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Academic Policy Advisory Committee meeting minutes, April 6, 1999

Moorhead State University

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APAC Minutes
April 6, 1999

Members present: Midgarden, chair; Dalhouse, Dobitz, Enz Finken, Jeppson, Klindworth, Lane, Reed, Sanderson, Schmidt, Scholl, Shimabukuro.

VP Midgarden explained that APAC recently approved four 300-level Language courses at the 2/16/99 APAC meeting, not the method by which they will be taught. The Course Level Policy clearly states this in Item D: Multiple Numbered Courses. Any multiple-level course not covered in that policy must be brought to APAC as a formal proposal. Midgarden stated that the revised East Asian Studies Major Proposal will be on the 4/13/99 APAC Agenda for review prior to its resubmission to the President.

1. Language Department

The Committee had no objections to the following minor changes:

Change prerequisites of SPAN 312: Survey of Iberian Literature (4 cr.) to, Completion of Spanish 311.

Change prerequisites of SPAN 314: Survey of Latin American Literature (4 cr.) to Completion of Spanish 311.

2. Business Administration Department

Minor Change:

Cross-list MGMT 428 with TECH 428: Project Management (3 cr.)

Richard Peschke stated that cross-listing this course has been agreed to by the Technology department. MGMT 428 will be identical to TECH 428 so no new course proposal is needed. TECH 428 is scheduled to be offered once both fall and spring semesters and MGMT 428 is scheduled to be taught once each fall semester. This course will be an elective in Business Administration and Management.

The Committee had no concerns regarding cross-listing this course.

3. Multidisciplinary Studies:

Minor Changes:

The Committee had no objection to the following changes:

a. Change number and course description of MDS 132: Human Sexuality (4 cr.) to:

MDS 132A - 3 credits in Liberal Studies Division C
MDS 132B - 1 credit in Liberal Studies Division B

Midgarden explained that the New Center has offered these courses for variable Liberal Studies credits in the past. John Tandberg stated that because of the new MnSCU transcript, separate course numbers must be assigned in order to correctly list Liberal Studies credit on a student's transcript. Bev Wesley explained that she wishes to maintain this multi-disciplinary course with current liberal studies designations. New Center students receive Liberal Studies credit for these courses, while they are elective non-liberal courses for non-New Center students.

b. Change number and course description of MDS 232: Women's Role & Socialization in the 19th & 20th Century America (4) to:

MDS 232A - 2 credits in Liberal Studies Division C
MDS 232B - 1 credit in Liberal Studies Division D1

c. Change number and course description of MDS 205: Group Dynamics (4 cr.) to:

MDS 205A - 2 credits in Liberal Studies Division C
MDS 205B - 2 credits in Liberal Studies Division E

d. Add number, course description and prerequisite to MDS 123: Mathematical Ideas (2-4 cr.) so the course may be offered by taking the 4 credit course or as follows:

MDS 123A - 2 credits Fall Semester
MDS 123B - 2 credits Spring Semester

4. Speech/Language/Hearing Sciences Department
Major change:

Sanderson moved. Lane seconded to approve the following change:

Change course title, description and increase credits of SLHS 446: Clinical practicum:S/L (1 cr.) and SLHS 476: Clinical practicum:Aud (1 cr.) to:

SLHS 446: Undergraduate clinical experience (3 cr.)

Motion carried unanimously.

5. Speech/Language Pathology Program

The following changes were approved at the 3/4/99 Graduate Studies Committee meeting. These changes will increase the SLP Graduate Program credits from 40 to 48 total credits.

The Speech/Language/Hearing Sciences faculty were present to field questions. These changes will have no impact on faculty workload. Next year will be the transition period for students.

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

a. Change the number, title, course description and credits of the following courses:

SLP 643: Agency practicum (1 cr.)

SLP 644: University practicum: S/P (1 cr.)

SLP 645: Hospital practicum (1 cr.)

SLP 646: School practicum (1 cr.)

SLP 669: Internship (4 cr.)

SLP 676: Clinic practicum: audiology (1 cr.)

TO: SLP 646: Graduate Clinical Experience (1-4 cr.) Only for Academic Year 1999-2000

SLP 646: Graduate Clinical Experience (3 cr.) - Beginning Academic Year 2000-2001 for graduate students starting the program.

Motion carried unanimously.

6. Mass Communications

The Committee had no concerns regarding these minor changes:

a. Change title of MC 405: Reporting of Public Affairs (3 cr.) to: Computer Assisted Reporting.

b. Change title and course description of MC 492: Journalism Workshop to: Online Journalism Workshop.

Major Changes:

Sanderson moved. Scholl seconded to approve the following changes:

a. Increase credits of MC 492: Online Journalism Workshop (1-2 cr.) to: 3 credits.

- b. Change name of Integrated Journalism Emphasis to: Online Journalism
- c. Increase credits of Online Journalism Emphasis from 43 to 54 credits.

C.T. Hanson distributed a document listing the rationale for these changes.

Motion carried unanimously.

7. Technology Department

Midgarden explained that these changes are in response to the Accreditation Team's recommendations. Seltveit stated that the Industrial Technology Core Curriculum is being eliminated. The Construction Management Degree will be split from the Industrial Technology umbrella and thus become a new degree which will need MnSCU's approval.

The Committee had no objection to these minor changes:

Change course description and prerequisite of TECH 328: Construction Planning and Scheduling (3 cr.)

Major Changes:

Shimabukuro moved. Sanderson seconded to approve the following:

- a. Increase credits of TECH 412: Senior Project from 2 credits to: 2-3 credits. Change course description of TECH 412.

Seltveit explained that Construction Management students need this course as a 3 credit option. Enz Finken suggested making a separate course for those students instead of the variable credit option. The variable credit option attached to this course may be confusing to students. APAC members felt this was a good idea. Seltveit will work with John Tandberg on creating a new course number and course description for the 3 credit TECH course. (The new course is: TECH 496: CM Capstone Project - 3 credits).

Motion carried unanimously.

Sanderson moved to approve these four new Technology courses. Schmidt seconded.

- b. New Course Proposals:
 - 1. TECH 321: Construction Cost Analysis (3 cr.)
 - 2. TECH 422: Construction Law and Contracting (3 cr.)
 - 3. TECH 426: Construction Project Control (3 cr.)
 - 4. TECH 427: Construction Project Administration (3 cr.)

Seltveit distributed a document amending the TECH 422 Course Proposal (Item #12). The statement refers to the qualifications needed to teach the TECH 422 courses. This change came as a request from the Business Law faculty. Seltveit stated that the instructor must be someone with legal experience in the construction area.

Motion carried unanimously.

- c. Industrial Technology Core Curriculum:
Major changes:

Schmidt moved and Shimabukuro seconded to approve dropping these courses from the Technology Curriculum:

1. Drop ACCT 231: Principles of Accounting II (3 cr.) from the IT Core Curriculum, thus reducing the number of credits in each option (Construction Management, Industrial Distribution, Industrial Management, and General Technology.)
2. Drop TECH 412: Senior Project (2 cr.) from the Industrial Distribution, Industrial Management, and General Technology Options. Construction Management will retain TECH 412 and move the course to their technical course area.

Motion carried unanimously.

- d. Change the name of the B.S. in Industrial Technology to the B.S. in Construction Management

Lane moved. Shimabukuro seconded to approve of the name change.
Motion carried unanimously.

These changes will decrease the total credits of the four Options in Industrial Technology:

Construction Management	from 69 to 66 credits
Industrial Distribution	from 64 to 59 credits
Industrial Management	from 62 to 57 credits
General Technology	from 65 to 60 credits

7. Final Examination Policy Change

The APAC subcommittee (John Tandberg, Andrew Conteh and Richard Pemble) was appointed by APAC at the 2/3/98 meeting to review the current Final Examination Policy. That APAC subcommittee submitted the recommendations listed below to the Admissions and Advising Committee for their review.

1. No student should be expected to write more than two final examinations on the same day during the Final Class Schedule. Any student who has three exams on a single day as scheduled by the University may appeal to any of the instructors concerned to re-schedule one of the exams. Should the instructor(s) be unwilling to re-schedule the examination, the student may appeal to the Academic Dean of the appropriate college.
2. The last examination given in a course during the semester must be given during the Final Class Schedule as scheduled by the University. Classes must meet during the Final Class Schedule as scheduled by the University. Any exceptions to this policy must be approved by the Academic Dean of the appropriate college.
3. The Sub-Committee was unable to agree on a policy about exams during the week preceding finals, but it is possible that #2 above may address some of the concerns about exams during the last week of the semester.
4. Reinstate "Dead Week" -- No major exams given during the last week of classes.

The Admissions and Advising Committee recommendation is:

1. Items 1 and 2 are endorsed,
2. Item 3 is just an explanation and not part of the policy,
3. Item 4 was not endorsed.

The Committee discussed the recommendations made by the APAC Subcommittee and the Admissions and Advising Committee in regards to the Final Examination Policy.

Sanderson moved to approve #1 of the recommendation. Scholl seconded.

The Committee discussed how to make this recommendation official and to simplify the process for students who need to reschedule a final exam. Suggestions were to have a rescheduling card signed by the instructor or have the Dean's office reschedule the exam for the student. Tandberg stated that students have, in past years, rescheduled their exams directly with the instructor and only seek the Dean's assistance if a scheduling problem is evident. The Committee agreed that the student which has more than two finals in one day, to make arrangements with their instructor to reschedule one of the exams. Students may contact their Dean's office (area of their major) if problems arise due to scheduling conflicts.

Motion to approve #1 of the Final Examination Policy carried unanimously.

Sanderson suggested that evening classes complete their exams earlier in order to free up evenings during final exam week. This would allow final exams for common courses, such as MATH 127, to be held in the evening. Tandberg stated that moving exams to the evening might not work because of students' schedules.

Midgarden suggested obtaining feedback from faculty and students regarding the other Final Examination Policy recommendations. Scholl stated the Faculty Association could poll faculty. Midgarden stated that deans will place this item on the fall College meeting agenda, so faculty can exchange views with one another. Midgarden will bring this to a Student Senate meeting next fall, as well.

Meeting adjourned at 5:30 p.m.
Gloria Riopelle