

12-2-1997

## Academic Policy Advisory Committee meeting minutes, December 2, 1997

Moorhead State University

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**APAC Minutes**  
December 2, 1997

Members present: Reed, chair; Ahles, Bolton, Brown, Conteh, Dobitz, Fasick, Jeppson, Klenk, Pemble, Roberts, Sanderson, Schmidt, Smedman, Strong.

**1. Graduate Faculty Review Process - Information Item Only**

The question of whether all graduate faculty would be reviewed again and if a faculty member could request letters referring to their graduate faculty status be removed from their personnel file.

Reed reported to the committee that the IFO Agreement (page 10), Article 9, Section B and Section E explain the contractual language regarding a faculty reviewing and removing material from their personnel file. He stated 1/3 of the faculty are yet to be reviewed under the Graduate Faculty Review process. Faculty who were previously not approved or did not choose to apply, may apply this year. Krause asked how the Graduate Studies Committee recommendation to urge President Barden to reject the amendments made at the 11/18/97 APAC meeting would be handled. Reed answered the actions need to follow the governance process with President Barden making the final decision.

**2. Gerontology Major (Action)**

Hearing was held at the 11/4/97 APAC meeting and motion to approve was made at the 11/18/97 APAC meeting although a vote was not taken due to lack of a quorum.

Motion from 11/18/97 APAC meeting: Fasick moved. Krause seconded to approve the Gerontology Major as modified.

Pemble expressed his concern regarding upper level course requirements and that Biology would like one course in Human Biology included in this major. Charon stated the Program Coordinator, Nancy Gilliland, will advise students who declare this major and is aware of the Biology Department's position.

Motion carried unanimously.

**3. Technology Department**

Minor Change:

Change course description for TECH 383: Cost Analysis  
There were no objections to the new course description

**4. Recommendation to not require the advisor's signature on the "Change of Program" form during the 7-day free drop/add period.**

(This item was not discussed at the 11/18/97 APAC due to lack of a quorum.)

Fasick moved. Sanderson seconded to approve the recommendation to not require the advisor's signature on the "Change of Program" form during the 7-day free drop/add period.

Fasick added that she is strongly in support of this recommendation stating students should be treated as mature adults and should accept responsibility for the courses they choose.

Bolton expressed the need for advisors to be informed of changes their advisees make to their class schedule. He stated most students need their advisor's counsel and this does not question their maturity.

John Tandberg, Registrar, was present to answer questions and explained that this fall the 3-day free drop/add period was extended to 7 days. The advisor's signature was not required on the Change of Program (pink) slips during the 3-day free drop/add period and this proposal only carries that rule over to the new timeline.

Conteh and Smedman expressed their concerns regarding students who make schedule changes without advice from their faculty advisor. Both felt students maybe won't realize the class they are dropping is offered only once a year. The unsupervised changes could affect when they expect to graduate.

Sanderson asked why students need their advisor's signature when withdrawing from classes. He stated the Chairperson ends up signing most of those withdrawal slips because the advisor may not be available as students usually wait until the deadline date to obtain signatures. Tandberg replied that advisors could record this information in their advisee's file for future reference.

Klenk questioned the legal liabilities involved in advising and asked if there are ways to track dates students change their schedules and if they choose to follow or not to follow their advisor's recommendations.

The Committee discussed how advisors can try to keep track of the recommendations they give their advisees. Roberts suggested keeping a copy of each advisee's recommended schedule before the student goes to registration. If the student decides to change their schedule, the advisor will have a record of the his/her recommendations to the student.

The motion to approve carried with one opposed.

#### **5. Course Level Survey Results**

(This item was not discussed at the 11/4/97 APAC meeting due to time restraints. It was not discussed at the 11/18/97 APAC meeting due to lack of a quorum.)

Sanderson reported on the course level survey results received from department chairpersons. The committee recommended that MSU develop university course level guidelines and use the South Dakota policy as a model. Sanderson will modify the language of the South Dakota policy and bring the suggested changes to the 12/16/97 APAC meeting for possible adoption.

Meeting adjourned at 4:45 p.m

Gloria Riopelle