed to Department Chairs by the VP Academic Affairs office in the Fall of 1997. Chairs will be asked to complete and return the survey one month prior to opening faculty meetings.

**15. Attendance Policy**

Student Senate representatives Buddy Ricker, Jessica Hoffman, and Aaron Tusso and, Steven Butler, VP for Student Affairs, attended the APAC meeting to discuss the following recommendation from the Student Senate:

The Student Senate recommends the formation of a policy which restricts the creation or implementation of grading policies which use a student's attendance as a factor in determining his or her letter grade.

The following reasons were given by the students to support this recommendation:

Students should be free to make the decision to miss class without being penalized only because they are absent. This teaches them personal responsibility and would still be responsible for completing coursework.

Faculty could administer small daily assignments or quizzes in order for students to be graded, as students would have to attend class in order to complete the daily assignments &/or quizzes to earn the grade. Don't use just the attendance policy to penalize students who don't come to class by docking points off their grade.

Students are paying for classes.

Some students were not able to attend class because of bad weather even though classes were still in session.

Felt it is the faculty's obligation not to give redundant information. Teaching methods should be reviewed.

Faculty some times do not correctly enforce the attendance policy currently in place. Some students are not aware of the appeal process.

Students may miss class in order to attend other activities enabling them to learn outside the classroom from those experiences.

The committee discussed at length the recommendation and the reasons stated by the students present: how to deal with absences in which the work is done solely in class, would faculty be obligated to assist students who were absent with make-up work, students should not be penalized for excused absences, how to make faculty and students aware of the current attendance policy and the appeal process, tuition is not paid solely by the students (they pay approximately 1/3 of those costs), group activities suffer when students miss class, and the effect no attendance policy may have on students.

The committee decided not to accept the recommendation and to remain with the current attendance policy. They did suggest the following:

Deans are asked to remind faculty at opening fall meetings of the attendance policy and to submit a copy of their individual policy for record in Academic Affairs. Ask faculty to clearly state expectations to students at the beginning of the course.

Include the policy and appeal process in the Bulletin and in registration materials students receive.

Inform students of the appeals process at orientation sessions

16. Other

The committee discussed the format and process of editing the 1997/99 Undergraduate Bulletin. Some members were concerned the current Bulletin format/layout is difficult for students and faculty to locate information regarding courses and programs. Suggestions were made to list the courses with the department descriptions as has been done in past bulletins. Elizabeth Danielson stated the following items will be added to the new Bulletin layout: Topic Tabs, advising worksheets and forms, and terms courses are offered.

Chairs were asked to revise their department's introductory paragraphs listed in the current Bulletin and send revisions to Elizabeth Danielson by the end of April. Chairs will have an opportunity to proof their sections before the Bulletin is printed. The new Bulletin is scheduled to go to print in early June, making it available to students and faculty for Dragon Days scheduled on June 20-23, 1997.

Meeting adjourned at 6:05 p.m.  
Gloria Riopelle

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