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Academic Policy Advisory Committee meeting minutes, January 20, 1998

Moorhead State University

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APAC Minutes
January 20, 1998

Present: Midgarden, chair; Ahles, Bolton, Brown, Conteh, Fasick, Grineski, Hart, Hauge-Stoffel, Klenk, Krause, Pemble, Reed, Roberts, Ruth, Sanderson, Schmidt, Smedman, Strong,.

Midgarden announced that Derick Dalhouse replaces Anne Brunton on the APAC committee. Brunton resigned from APAC fall semester.

1. Liberal Studies Committee: Recommended additions of rationales/statements of purpose of the Liberal Studies divisions.

Sanderson moved. Hart seconded to approve.

Robert McGahey, Liberal Studies Committee Chairperson, was present to field questions. He stated that the Liberal Studies Assessment Committee found by conducting a questionnaire asking students and the faculty who teach Liberal Studies courses, that the goals of the Liberal Studies courses were not clear. The Liberal Studies Committee hopes to clarify the purpose for each of the Liberal Studies divisions with the recommended rationales/statements. These statements will be published in both the "Liberal Studies and Graduation Requirements" pamphlet and the undergraduate catalogue, The Bulletin.

Motion carried unanimously.

2. First Year Experience (FYE): Final approval of the First Year Experience two year pilot project – Action

Paula Ahles, FYE Coordinator, stated the FYE facilitators and the FYE Steering Committee recommend the following changes to the program:

Reduce the number of contact hours from 70 minutes/class to 50 minutes/class, to bring the course in line with other one credit classes. Class-related time with the passport assignments and other class preparation is required in addition to the in-class time. This will also help with registration difficulties and FYE classes will no longer extend into other class times.

Pilot block scheduling with two or three disciplines with a maximum of four sections for the first year. Ahles stated that classes such as English, Psychology or Biology would be classes that freshmen have in common and notetaking or testing strategies could be taught through those courses.

Ahles stated the Steering Committee recommends continuing to offer the course on a pass/fail basis. (FYE was graded the first year of the program.) FYE would continue to be an elective although making it a required course may be discussed in the future. The number of FYE sections offered for one-half of the semester will be increased. Midgarden asked if efforts were being directed toward advising students into FYE and working to improve retention of students who do enroll. Ahles stated FYE will be better publicized and a brochure will be developed which explains the FYE course. This brochure will be sent to all newly admitted students.

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Pemble asked if it was becoming difficult to find facilitators to teach FYE. Ahles stated that there has been a balance of new faculty and experienced facilitators to teach. There are approximately 2-4 openings each year for facilitators. An application/questionnaire form will be created for faculty to complete if they wish to become FYE facilitators. Faculty receive overload if they are already teaching 24 credits in an academic year. Conteh stated that faculty need to be recruited to teach FYE and recommended a refresher course in the summer for facilitators. He stated the facilitators must be familiar with the University in order to teach FYE successfully. Ahles stated she welcomes ideas on how to recruit FYE facilitators. Brown stated that he would like to see systematic research. Ahles stated that non-instruction faculty tend to be rated higher by students in their teaching methods although student development and academic discipline balance the course and create contact and relationship with teaching faculty. Conteh stated there are academic topics involved such as notetaking, critical thinking and test taking.

Sanderson asked if the offering of one-half spring semester sections is being considered. Ahles replied one section might be possible. Ruth asked if a course for transfer students is being considered. Ahles stated it is a possibility and could be researched further.

Ahles asked the committee to approve FYE as a permanent course offering along with the FYE Steering Committee recommendations.

Pemble moved. Roberts seconded to approve.
Motion carried unanimously.

3. Response from Departments regarding the MSU Policy for Levels and Numbering of Courses

Fasick moved. Smedman seconded to remove the 12/16/98 draft course level policy from the table for discussion and action.
Motion carried unanimously.

Ten responses were received from Department Chairs and all were in favor of this policy. The Graduate Studies Committee suggested one minor editing change and the APAC committee made two additional minor editing changes to the policy.

Motion to approve the policy as amended carried unanimously.

After this policy finishes the governance process, it will be implemented for creating new courses and revising existing courses. The policy will not be retroactive.

Pemble suggested clarifying this policy and the MnSCU policy for upper-level courses at a future Chairs' meeting.

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Conteh moved to modify APAC policy by removing course-level from the minor change category. This means that if a department wants to change the level of an existing course, they must submit documentation and rationale, which would be discussible by APAC and would require a motion to approve/deny. However, changing a course number within a level, say 125 to 135, will remain a minor change. Pemble seconded.

Motion carried unanimously.

Midgarden will distribute a revised change of course-level form for APAC to approve for these types of curriculum changes. The Course Level Policy, when approved, will serve as a guideline for departments when submitting these types of changes.

4. Revised Daily Calendar

Registrar John Tandberg was present to field questions regarding the revisions. The Calendar Committee recommends the following changes to the daily calendar departments use when creating their semester schedule:

- Eliminate scheduling restrictions for 100-level courses
- Deleting the “without breaks” for evening courses
- Add an additional meeting time (10:30-11:40) for 4-credit MWF classes.

APAC made the following changes to the 1/14/98 revised Daily Calendar under the heading “Options for 4-credit classes (and 2-credit half semester classes)”:

- Add 3:00-4:40 MW
- Change Monday-Wednesday-Friday with Tuesday or Thursday to “Monday-Friday and any two of Tuesday, Wednesday or Thursday”

Hart moved to approve the amended Daily Calendar. Fasick seconded to approve.
Motion carried unanimously.

Tandberg stated any scheduling problems departments might have can be dealt with on an individual basis by contacting their Dean and Tandberg. This Daily Calendar, if approved at the 1/22/98 IFO Meet & Confer, will be implemented for departments to use in order create their Fall Semester 1998 schedules. The deadline for departments to submit their Fall Semester 1998 schedules to the Dean and Registrar is February 13, 1997.

Meeting adjourned at 5:10 p.m.

Gloria Riopelle