

5-1-2001

# Academic Policy Advisory Committee meeting minutes, May 1, 2001

Minnesota State University Moorhead

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May 1, 2001  
APAC Minutes

Members Present: Midgarden, chairperson; Borchers, Borgeson, Conteh, Edverson, Enz Finken, Gracyk, Jeppson, Klenk, Missiras, Neuman, Sanderson, Shimabukuro, Shreve, Weckler, Welken.

The order of the agenda was changed.

### **1. Mathematics Department**

Don Mattson was present to answer questions.

Sanderson moved. Weckler seconded to approve to reinstate of MATH 421/521: Actuarial Science I (1 cr.) to the Bulletin and change only the course description and prerequisites from the past course. (This course was deleted from the Bulletin 2 years ago).

Motion carried unanimously.

Shreve moved. Borchers seconded to approve deleting MATH 523: Actuarial Science II (1 cr.) from the Graduate Bulletin because the course no longer exists.

Motion carried unanimously.

### **2. Health Services Administration Change in Program Requirement**

Bruce Briggs was available to answer questions. Briggs distributed a letter from Dan Brekke, CSIS Chairperson supporting the change.

Borgeson moved. Borchers seconded to approve replacing CSIS 446: Decision Support Systems (3 cr.) with, MGMT 370: Management Information Systems (3 cr.)

Motion carried unanimously.

#### **Approve these courses for graduate credit:**

Weckler moved. Shreve seconded to approve the following courses:

HLTH 414/514: Health Services Planning and Evaluation (3 cr.)

HLTH 416/516: Health Services Management (3 cr.)

HLTH 418/518: Medical and Health Care Law (3 cr.)

HLTH 419/519: Financial Management of Health Care Organizations (3 cr.)

The committee discussed how these courses would be offered as part of the PHSA program (Item 3).

Motion carried unanimously.

### **3. Changes to the Master of Science in Public and Human Service Administration Program**

Jim Danielson was present to answer questions and reported to the committee on the changes proposed for this program.

Neuman moved. Missiras seconded to approve the following changes:

- Change name of degree to: Public, Human Service and Health Administration
- Three tracks: Public Administration, Human Service and Health Services

Danielson requested the following minor changes be made to the proposal:

- Under the Health Services track: Change the elective HLTH 415/515: Community Health (3 cr.) to: HLTH 416/516: Health Services Management (3 cr.)

Motion carried unanimously.

#### **4. English Department**

Sandy Pearce was present to answer questions and explained that transfer students who have completed fewer than 6 semester credits and need only 1 or 2 credits to reach 6 credits, will request permission from the English chairperson or the Freshman English Director to enroll in ENGL 104. The student would be placed in an English 101 or 102 course to complete the curriculum they are lacking. The instructor would be aware of the student's needs and would monitor the student's attendance in the course.

Weckler moved. Shreve seconded to approve changing ENGL 290, which was approved at the 3/20/01 APAC meeting to: ENGL 104: Freshman Composition and Literature (1-2 cr.), with a new course description. Motion carried unanimously.

The Registrar's Office will add a note to a student's transcript if s/he has fewer than 6 credits in freshman English. This will alert the student and their advisor in a timely manner. Pearce would like to see ENGL 104 added to the Liberal Studies brochure.

#### **5. Change the Graduation Honors Requirement to Students who complete at least 43 credits at MSUM as candidates for baccalaureate degrees may graduate with honors. (This was discussed at the 4/17/01 APAC meeting.)**

The committee discussed the following regarding this proposal:

- data from John Tandberg regarding who would receive honors if the requirement was changed,
- if the credit requirement should be changed (suggestions were 43, 48, 60 credits),
- how many credits a student needs to be considered full-time for financial aid,
- how students are honored at graduation by their departments and honor societies,
- how department honors are defined,
- if department honors are explained in the commencement program,
- how the requirement affects transfers students,
- grade inflation and GPA standards,
- if other university policies should be reviewed,
- and if this proposal has been discussed with departments and students.

The committee decided that this proposal should be reviewed and discussed by all departments fall semester 2001. Departments will be supplied with Tandberg's data and a concise summary of the APAC discussion. , Departmental feedback will return to APAC after departments have reviewed the information and the proposal.

## **6. Graduate Studies Recommended Revisions on Degree Requirements**

Dorothy Suomala was present to answer question. She explained that the revisions clarify plus/minus grading and GPA requirements. These revisions will be published in the graduate bulletin when it is reprinted.

Welken moved. Weckler seconded to approve.

Motion carried unanimously.

## **7. Revised School of Business Admission Policy**

George Sanderson was present to answer questions. He stated that the policy was approved at the 3/20/01 APAC meeting, but it was reviewed after the Fall 2001 pre-registration and the departments of Business Administration and Accounting decided that the policy needed to be revised.

Shreve moved. Shimabukuro seconded to approve the revised School of Business Admission Policy.

Motion carried unanimously.

(The policy is attached to these minutes.)

## **8. Policy for Development of a Bilateral Exchange Program (This item was tabled at the 3/6/01 APAC meeting)**

The policy was sent to Department Chairpersons and Deans for their comments on the policy. The committee discussed the responses (there were only 2), and decided that even though this policy lacked a formal process, it does require departments to receive approval prior to implementing an exchange program. The committee requested that the Director of International Programs create forms and bring them to an APAC meeting by the end of September, 2001 for approval so that the formal process of this policy can be completed.

Neuman moved. Welken seconded to approve the policy with a few minor changes.

Motion carried unanimously.

The committee discussed the responsibilities of the International Programs Office and asked if the distribution of procedures/forms for Bilateral Exchange Programs should be added to those responsibilities. They requested a description listing the responsibilities of the International Programs Office. The following suggestions came from members of the committee:

- Charge a Task Force of faculty members experienced in exchange programs to create a formal process.
- Conduct an internal audit of the International Programs Office.
- Create an instruction booklet for Bilateral Exchange Programs.

## **9. Other**

It was agreed that the minutes of this meeting will be sent electronically to members, who will then respond electronically regarding the accuracy of the minutes.

Meeting adjourned at 6:00 p.m.

Gloria Riopelle

## MINNESOTA STATE UNIVERSITY MOORHEAD SCHOOL OF BUSINESS ADMISSION POLICY

Beginning Fall 2001, MSUM students pursuing any School of Business major must be admitted to the School of Business before they may enroll in any upper-level School of Business courses except Finance 340, Management 360, and Marketing 310. Enrollment in any of these three classes simply requires completion of at least 44 semester credits and course prerequisites.

### Admission to the School of Business

**Admission** to the School of Business enables students to register for other upper-level School of Business courses and to pursue any School of Business major or minor.

- Students who had officially declared a School of Business major and were taking MSUM classes prior to Fall 2001 need not apply; they will be considered admitted. However, an admission application will be required if a student is readmitted after an enrollment break of at least one semester.
- Students who first take classes at MSUM Fall 2001 or later and students who officially declare any School of Business major Fall 2001 or later must apply for admission. The **student-initiated application** must be approved by the Chair of the department offering the major. The application must provide evidence of:
  1. An overall GPA of at least 2.25 (Includes all MSUM courses and courses accepted in transfer).
  2. Completion of, or current enrollment in, the 60<sup>th</sup> semester credit.
  3. Completion of, or current enrollment in, the following MSUM courses or equivalent courses.

Accounting 230 & 231	Computer Science 103
Economics 202 & 204	English 101 & 102
Mathematics 229 & 234	Psychology 113 or Sociology 110
Speech 100	

### One-Semester Enrollment for School of Business Majors

Students completing requirements for admission to the School of Business may apply for **one-semester enrollment** privileges to take upper-level School of Business courses. A **student-initiated application** must be approved by the student's academic advisor. This privilege is for one term (Fall, Spring, or Summer) and will be granted only once. Students must then apply for admission and be approved before registering for upper-level classes in any subsequent term.

### Non-Business Majors Seeking a School of Business Minor

Non-business majors seeking a School of Business minor must declare their intent in writing to the Chair of the department offering the minor. These students may enroll in Fin 340, Mgmt 360, and /or Mktg 310 if they have completed at least 44 credits by the time of registration and also meet specific course prerequisites. Enrollment in other upper-level School of Business courses will require that a "program override" be obtained from the Chair of the department offering the course. A maximum of 21 upper-level School of Business credits may be taken without applying for admission to the School of Business. Students who subsequently decide to pursue a School of Business major:

- Must apply for admission to the School of Business

- Must enroll in at least 50 percent of the business credits (Core + Major) at MSUM **after admission**.

***Enrollment in Upper-Level School of Business Courses by Non-Business Majors and Minors***

Several courses offered by the School of Business have been identified by other departments as required or elective courses for students in non-business programs. Students may complete a maximum of 21 upper-level credits without seeking School of Business admission. These students may enroll in upper-level School of Business courses as follows:

- Students who have completed 44 semester credits and who also meet the specific course prerequisites may register for the following courses without any special permission: Fin 340, Mgmt 360, Mktg 310.
- Students whose departments/programs have identified other upper-level accounting or business courses as required or elective courses may obtain a "program override" either from the Chair of their major department or from the appropriate Accounting or Business Administration Chair. Students are expected to have at least junior standing and meet course prerequisites when taking each course.

Students who subsequently decide to seek a School of Business major:

- Must apply for admission to the School of Business.
- Must enroll in at least 50 percent of the business credits (Core + Major) at MSUM **after admission**.

Approved by APAC 5/1/01