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# Academic Policy Advisory Committee meeting minutes, May 7, 2002

Minnesota State University Moorhead

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**APAC Minutes**  
**May 7, 2002**

Members present: Midgarden, chairperson; Borchers, Bolduc, Conteh, Dobitz, Edvenson, Enz Finken, Flack, Gess, Jeppson, Max, Mills, Missiras, Schwartz, Shreve, Stockrahm, Strong, Weckler.

**1. Approval of the April 16, 2002 APAC Minutes**

Conteh moved. Schwartz seconded to approve.  
Motion carried unanimously.

**2. Graduating with Honors Policy (Action)**

(This policy has been discussed at the 4/17/01, 5/1/01 and 10/2/01 APAC meetings. A subcommittee was formed at the 10/2/01 APAC meeting to review the policy. They made the following recommendation to APAC at the 4/16/02 meeting. Their proposal was also submitted and approved by the Student Senate.)

Bolduc moved. Conteh seconded to approve the subcommittee's recommendation as it was recorded in the April 16, 2002 APAC minutes:

The subcommittee recommends no changes to the Graduation with Honors policy, except they do recommend the listing of membership in departmental honor societies on transcripts when those honors have been conferred by a nationally recognized organization with academic achievement at a specified level required for membership.

Motion carried unanimously.

**3. International Studies Major (Action)**

This proposal was discussed at the 4/16/02 APAC meeting. Members of the Global Studies Committee were present to answer questions. Proof of written consultation with departments was circulated at the meeting for APAC's review. Judy Strong added documentation from the Philosophy department to the material. Strong answered questions that were raised at the 4/16/02 APAC meeting:

- ❖ When, during the students coursework, would the thesis committee be formed: The thesis committee would be formed at the beginning of the student's entrance into the program, in consultation with the student's advisor and most likely in the student's junior year.
- ❖ The upper-level writing requirement for this major should be more than just the final thesis: The course INTL 400: Global Experience (1-2 cr.) requires a major paper. Other writings would also be required.
- ❖ How students would finance the international experience: Students could finance the international experience through financial aid, loans or however they fund their college costs. Inexpensive experiences, such as Portsmouth, would be available to them. It was noted that MSUM is an ISP member so tuition and housing is paid to the home institution. Travel and spending money is paid for by the student.
- ❖ Which college/department would house this major: The major will be housed in the College of Social and Natural Science. A programmatic committee will be created to oversee the major.
- ❖ Proof of consultation from other departments: This information was made available to APAC members prior to the meeting. It was also circulated at the meeting.

Conteh thanked Judy Strong on behalf of the Global Studies Committee for her leadership in developing this major.

Motion to approve the International Studies Major carried unanimously.

**4. Department of Nursing**

Increase credits of NURS 362: Transcultural Nursing from 2 to 3 cr. Also change course description. (This course was tabled at the 2/19/02 APAC meeting because the course instructor was not able to be present to answer questions regarding the text used for the course.)

The required reading list was distributed to APAC members with the 5/7/02 agenda material. Jane Bergland was present to answer questions and distributed the recommended reading list to APAC at the meeting.

Weckler moved. Schwartz seconded to remove the motion from the table.  
Motion carried unanimously.

**5. English Department – Master of Fine Arts Degree**

SuEllen Shaw, Sandy Pearce and Dorothy Suomala were present to answer questions.

Missiras moved. Bolduc seconded to approve the new course:  
MFA/Engl 674: Teaching Composition and Literature (3 cr.) (This course was approved at the 4/10/02 Graduate Studies Committee meeting.)  
Motion carried unanimously.

**6. Business Administration and Accounting Departments School of Business Admission Policy**

Dean Carol Dobitz was present to answer questions. She stated that the additional language is clarification of the process for students who are not business majors and an appeal policy. She noted that an appeal policy has not been needed thus far, however, it is appropriate to establish an appeal process with this type of policy.

Bolduc moved. Borchers seconded to approve adding the following paragraphs to the School of Business Admission Policy:

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 wish to taken an upper-level accounting or business course but are not required to do so by their major may take the course if they meet the course prerequisites. A “program override” will need to be obtained from the appropriate Accounting or Business Administration department chair. Students are expected to have at least junior standing when taking each course.

Any student who believes that his or her admission to the program or registration for an upper-level accounting or business course was not evaluated properly may file an appeal with the Dean of the College of Business and Industry. The Dean’s decision shall be final.

Motion carried unanimously.

**7. Liberal Studies Review Process (Discussion only)**

Russ Colson was present to answer questions regarding the following:

- 1) a suggested schedule for getting departmental input into the process for reevaluation assessment,
- 2) a suggested process for reevaluation and assessment, and
- 3) a suggested form for departments to use for each liberal studies course that is reevaluated.

The review of a department's liberal studies courses will be tied to the department's six-year departmental review process. The review will both reevaluate the course for continued liberal studies designation and assessment of how well the course achieved its liberal studies goals. The Liberal Studies Committee will consider each course given liberal studies credit and determine whether it should retain liberal studies designation. The Liberal Studies Committee will respond with its recommendations to APAC by the end of the next semester following the committee's receipt of the report. The Liberal Studies Committee will make the assessment data for liberal studies courses available to the institutional assessment committee.

The following items were discussed:

- ❖ The timeline and process.
- ❖ The types of documentation departments need to provide as part of the evaluation process to prove that the course achieves its liberal studies goals.
- ❖ How long the evaluation and assessment information will be collected.
- ❖ The process if a course does not meet the Liberal Studies requirements.
- ❖ How departments will be informed of the timeline and review process.

Colson stated that the Liberal Studies Committee members will meet with departments scheduled for six-year program reviews early fall semester to answer questions regarding the process and form. They will also present the process and form at an all chairpersons' meeting early fall semester 2002.

#### **8. University Policy on Course Syllabi and Student Absences**

An APAC subcommittee was formed to recommend an MSUM policy on Course Syllabi and Student Absences to APAC next year (2002/2003). This is in response to the MnSCU Board Policy 3.22 implemented on July, 1998. The APAC subcommittee members are:

Dean Ed Mills, Chairperson  
Steven Bolduc, Economics  
Jarilyn Gess, Multidisciplinary Studies  
Roberta Shreve, Elementary & Early Childhood Education  
Jerry Stockrahm, Mathematics  
James Weckler, Languages  
Student, APAC Member 2002/2003

#### **9. Multidisciplinary Studies Department**

Margaret Klindworth and Dennis Jacobs were present to answer questions.

There were no concerns with the following changes:

Change the course descriptions of MDS 123A & MDS 123B: Mathematic Ideas (both 2 cr.)

Approval of MDS 190: Academic Writing with Technology (3 cr) for Liberal Studies Division E for one-semester. (This was approved at the 4/26/02 Liberal Studies Committee meeting.)

Weckler moved. Conteh seconded to approve the change in the APAC Manual policy pertaining to New Center students.

The current policy states:

To fulfill their liberal studies divisional requirements, New Center students must complete courses in other departments. No liberal studies division requirement can be fulfilled with New Center courses only.

The new statement would be:

To fulfill their liberal studies divisional requirements, New Center students must complete courses in other departments. New Center students must complete English 102 or equivalent and courses in other departments in a minimum of three additional different liberal studies divisions.

Weckler moved to amend the new statement. Gess seconded.

The amendment reads:

To fulfill their liberal studies divisional requirements, New Center students must complete courses in other departments. New Center students must complete English 102 or equivalent and courses in other departments in a minimum of ~~three~~ **two** additional different liberal studies divisions.

Motion to amend the statement carried unanimously.

Motion to approve the new statement as amended carried with 2 abstentions. (Conteh asked if the Multidisciplinary Studies department should revisit the amendment with their faculty members. It was noted that the department was agreeable to the change of two, three or four additional different liberal studies divisions prior to the APAC meeting.)

The vote changed to only 1 absention.

## 10. Music Department

Ruth Dahlke, James Harley, Mike Missiras, Jenny Olson and Rodney Rothlisberger were present to answer questions.

Schwartz moved. Flack seconded to approve the Music department Concert/Convocation Attendance Requirement.

The committee discussed the following:

- ❖ How this would effect the implementation of a possible university attendance policy next year: It was noted by the music faculty present that this would be a music department requirement and would only effect students majoring in music.
- ❖ The grading method and process of recording attendance: Attendance will be recorded each year on the student's transcript and monitored by their advisor. Community concerts can be substituted.
- ❖ The penalties for non-attendance and appeals process: The requirement will be implemented fall semester 2002 so the music department will monitor any changes that need to be addressed regarding the requirement. Music faculty agreed to return to APAC in the future to report on how the requirement is functioning for the students.
- ❖ A convocation hour: The music department has an hour on Friday at 1:00 p.m. scheduled for convocations.
- ❖ If this requirement is similar to other music programs: There are similar requirements at other institutions. The proposed MSUM requirement is less restrictive then some.

Motion carried unanimously.

There were no concerns with the following change:

Reduce MUS 335: Organization of the Instrumental Music Program from 2 to 1 credit and change in prerequisites to MUS 300 and any three of MUS 231, 232, 233, 234, 235.

Weckler moved. Edvenson seconded to approve the following new courses:

MUS 384: Concert Recording and Sound Reinforcement (2 cr.)

MUS 391: Writing Seminar in Music (1 cr.)

MUS 463: Projects in Composition for Film and Multimedia (1-2 cr.)

Motion carried unanimously.

Conteh moved. Gess seconded to approve the changes to the B.S. in Music Education-Vocal K-12. The Teacher Preparation Committee had not reviewed the changes.

Shreve moved to table until the Teacher Preparation Committee has reviewed the changes. Schwartz seconded.

Motion to table carried unanimously.

**11. Grade Appeal and Academic Dishonesty**

Carol Dobitz was present to answer questions regarding the changes to the Grade Appeal policy. The Student Senate supports the change. The change will enable the grade appeal policy to be used in situations in which the grade is awarded because of academic dishonesty.

Shreve moved. Conteh seconded to approve the change in language in Part C of the current grade appeal policy:

The current language reads:

- C. A student may not appeal a grade reduced for academic dishonesty through the Course Grade Appeal policy but must follow the process described under Academic Dishonesty.

The new language reads:

- C. A student may appeal a grade reduced for academic dishonesty through the Course Grade Appeal Policy.

Motion carried unanimously.

The faculty could choose to file a complaint with the Student Conduct Committee alleging academic dishonesty in addition to, or in lieu of changing the student's grade. Dobitz stated that VP Warren Wiese will review the current student policy on academic dishonesty for revisions that would clarify the separation of the policies.

Meeting adjourned at 5:15 p.m.  
Gloria Riopelle