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Academic Policy Advisory Committee meeting minutes, September 17, 2002

Minnesota State University Moorhead

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APAC Minutes
September 17, 2002

Members present: Jeppson, chairperson; Bolduc, Borchers, Conteh, Dobitz, Enz Finken, Gess, Max, Mills, Schwartz, Shaw, Shreve, Wallert, and Weckler.

Members absent: Flack, Midgarden, Quigley, Ruth, Stockrahm, Strong.

1. **Introduction of members**
   Members introduced themselves. One member has resigned due to a scheduling conflict. (To-date, two students have not been appointed to the committee yet.)

2. **2002/2003 APAC Meeting Schedule**
   ❖ If there are no agenda items for a particular meeting, it will be cancelled
   ❖ Meetings may be added during spring semester

3. **APAC Website:** http://www.mnstate.edu/acadaff
   ❖ The website has links to the APAC manual, committee membership, meeting schedule, submission deadlines, forms, agendas & minutes.

4. **Role of the Academic Policy Advisory Committee**
   ❖ Committee members are representing the faculty and university as a whole and should review proposals with a university perspective.
   ❖ Recommendations made by this committee often become university policy.
   ❖ Read agenda materials prior to the meetings. Ask questions if you don't understand a proposal.
   ❖ Call those who have prepared the proposal if you have questions or to clarify issues.
   ❖ All questions are relevant. Members should be receptive to those who ask questions and they should not be perceived as disapproval of a proposal.
   ❖ Discussion of university policies can come from APAC members.

The committee discussed concerns related to recruiting faculty members to serve on the APAC committee. They also discussed clarifying APAC procedures so that proposals include the appropriate information and approvals prior to APAC's review.

Bolduc moved to create an APAC subcommittee to review APAC policies and procedures. Shreve seconded.
Motion carried unanimously.

Members of the Policy and Procedure APAC subcommittee are:
James Weckler, Chairperson
Kathleen Enz Finken
Andrew Conteh
Carol Dobitz

5. MnSCU Course Syllabi Policy

At the May 7, 2002, APAC meeting, a subcommittee was formed to recommend an MSUM policy on Course Syllabi and Student Absences to APAC in 2002/2003. This is in response to the MnSCU Board Policy 3.22 implemented on July, 1998. (The MnSCU policy on course syllabi can be reviewed at the following website: http://www.mnscu.edu/Policies/322.html)

The APAC subcommittee members to Develop Policy and/or Procedure Recommendations for Course Syllabus and Student Absences are:

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

The following charge was distributed to APAC members:

Course Syllabus Policy and Procedures:

1. Define the minimum components for a syllabus at MSU Moorhead. That is, are there any other common elements every syllabus must contain in addition to those required by Board policy; namely, course title, course description, prerequisites, total credits, lecture/lab breakdown, student learning outcomes, and the standards for evaluation of student learning (grading policy).

2. Develop institutional procedures that address the issues raised in Part 3 and Part 4 of the Board policy.

Student Absences Policy:

Background: MSU Moorhead currently has two published policies on student absences, one in the faculty handbook and the other in the student handbook. They are not exactly the same, and experience has shown that even the language they share is unclear, which has led to problems between faculty and students.

Charge to the Subcommittee of the APAC:

3. Propose a single policy for student absences at MSU Moorhead that clearly addresses which categories of absences are excused absences and what documentation must be provided to the instructor to verify that an absence falls into a particular category.
4. Clarify what students can expect with regard to make-up work in the case of an excused absence.
5. Address the situation where a student is required to attend an official university event scheduled during another of the student's classes and the student's grade will be affected adversely in each class if the student cannot be in two places simultaneously.

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The work of the subcommittee is to be completed spring semester, in time for recommendations to complete the governance process prior to May commencement.

>   Bolduc moved to accept the charge to the APAC Subcommittee to develop policy and/or procedure recommendations for course syllabus and student absences. Gess seconded.
>   Motion carried unanimously.

Meeting adjourned at 4:30 p.m.

Gloria Riopelle