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# Academic Policy Advisory Committee meeting minutes, March 2, 1999

Moorhead State University

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Members present: Dobitz, chair; Brown, Conteh, Dalhouse, Dunkirk, Enz Finken, Grineski, Jeppson, Klenk, Lane, Reed, Roberts, Ruth, Sanderson, Schmidt, Shimabukuro, Smedman

Dobitz distributed a copy of the memorandum sent to Department Chairpersons explaining the requirements needed when submitting course level changes to APAC. The memo included a copy of the form used when submitting course level changes and the Policy on Course Level.

## 1. SLHS Department

Major Change:

Sanderson moved. Conteh seconded to approve the:

New Minor in Speech-Language-Hearing Sciences

Patrick Coppens was present to field questions. He stated that this Minor is not part of the speech pathology assistant degree. He listed a few of the areas in which this Minor will be beneficial to students: Students in elementary education, special education, pre-medical, mass communications, speech/drama, and music. Coppens stated that this Minor is a repackaging of SLHS courses already in place; no new courses are needed. Motion carried unanimously.

## 2. Master of Liberal Arts

Laura Fasick, MLA Director, was present to field questions. She distributed materials clarifying the changes requested in the MLA Program and explaining that these changes had been approved by the Graduate Studies Council.

Major Changes:

### a. New Course:

Ruth moved. Schmidt seconded to approve the following course:

MLA 601: Liberal Arts Research Methods (1 cr.)

(This course was approved by the Graduate Studies Committee at their 2/10/99 meeting.)

Fasick explained that the Graduate Studies Committee requested the course number be changed from MLA 504 to MLA 601 at their 2/10/99 meeting. She said the depth and course work is increased at the 600-level.

Conteh mentioned there were many Graduate Studies Committee members absent at the 2/10/99 meeting. Reed answered that the MLA changes had been discussed at the 12/2/98 meeting so members were aware of the changes going forth.

Sanderson asked if additional staffing or resources will be needed. Fasick stated that this one credit course could be added to a faculty member's load with minimal impact on a department.

Enz Finken asked what current enrollment is in the MLA Program. Fasick answered that admission to the program was suspended last year in order for the changes proposed to be reviewed and approved. New admissions will begin in Fall Semester 1999. There are approximately 8-10 students enrolled in the MLA Program. Fasick stated that the Five-Year Program Review found that students expressed a need for an introductory MLA course. Students also felt a lack of community in the program as most students are older-than-average working adults and it was difficult for them to create a sense of connection with other MLA students. This course will also give them a grounding in research.

Motion to approve MLA 601 carried unanimously.

### b. Proposed Changes in the Master of Liberal Arts Program

Enz Finken moved. Ruth seconded to approve the following changes:

1. Proposal to change the MLA Program from Plan B to Plan A but keep the total number of required credits at 32. (Plan A is 30 credits with a 4 credit thesis. Plan B is 32 credits with a 2 credit project.)
2. Change the minimum number of required 600-level courses from 23 credits to 16 credits.
3. Increase the number of transferable non-MLA graduate course credits from other accredited institutions from 9 to 12 credits.
4. Increase the number of transferable non-MLA graduate course credits from other Minnesota State Universities and Tri-College courses from 9 to 15 credits.

Conteh asked what the difference is between Liberal Arts and Liberal Studies courses at the undergraduate level and the graduate level. Fasick answered that at the undergraduate level, students usually pick and choose Liberal Studies course so the adequate number of requirements (A-F) are met. Graduate students generally

look at how Liberal Studies' course content connect and take more responsibility in putting together a project that will draw upon Liberal Studies requirements. Conteh asked what are the sizes of F/F1 courses at the Master level and why are there no science courses listed. Fasick answered that MLA has a history of offering some science courses, however, have been unable to offer courses in that area recently because of departmental load; some faculty can not be released to offer those courses.

Sanderson asked why two rules for transferring credits. Reed stated that these rules parallel MnSCU and non-MnSCU requirements. They are similar to transfer policies in other graduate degrees.

Sanderson stated his concern that only one-half of the courses are at the 600-level. Fasick answered that this curriculum is comparable to other schools with the same degree.

Motion to approve the proposed changes in the Master of Liberal Arts Program carried unanimously.

### **3. Paralegal Program:**

#### **a. Minor Changes:**

There were no objections to the following changes:

Change course title of PARA 405: Methods & Materials in Estate Planning & Probate (3 cr.) to, Estate Planning & Probate Methods.

Change course title of PARA 410: Methods & Materials in Litigation (3 cr.) to, Litigation Methods.

Change course title of PARA 415: Methods & Materials in Public Law (3 cr.) to, Public Law Methods.

Change prerequisites of PARA 340: Evidence (3 cr.)

From: PARA 250: Legal Research & Writing I

To: PARA 251: Legal Research & Writing II

Add prerequisite to PARA 360: Law Office Systems ( 3 cr.)

Add: CSIS 103: Computer Applications for Business I (subject to waiver by the instructor).

Remove a prerequisite from PARA 446: Estate, Gift & Trust Taxation (3 cr.)

Delete: ACCT 340: Introduction to Taxation

#### **b. Major Change:**

Sanderson moved. Conteh seconded to approve:

Change in the Probate & Real Estate Emphasis

Add ACCT 441: Individual Income Tax (3 cr.) as an elective within this emphasis.

Motion carried unanimously.

#### 4. Technology Department

Mike Ruth distributed an addendum to the proposed changes being made to the Graphic Communications Degree. This addendum reflects the Art Department's curriculum changes recently approved at the 2/23/99 APAC meeting.

Graphic Communications Curriculum Changes:

a. Minor changes:

The committee had no objection to the following changes:

Change the title and course description of TECH 150: Introduction to Graphic Communications (3 cr.).  
New title will be: Survey of Graphic Communications Industry

b. Major changes:

Schmidt moved. Sanderson seconded to approve the following changes:

Change the name of the Visual Option to, Digital Design Option

Change the name of the Production Option to, Multimedia Development Option

Ruth explained that the new names are more descriptive of what students will be doing.

Motion carried unanimously.

Smedman moved. Dunkirk seconded to approve:

removing the following courses from the Graphic Communications Program:

TECH 259: Offset Printing (3 cr.)

TECH 318: Technical Illustration (3 cr.)

TECH 359: Virtual Reality (2 cr.)

TECH 412: Senior Project (2 cr.)

TECH 450: Graphic Communications Survey (3 cr.)

Ruth stated the reasons why these courses should be removed. Smedman asked if these courses are to be dropped only from the Graphics Communication curriculum or deleted from the Undergraduate catalog. Ruth requested the following courses be removed from the catalog: TECH 259, TECH 359 and TECH 450. These courses will remain in the catalog but removed from the Graphics Communication curriculum: TECH 318 and TECH 412.

Motion carried unanimously.

Lane moved. Shimabukuro seconded to approve:

Change the course title and increase the credits of TECH 358: Hypermedia Development: HTML, VRML (2 cr.) to, Web Authoring & Development (3 cr.)

Motion carried unanimously.

Adding the following new courses to the Graphic Communications Program:

Schmidt moved. Conteh seconded to approve the new course:

TECH 256: Introduction to Multimedia (3 cr.)

Discussion included justification for the grading scale and attendance policy.

Motion carried unanimously.

Lane moved. Enz Finken seconded to approve the new course:

TECH 316: 3D Animation (3 cr.)

Motion carried unanimously.

Smedman moved. Conteh seconded to approve the new course:

TECH 416: Advanced 3D Animation (3 cr.)

Motion carried unanimously.

Dunkirk moved. Roberts seconded to approve the new course:

TECH 456: Advanced Multimedia/Web Authoring & Development (3 cr.)

Discussion involved justification for numbering the course 456. Ruth explained that this course is in line with TECH 356, which is in the multimedia area.

Motion carried unanimously.

Dunkirk moved. Roberts seconded to approve the new course:

TECH 459: Graphic Communications Final Project (6 cr.)

Ruth explained that this course will replace TECH 412: Senior Project. Students in their senior year, who have completed a minimum of 47 credits in the Graphic Communications program, can apply for final project status but must have completed 53 credits in the program before they are allowed to enroll and begin their project. Their project will be based on skills and knowledge obtained from their previous semesters in the program. The first semester in the project, the student will focus on planning their project with assistance from their faculty advisor and faculty team members. The student uses the planning and development completed in the first semester to begin working on the project the second semester. It is graded on a Pass/Fail basis.

Ruth stated this project will benefit students when applying for career jobs as they will have a portfolio to show employers. Enz Finken agreed that this project is valuable to students but it is also time consuming for faculty as it is similar to an Independent Study course. She stated it is important for the student to know the production level expected of them.

Motion carried unanimously.

These changes will increase the Graphic Communications program by 11 credits.

## **5. FYE Program**

Major Change:

Sanderson moved. Shimabukuro seconded to approve the recommendation to change FYE from pass/fail to letter grading.

Paula Ahles, FYE Coordinator, was present to field questions. She explained that the FYE Steering Committee had considered this change last year but decided to research the recommendation further before coming to APAC. Conteh asked if the change in grading will affect the delivery of the course content. Ahles answered that the delivery will not change however it may change the quality of work a student produces because it is being graded. Conteh suggested the committee approve of this grading change and then ask Ahles to report back to APAC on how the change has impacted the FYE course. No other committee members felt that Ahles needed to report back to APAC.

Motion carried unanimously to change FYE to letter grading. (This will take affect Fall Semester 1999.)

Meeting adjourned at 5:30 p.m.

Gloria Riopelle