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Academic Policy Advisory Committee meeting minutes, May 2, 2000

Moorhead State University

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APAC Minutes - May 2, 2000

Members present: Midgarden, chair; Borchers, Borgeson, Conteh, Dalhouse, Davis, Dobitz, Dunkirk, Enz-Finken, Goodman, Jeppson, Klenk, Klindworth, Neuman, Reed, Ruth, Sanderson, Shimabukuro, Welken.

VP Midgarden thanked Larry Reed for his commitment to APAC and for chairing meetings in her absence when requested. This is Reed's last meeting because of retirement in June.

Correction to 4/6/00 APAC minutes: Riopelle (APAC secretary) mistakenly listed Jan Flack as Flagel.

1. Liberal Studies Assessment Committee (Action)

Proposed Student Learning Outcomes

(This item was discussed as a "hearing" at the 4/6/00 APAC meeting.)

Davis moved. Conteh seconded to approve the Student Learning Outcomes for Liberal Studies.

Borchers suggested adding "within the United States." to Division F1, Items 3 & 4. The Committee agreed to the addition.

Motion carried unanimously.

2. Teaching and Learning with Technology (undergraduate & graduate) Certificate Programs (Action) (A hearing was held on this item at the 4/6/00 APAC meeting.)

Ruth moved. Borchers seconded to approve. There was no discussion.

Major Changes:

New Courses:

(These courses were approved at the 3/27/00 Graduate Studies Committee meeting.)

(1) Ed 419/519 Creating Web-based Curriculum Materials, 2 cr.

(2) Ed 422/522 Electronic Resources: Issues and Practice, 2 cr.

(3) Ed 425/525 Methods of Computer Mediated Communications in Educ., 2 cr.

(4) Ed 428/528 Effective Use of Multimedia, 2 cr.

(5) Ed 431/531 Technology Troubleshooting for Macintosh, 1 cr.

(6) Ed 432/532 Technology Troubleshooting for Windows, 1 cr.

(7) Ed 434/534 Assessment of Technology-Enhanced Curricula, 2 cr.

(8) Ed 435/535 Infusing Technology into Mathematics, 2 cr.

(9) Ed 439/539 Infusing Computer Technology into Literacy Instruction, 2 cr.

(10) Ed 442/542 Infusing Technology into the Science Curriculum, 2 cr.

Action on Certificate Programs

Motion carried unanimously.

3. Business Administration Department

Ruth moved. Welken seconded to approve the new course MGMT 456: Project Management in Business (3 cr.)

Richard Peschke was present to answer questions. The registration edits currently listed on the proposal will be deleted in order to open registration of the course to all majors.

Motion carried unanimously.

4. Health and Physical Education Department

Minor changes:

Richard Bynum was present to answer questions.

The committee had no concerns with these minor changes:

Change title and course description of HLTH 110: Personal Health (3 cr) to: Personal Health and Wellness.

Change the name of Physical Education (Fitness and Sports Science) to: Physical Education (Exercise Science).

Major changes:

Conteh moved. Davis seconded to approve the new course PE 362: Middle School Methods in Physical Education (2 cr.). This course would be a requirement for the Physical Education (Teaching) degree.

Motion carried unanimously.

Sanderson moved. Goodman seconded to approve the other major changes as listed below:

Drop PE 211: Concepts in Physical Fitness (2 cr.) as a required course for the Physical Education (Teaching) and the Physical Education (Exercise Science) degree & drop it from the curriculum.

Drop PE 475: Administration of Physical Education (3 cr.) as a required course for the Physical Education (Teaching) degree. (This course will remain as an elective course.)

Add HLTH 110: Personal Health and Wellness (recent title & course description change) (3 cr.) as a required course to Physical Education (Teaching) & Physical Education (Exercise Science).

Motion carried unanimously.

These changes result in increasing credits of the Physical Education (Teaching) Minor from 26 to 28. (There is no change to the number of credits of the Physical Education (Exercise Science) major as was listed on the agenda.)

5. Proposed Changes to Course Grade Appeal Process and Form

Newman moved. Conteh seconded to approve the proposed Course Grade Appeal Process and Form.

Changes were made to the proposal based on APAC discussion and are attached. New language is in bold and underlined. Deleted language appears but has been “struck through” on the attached document.

Motion carried unanimously as edited.

Ruth asked if a designee, such as an associate dean, would be asked to act on grade appeals for the dean. Midgarden answered there will not be a designee; it is the dean’s job.

Midgarden stated that the new appeal will be published in the faculty and student handbooks, distributed campus-wide and made available on the MSU webpage.

6. “Dead” Week & Study Day Options

Midgarden stated that a Study Day was included in the 2000/2001 and 2001/2002 academic calendars. Study Day is listed as the last Thursday of semester classes, Friday and Monday-Thursday final exam days, with a Friday Commencement.

Discussion included:

- Should there be a Saturday commencement,
- The charge and membership of the Calendar Committee and the constraints involved in creating a calendar, such as TCU and bargaining union contracts,
- Length of our semester calendar (Tandberg stated that 15 semesters is the most common semester calendar in the country),
- Further discussion of creating a convocation hour,
- How the academic calendar is approved,
- The survey results of the colleges. (EnzFinken stated that Arts & Humanities was in favor of Option A and she thought that was because of the amount of written work faculty in the College had to read and grade at the end of the semester.)

Davis moved to recommend that each academic calendar include a study day the last Thursday of classes each semester, followed by Friday and Monday-Thursday as final exam days, with a Friday Commencement. Neuman seconded.

Motion carried unanimously.

Conteh moved that the APAC committee be involved in the deliberations of the Calendar Committee and that the academic calendar be brought to APAC by the Calendar Committee Chairperson for review and approval. Dunkirk seconded.

Midgarden stated that APAC could also ask the Calendar Committee to review items such as a convocation hour.

Motion carried unanimously.

Meeting adjourned at 5:00 p.m.

Gloria Riopelle