



11-3-1998

## Academic Policy Advisory Committee meeting minutes, November 3, 1998

Moorhead State University

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### Recommended Citation

Moorhead State University, "Academic Policy Advisory Committee meeting minutes, November 3, 1998" (1998). *Academic Policy Advisory Committee*. 268.  
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Members present: Reed, chair; Brown, Conteh, Dobitz, Dunkirk, Grineski, Jeppson, Klindworth, Mowry, Roberts, Ruth, Sanderson, Schmidt, Shimabukuro, Smedman.

**1. Department of Technology**

Minor Change

Change title of ENG 130: Engineering Orientation (2 cr.) to Introduction to Engineering

There was no objection to the change.

**2. Department of Special Education**

Minor Change:

Change title of SPED 468/568: Practicum (4 cr.) to Student Teaching II

(This change was approved at the 10/7/98 Teacher Preparation Committee.)

There was no objection to the change.

**3. Department of Nursing**

Barb Matthees and Donna Heald were present to field questions.

a. Increase credits of NURS 350: Advanced Pathophysiology from 2 to 3.

Conteh moved. Dunkirk seconded to approve.

This course was 4 credits under the quarter system and then converted to 2 credits with the change to semesters. The department has increased the amount of student preparation materials needed and the length of exams for this course.

Motion carried unanimously.

b. New Course Proposal:

NURS XXX: Holistic Client Systems (3 cr.)

The department had not assigned a number to this course as they understood a number would be assigned after the course was approved. The committee explained that the number is agreed upon by the department and then usually discussed with the Registrar John Tandberg before being brought to APAC. Matthees asked the committee to approve the course at the 300-level. The committee agreed to act on the course with the condition that the Nursing department discuss and approve the course number selected and then clear the number with Tandberg.

Roberts moved. Dunkirk seconded to approve this course at the 300-level, pending the approval of the course number by the Nursing department and by the Registrar's office.

Motion carried unanimously.

**Please note: Correspondence received from the Nursing Department after this meeting indicates they agreed to the following NURS 325: Holistic Client Systems (3 cr.)**

**4. Department of Music**

a. Drop the following courses from the music curriculum:

MUS 361: Music Merchandising (2 cr.)

MUS 362: Music Management (2 cr.)

MUS 363: Commercial Music (2 cr.)

There was no objection to dropping these courses from the Music Curriculum.

b. Minor Change:

Change course number, title, credits, course description and prerequisites of MUS 261: Music Industry Survey (4 cr.) to:

MUS 261: Music Industry Survey I (2 cr.)

MUS 262: Music Industry Survey II (2 cr.)

There was no objection to these changes.

c. Addition of three new Options:

Computer Technology

Digital Imaging Option

Film/Video Option

Ruth moved. Schmidt seconded to approve these options.

Mary Roberts and Ruth Dahlke were present to answer questions. Ron Williams expressed his concern regarding the use of the title "Computer Technology and asked that the Technology department not be precluded from also using the title in the future. Roberts stated she was willing to change the name if the committee felt it was necessary. Dunkirk suggested the title Music Computer Technology but Roberts stated the 14 credit option are CSIS courses, not music courses. Reed asked if additional resources would be needed to offer these options. Roberts answered no additional faculty or equipment would be required.

Dunkirk asked if these options fit MnSCU requirements. Reed reminded the committee that MnSCU requires Options to be a program in which 30-50 percent of the courses are shared and used in a common core, and which offers curriculum alternatives with unique courses that make up at least 30 percent of the major program. (Used only for baccalaureate or masters' programs.) Robert stated that these options are in the 19 percent range and meet the requirements of the National Association of Schools of Music (NASM). Tandberg stated that 19 percent would not fit MnSCU guidelines thus could not be considered an option as MnSCU guidelines supersede an outside accrediting agency. Dunkirk suggested packaging the courses as restricted electives under the Bachelor of Music Industry. Roberts and Dahlke agreed to that suggestion.

Motion was amended and carried to approve these courses as restricted electives under the Bachelor of Music Industry.

## **5. Policies and Procedures of the Institutional Review Board**

Reed reported the IRB Committee approved the changes made to the policies and procedures of the Institutional Review Board at its 10/20/98 meeting. These policies and procedures were updated with federal regulations.

Mowry suggested minor edits in the document which were made.

Sanderson moved. Dunkirk seconded to approve the IRB Policies and Procedures as revised.

Motion carried unanimously.

## **6. Saturday Commencement Exercises and Student Study Day Student Senate's Recommendation and Survey Results**

(Both items were discussed last year at the 3/24/98 APAC meeting. At the 3/24/98 meeting, APAC approved the motion to endorse the concept of adding a Study Day to the MSU academic year calendar and, if added, it would not be added by changing the final exam schedule in such a way that a student would have more than two final exams in one day. The Saturday Commencement recommendation was also discussed at the 3/24/98 APAC meeting but no motion was made. Instead, the committee asked for more information about what is involved in order to have a Saturday Commencement and for opinions from MSU parents and students. Donald Lannoye, former Student Senate President, stated the Senate would conduct a survey and return to APAC with the results.)

Jennifer Sieve, Student Senate Representative, was present to discuss the results of the Saturday Commencement Exercises and Student Study Day surveys. On October 15, 1998, the Student Senate recommended that MSU institute a "Study Day" without classes on the academic day immediately preceding the first day of finals and, that MSU move its Commencement exercises to the Saturday immediately following finals week. They asked these recommendations be considered when creating the next academic calendar.

### **Study Day Survey:**

The Student Senate surveyed students asking to relate their feelings regarding a study day before finals. Graphs of the results were made available by the Student Senate. Survey results are summarized below (percentages are based on the number of responses received):

- of the 250 students surveyed, 36 responded
- 86 percent responded they would like a study day
- 81 percent responded that they have had a major project due the week before finals
- 78 percent responded they have had a major test the week before finals

### **Saturday Commencement Survey:**

The Student Senate surveyed parents and students regarding MSU's current commencement day and the possibility of a Saturday Commencement. Graphs of the results were made available by the Student Senate. Survey results are summarized below (percentages are based on the number of responses received):

- of the 200 parents surveyed, 47 responded
- of the 250 students surveyed, 37 responded
- 91 percent of parents and 77 percent of students preferred Saturday Commencement over a Friday Commencement.
- 72 percent of parents responded that it would be difficult to schedule work off to attend a Friday commencement.
- 89 percent of parents responded it would be easier to attend a Saturday Commencement
- 81 percent of students responded more family members would be able to attend a Saturday Commencement.

The committee discussed the current academic calendar and the implications if a study day was held on the Friday preceding finals week (finals would be held Monday-Friday) and then scheduling commencement on Saturday. Ruth felt that students would not use the three-day weekend to study. Conteh supported the study day recommendation and felt the Study Day may make a difference for some students. He asked the Calendar Committee to consider the recommendation. Smedman stated that APAC discussed and endorsed the concept of a Study Day last year so the committee did not need to vote again on that issue.

The committee discussed the following concerns in regards to holding commencement on a Saturday:

Could duty days would be negotiated for faculty members who attended the Saturday Commencement? Tandberg stated that the number of grading days could be reduced to balance the duty days. The committee felt this issue should be referred to the IFO.

Would NDSU, Concordia and MSU's commencements be scheduled on the same day? Tandberg stated that Concordia's spring semester graduation is usually earlier than MSU's. (Concordia's spring commencement this year is Sunday, May 2. NDSU's is scheduled for Saturday, May 8.)

Could Moorhead/Fargo provide adequate lodging/hotel accommodations for parents/guests:? Conteh suggested allowing parents to stay overnight in the dorms if the community is unable to handle the influx of visitors to Moorhead caused by a Saturday commencement.

Can the results from the Student Senate survey be used for more than just discussion because of the low number of responses received? Mowry felt the survey was not large enough to base a recommendation on and asked if the Student Senate used it in that way or only for discussion purposes. Sieve answered that this survey was a vehicle for student interaction and discussion as it is not a statistically valid survey. VP Steven Butler stated the survey is to be used for discussion and not

as an argument for the recommendation. The Student Senate made the recommendations Spring Semester 1997/98 and then were asked to conduct the survey last March. The survey was completed Fall Semester 1998/99. Mowry asked if Sieve had record of e-mail responses received by the Student Senate regarding these issues. Sieve did not bring them with her to the meeting.

Sanderson questioned if the decision to approve a Saturday Commencement is part of APAC's charge. Reed answered APAC is being asked to discuss the advantages and disadvantages of these recommendations.

Sanderson moved that APAC consider a Saturday Commencement after the items discussed have been examined closer. Smedman seconded.

Reed stated the cost of holding a Saturday Commencement will be approximately \$8,000. Conteh felt this is an affordable amount of money given it may improve public relations and the image of the University.

Conteh moved to amend the motion stating that APAC endorses the implementation of Saturday Commencement into the MSU academic calendar.

Sanderson agreed to that amendment.

Smedman withdrew her second from the original motion.

Brown seconded the amended motion.

Motion as amended carried unanimously.

Meeting adjourned at 5:00 p.m.

Gloria Riopelle