

10-5-1999

## Academic Policy Advisory Committee meeting minutes, October 5, 1999

Moorhead State University

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APAC Minutes  
October 5, 1999

Members present: Midgarden, chair; Borchers, Borgeson, Conteh, Dalhouse, Dobitz, Enz Finken, Frederick, Goodman, Grineski, Jeppson, Klenk, Klindworth, Neuman Reed, Ruth, Sanderson, Shimabukuro, Strong, Thomas, Wingenbach.

1. Proposed Policy for Study Tours

(This item was deferred until Fall 1999 at the 5/4/99 APAC meeting as representatives from the MSU International Studies office were not able to attend the 5/4/99 APAC meeting. The APAC materials contained two versions of the proposed policy: 1) The one attached to Global Studies Committee minutes includes that committee's recommended revisions, and 2) the one attached to Dr. Enz Finken's comments is the version that the Global Studies Committee received and was asked to comment on. Neither is necessarily "final."

Jill Holsen requested input from the committee regarding the draft policy. Jill Holsen stated that the policy, once finalized, would be given to faculty who want to take students on study tours. Enz Finken, who has experience in conducting tours, stressed the need for this policy. She noted that two items were not addressed in the draft proposal: 1) what is the academic requirement of every tour, and 2) the reporting structure for faculty to follow (who signs the paperwork and authorizes the tours?). She said that currently there is confusion on which forms need to be completed and who is the authorizing signature on those forms. Discussion followed on which office should be the authority on approving these tours, who should be involved in the approval process, how budget procedures could be simplified and if approval of proposed tours should emulate the curriculum approval process. Holsen suggested that university tours be only offered for student credit. Tours that are for leisure should be conducted through a travel agency and not through the university.

The committee directed Jill Holsen to meet with the Global Studies Committee to establish forms and develop a specific process for University Study Tours. They will call upon expertise from the Business Office (Mark Rice) and from Continuing Studies (Nancy Kruse) to help with details. Shimabukuro suggested that Enz Finken also be involved in those meetings. Enz Finken stated that other faculty such as Gary Litt and Al Davis may also be interested in reviewing the proposed policy. The Global Studies Committee & Jill Holsen will return to APAC with their work product.

2. Elementary Education

Drop the minor in Elementary Education  
Sanderson moved. Conteh seconded to approve.  
Motion carried unanimously with no discussion.

3. Paralegal Program

Add ACCT 320: Employment Law (2-4 cr.) to the restricted electives for Paralegal majors.

Lane moved. Ruth seconded to approve.

Larry Nordick was present to answer questions. Dalhouse asked which version of the ACCT 320 course would be added (A, B or C). Nordick stated that he wants ACCT 320B, the 3 credit version.

Ruth amended the motion to ACCT 320B: Employment Law (3 cr.). Lane seconded the amendment.  
Motion as amended carried unanimously.

4. Recommendation to eliminate the last two submission deadline dates from the APAC schedule.

Midgarden reported that she had received no comments or concerns regarding eliminating the last two submission deadline dates from the APAC schedule. The APAC calendar will be revised and a notice will be sent to department chairpersons.

Meeting adjourned at 4:20 p.m.  
Gloria Riopelle