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## Academic Policy Advisory Committee meeting minutes, April 1, 2003

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## **April 1, 2003 APAC Minutes**

Members present: Tandberg, Chairperson; Bolduc, Borchers, Conteh, Dobitz, Enz Finken, Flack, Gess, Jeppson, Max, Olerud, Quigley, Shaw, Shreve, Simpson, Stochram, Strong, Wallert, Weckler.

Members absent: Midgarden, Mills, Ruth, Schwartz.

John Tandberg introduced Justin Simpson, the new student representative on APAC. Justin is a student senator. He will replace Stoichev on the committee.

### **1. Approval of the 3/25/03 APAC minutes.**

Conteh moved. Wallert seconded to approve the 3/25/03 APAC minutes.  
Motion carried unanimously.

### **2. Women's Studies Program**

Susan Imbarrato was present to answer questions.

Bolduc moved. Borchers seconded to approve  
Temporarily change PHIL 314: Introduction to Feminist Theory (Liberal Studies D designation – 3 cr.) to: HUM 395: Intro to Feminist Theory (3 cr.) for the Summer Session and Fall 2003.  
This request was approved by the Liberal Studies Committee.

Bolduc moved to amend the motion to “temporarily grant transfer of the Liberal Studies D Designation from PHIL 314 to HUM 395 for Summer Session and Fall 2003.”

Weckler seconded.

Motion to amend carried unanimously.

Motion to approve the request as amended carried unanimously.

### **3. Educational Leadership**

Denny Van Berkum was present to answer questions.

(This was approved by the Graduate Studies Committee.)

Bolduc moved. Conteh seconded to approve changing the credits of ED 697: Individual Study in Education/Portfolio Option from 2 credits to: 697A (1 cr.) & 697B (1 cr.)

The committee requested that each course have separate course numbers (instead of letters) and to provide new course descriptions for both courses.

Weckler moved to table. Shaw seconded.

Motion to table carried with one opposed.

### **4. Paralegal Department**

Larry Nordick was present to answer questions.

The following minor changes were discussed. There were no concerns with the following changes:

- ❖ Change course title of PARA 310: Civil Procedure (3 cr.) to Civil Procedure I
- ❖ Change course title of PARA 410: Litigation Methods (3 cr.) to Civil Procedure II
- ❖ Change course title of PARA 405: Estate Planning and Probate Methods (3 cr.) to Probate and Estate Planning
- ❖ Change the course description of PARA 430: Administrative Advocacy (3 cr.)
- ❖ Reduce the credits and change the course title of PARA 346: Public Benefits II from 4 to 3 and to Public Benefits.

Major Changes:

Enz Finken moved. Wallert seconded to approve the following:

- ❖ Elimination of the restricted electives category.

Motion carried unanimously.

Enz Finken moved. Bolduc seconded to approve the following:

- ❖ Distribution of credits (35 in the required core, 12 in one area of emphasis, and 3 in one other area of emphasis; 50 total.)

Motion carried unanimously.

Shaw moved. Shreve seconded to approve the new course proposal:

PARA 416: Elder Law (3 cr.)

Nordick distributed letters of support from Bruce Briggs (HSA), Jim Svobodny (Social Work) and Joel Powell (Criminal Justice).

Motion carried unanimously.

Enz Finken moved. Wallert seconded to approve the following changes:

- ❖ Delete Public Interest Emphasis
- ❖ Probate/Tax Emphasis retains the current four courses and adds the new course PARA 416: Elder Law (3 cr.)
- ❖ Changes to the Civil Litigation Emphasis
- ❖ New Commercial Law Emphasis
- ❖ Changes to the Criminal Litigation Emphasis

Motion carried unanimously.

## **5. Task Force Recommendation on Syllabi and Student Absences – Proposed Policy & Syllabus Template**

Weckler reported on the Syllabi Template that the Task Force created. He stated that the template can be used as a guide for new faculty or for faculty who don't currently have a syllabus. He stated it modeled the syllabus template the education department submitted to the Board of Teaching last year. The following was discussed:

- ❖ If each faculty member must use the template to create their syllabus.
- ❖ Adding items to the template such as attendance policy, student responsibility, student learning outcomes, the Academic Dishonesty policy, faculty &/or department website and course outline to the template.
- ❖ If the syllabus template will be part of the approved policy.
- ❖ Each item listed on the template was reviewed and the committee decided if the item was either MnSCU required, MSUM required or optional on a syllabus.

Dean Jeppson stated that the MnSCU 3.22 policy states that each university shall establish institutional procedures which assure that each student enrolled in a course shall be provided a course syllabus within a maximum of one week from the first class meeting. Tandberg read the charge given to the Task Force at the 9/17/02 APAC meeting which states as follows:

### **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.

Dobitz suggested that the syllabus template be referred to in the policy but not detailed in the policy.

The Task Force will revisit establishing an institutional procedure which assures that each student enrolled in a course shall be provided a course syllabus within a maximum of one week from the first class meeting as stated in MnSCU policy for the 4/15/03 APAC meeting.

Bolduc moved to table. Olerud seconded.  
Motion to table carried unanimously.

The order of the agenda was changed so that the Academic Calendars for 2004/2005 and 2005/2006 could be acted on.

### **6. Academic Calendars for 2004/2005 and 2005/2006**

John Tandberg answered questions regarding the calendars. Judy Strong temporarily replaced him as committee chair in order to take action on the calendars.

Olerud moved. Shreve seconded to approve the Academic Calendars for 2004/2005 and 2005/2006.

Tandberg reported the following:

- ❖ The 2004/2005 and 2005/2006 calendars list a Fall Breather/Inservice Day. The 2003/2004 Academic Calendar does not include a Fall Breather/Inservice Day but one could be added on October 10, 2003.
- ❖ The calendars are coordinated with NDSU's & Concordia's calendars but not with the local public schools' calendars.
- ❖ The number duty days are determined by the IFO contract.

The committee discussed the following concerns:

- ❖ Faculty do not have enough time to submit semester grades after final exams.
- ❖ Spring semester Monday night classes do not meet until the third week of the semester because of Martin Luther King day.
- ❖ The fall breather makes it difficult to schedule labs for the Biology department.

Motion to recommend approval of the calendars carried with one opposed.

## **7. Task Force Recommendation on Student Absences**

Weckler moved. Shreve seconded to approve the Attendance Policy.

Bolduc reported on the proposed policy and stated that faculty members need to make their students aware if attendance is required in their classes.

The committee discussed the following:

- ❖ Students should be made aware of the required extra curricular events for a class prior to enrolling in the course. Often they are told about the required extra curricular events a few weeks into the course and are unable to attend because of other commitments. That information should be included in the course description, web registration and in the syllabus.
- ❖ Students should not enroll in courses that overlap in class times.
- ❖ Faculty some times do not allow students who have to attend required field trips for other classes to make up missed coursework or tests.
- ❖ Create an appeal process for those types of situations.
- ❖ Do faculty have the right to send students on required field trips when the students have other classes that conflict?
- ❖ MSUM does not have a specific absence policy but the recommended policy is that if the student misses the number of times a class meets per week, the instructor may lower the student's letter grade by one.
- ❖ An instructor's attendance policy must be stated on his/her syllabus and filed in the Office of Academic Affairs.
- ❖ The recommendation on student absences should be discussed with the Student Senate prior to action by APAC.

Bolduc stated that the Task Force will revisit the proposal and bring it to the next Student Senate meeting prior to returning to APAC.

Bolduc moved to table. Enz Finken seconded.  
Motion to table carried unanimously.

The remaining items will be discussed at the 4/15/03 APAC meeting.

## **8. Task Force Recommendation on APAC forms and process.**

### **9. Institutional Research Board Update**

(This was discussed at the 12/3/02 APAC meeting and tabled until the document had been reviewed by MnSCU legal counsel.)

Olerud moved to adjourn. Enz Finken seconded.  
Motion to adjourn carried unanimously.

Meeting adjourned at 5:50 p.m.  
Gloria Riopelle

**NOTE:**

An APAC meeting is added to the schedule for Tuesday, April 29 at 3:30 p.m. in CMU 203. The deadline to submit proposals for that meeting is Thursday, April 17.