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Academic Policy Advisory Committee meeting minutes, April 29, 2003

Minnesota State University Moorhead

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April 29, 2003 APAC Minutes

Members present: Midgarden, chairperson; Bolduc, Borchers, Conteh, Dobitz, Enz Finken, Flack, Gess, Jeppson, Mills, Olerud, Quigley, Schwartz, Shaw, Shreve, Stockrahm, Wallert, Weckler.

Members absent: Max, Ruth, Simpson and Strong.

1. Approval of the April 15, 2003 APAC minutes

Wallert moved. Bolduc seconded to approve the April 15, 2003 minutes.
Motion carried unanimously.

2. Reducing the number of credits currently required to earn a Bachelor of Science in Nursing Degree

Barb Matthees and Donna Heald were present to answer questions.

Shaw moved. Shreve seconded to approve reducing the Bachelor of Science in Nursing degree from 128 to 120 credits as requested by the Nursing department.

Departments that offer Bachelor of Science degrees were asked if they wanted to propose a credit reduction in their degree. The Nursing department was the only department that requested a change in their BSN.

Motion carried unanimously.

3. Task Force Recommendation on Syllabi and Student Absences – Proposed Policy & Syllabus Template

(This proposal was tabled at the 4/1/03 APAC meeting.)

Shreve moved to remove these items from the table. Conteh seconded.

Syllabus Template:

Weckler reported that the revised syllabus template includes items that are required by MnSCU policy. The committee also included optional/suggested items on the template that MSUM faculty may include on their syllabus that may be helpful to students. The MnSCU Policy is available for review at the following website: <http://www.mnscu.edu/Policies/322.html>

The committee added wording to the template for clarification purposes. After the syllabus template has completed the governance process, VP Midgarden will send it to the campus community along with a copy of the MnSCU policy.

Student Absences:

Bolduc reported on the changes made to the Student Absence Policy since the 4/1/03 APAC meeting. The committee discussed the following items and made changes to the policy:

- ❖ The military withdrawal policy must be followed when those type of absences occur.
- ❖ If student organizations are included in the policy and if they would be granted prior approval to attend an event.
- ❖ The current policy is vague. Field trips/events are required in some courses and the most contentious situation is when students must miss another class to attend a required out-of-class event.
- ❖ Students have the freedom to attend events that are not preauthorized and miss class but must face the consequences that occur because of that choice.
- ❖ What is a reasonable number of absences from a class.

- ❖ Faculty should announce extracurricular events during the first week of class so students can arrange their schedules accordingly. The syllabus template indicates that faculty must

include extracurricular events along with dates/times on their syllabus, when that level of detail is known.

Motion to approve the Syllabus Template and the Student Absences Policy, as amended by the committee, carried unanimously.

Midgarden stated that APAC will receive an update regarding the effectiveness of these proposals at the end of the 2003/2004 academic year.

4. 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. This is a carryover item from the 4/1/03 APAC meeting.)

Schwartz moved to untable the IRB revisions. Conteh seconded.

Dorothy Suomala was present to answer questions. The IRB Policy revisions were sent to Scott Goings, MSUM's representative at the Office of the Minnesota Attorney General, for review and comment. The committee reviewed his response.

Motion to approve the IRB revisions carried unanimously.

The order of the agenda was changed to accommodate schedules.

5. Counseling & Personal Growth Center

Elizabeth Evenson and Deb Seaburg were present to answer questions.

Bolduc moved. Gess seconded to approve the new course:

PDEV 105: Emotional Intelligence (1 cr.)

Motion carried unanimously.

(It was noted that proof of consultation with departments should be in written memo format and should not include e-mail messages.)

6. Languages & Cultures Department

The committee had no concerns with the following:

The following courses were approved for Liberal Studies E Designation at the 4/3/03 Liberal Studies Committee meeting:

SPAN 251: Intermediate Spanish Conversation I (3 cr.)

SPAN 252: Intermediate Spanish Conversation II (3 cr.)

SPAN 351: Advanced Spanish Conversation (3 cr.)

7. Political Science Department

The committee had no concerns with the following:

The following course was approved for Liberal Studies F Designation at the 4/3/03 Liberal Studies Committee meeting:

POL 265: International Protection of Human Rights (3 cr.)

8. Social Work Department

Jim Svobodny was present to answer questions.

Borchers moved. Gess seconded to approve dropping SW 105: Crisis Intervention (1 cr.) from the course listings in the Bulletin.

Motion carried unanimously.

9. Women's Studies Program

Susan Imbarrato and Susanne Williams were present to answer questions.

Wallert moved. Borchers seconded to approve adding MC 415: Gender and Media (3 cr.) as an elective to the Women's Studies Minor.

Motion carried unanimously.

10. Paralegal Department

Larry Nordick was present to answer questions.

Enz Finken moved. Weckler seconded to delete the following courses:

PARA 345: Public Benefits I (4 cr.) and PARA 415: Public Law Methods (3 cr.)

Motion carried unanimously.

11. Multidisciplinary Studies Department

Margaret Klindworth, Beth Virtanen-Armstrong and Yahya Frederickson were present to answer questions.

The committee had no concerns with the following:

This course was approved for Liberal Studies B Designation at the 4/10/03 Liberal Studies Committee meeting:

MDS 290: Science of Human Genetics (4 cr.)

Proof of consultation with the Department of American Multicultural Studies and Humanities was provided to APAC. The committee had no concerns with the following:

Change the course title of MDS 178: Reading Multi-Cultural Literature (3 cr.) to: World Cultures through Literature. Also change the course description.

Weckler moved. Bolduc seconded to approve the new course:

MDS 179: Multicultural American Literature (3 cr.) This course was also approved for Liberal Studies F1 Designation at the 4/10/03 Liberal Studies Committee meeting.

Motion carried unanimously.

12. Business Administration Department

Olgun Sahin and Pattarake Sarajoti were present to answer questions.

Enz Finken moved. Borchers seconded to approve the following changes to the Finance requirement options for the Business Administration major:

From: Finance 360: Principles of Investments (3 cr.) OR Finance 441: Advanced Financial Management (3 cr.)

To: Finance 360: Principles of Investments (3 cr.) OR Finance 325: Financial Institutions and Markets (3 cr.)

Motion carried unanimously.

13. Biology & Chemistry Departments

Mark Wallert was present to answer questions.

The committee had no concerns with the following:

Change the course description and prerequisites for BIOL 300: Biology of Women (3 cr.) This course was also approved for Liberal Studies B1 designation at the 4/17/03 Liberal Studies Committee meeting.

Shreve moved. Bolduc seconded to approve changing the name of the emphasis:

From: Biology/Chemistry Double Major: Biotechnology Emphasis

To: Biology/Chemistry Double Major: Biochemistry and Biotechnology Emphasis

Motion carried unanimously.

Gess moved. Olerud seconded to approve the following changes:

Increase the number of credits in BIOL/CHEM 475: Biotechniques I from 4 to 5. Also change the course description.

Increase the number of credits in BIOL/CHEM 476: Biotechniques II from 4 to 5. Also change the course description.

Drop BIOL/CHEM 477: Biotechnology Seminar (1 cr)

Increase the total number of credits required for the Emphasis from 79 to 80 credits.

Motion carried unanimously.

14. English Department

This proposal was carried over from the 4/15/03 APAC agenda.

Dean Peter Quigley, Sandy Pearce, Sheila Coghill, Susan Imbarrato and Richard Zinober were present to answer questions.

Sandy Pearce noted that English 314: Topics in Shakespeare (3 cr.) would not be included in the changes proposed. A new one credit course will be proposed at the May 6 APAC meeting.

Weckler moved. Schwartz seconded to approve the following changes:

The Liberal Studies Committee approved the changes relating to the courses with Liberal Studies designation except for ENGL 410 Studies in British Literature (3 cr.) for D designation . The signed forms are available for review in the Office of Academic Affairs.)

Conversion from 3-Credit Courses to 4-Credit Courses and Current Bulletin descriptions or New Description Pending *These courses will carry over their Liberal Studies designations:

- *ENGL 288 Introduction to Creative Writing [E] (3)
- *ENGL 301 Medieval British Literature [D1] (3)
- *ENGL 302 English Renaissance Literature [D1] (3)
- *ENGL 303 Literature of the English Enlightenment [D1] (3)
- *ENGL 305 The Romantic Movement [D1] (3)
- *ENGL 306 The Victorian Period [D1] (3)
- *ENGL 307 20th Century British Literature [D1] (3)
- *ENGL 309 Studies in American Literature [D] (3)
- ~~*ENGL 314 Topics in Shakespeare [D1] (3)~~
- *ENGL 321 Early American Literature [D1] (3)
- *ENGL 322 19th-Century American Literature [D1] (3)
- *ENGL 323 20th-21st Century American Literature [D1] (3)
- ENGL 354 Non Fiction Writing (3)
- ENGL 409 Studies in American Literature (3)
- *ENGL 410 Studies in British Literature ~~[D]~~ (3) (This course was not approved for D designation by the Liberal Studies Committee.)
- ENGL 463 History of the English Language [E] (3)
- ENGL 487 Advanced Technical Report Writing (3)

The following was noted by the proposers present:

- ❖ The components of critical theory and cultural diversity would be added to the courses proposed, thus the increase from 3 to 4 credits.
- ❖ Faculty resources are limited so these areas are being incorporated into existing courses.

- ❖ The English department is lacking faculty expertise in critical theory and cultural diversity so can not develop new courses.
- ❖ English majors will be mainly affected by these course changes.
- ❖ English faculty have researched other universities and found similar courses offered.

The committee discussed the following concerns:

- ❖ Scheduling concerns with 4 credit courses.
- ❖ How these changes will affect the number of credits required for an English degree.
- ❖ Suggested a subcommittee to provide rules and procedures for converting 3 credit courses to 4 credit courses.
- ❖ Faculty workload and the number of class preparations that some faculty may have.

Bolduc moved to table the proposal until the 5/6/03 APAC meeting. Wallert seconded. Motion to table tied (5 approved/5 opposed). VP Midgarden carried the vote to table.

The following will be taken up at the May 6 APAC meeting:

Conversion from 3-Credit Courses to 2/4 Credit Courses *These Courses will carry over their Liberal Studies designations:

- *ENGL 240 Masterworks [D] (3)
- *ENGL 241 Modern American Literature [D] (3)
- ENGL 330 Individual Authors (2-3)
- ENGL 340 Genre Studies (3)
- ENGL 430 Individual Authors (3)

Courses to be Collapsed, Combined, Eliminated, and/or Redefined

The following Three courses would be combined:

- ENGL 302 16th-Century British Literature [D1] (3)
- ENGL 303 17th-Century British Literature [D1] (3)
- ENGL 304 Restoration and 18th-Century British Literature [D1] (3)

The Two new Courses would be:

- ENGL 302 English Renaissance Literature [D1] (3)
- ENGL 303 Literature of the English Enlightenment [D1] (3)

The following Two courses will be combined:

- ENGL 323 20th Century American Literature (1900-1945) [D1] (3)
- ENGL 324 20th/21st Century American Literature [D1] (3)

The One new Course would be:

- ENGL 323 20th-21st Century American Literature [D1] (3)

The following courses should be eliminated:

- ENGL 300 Junior Level Composition/Literature Course (3)
- ENGL 364 American English [E] (3)
- ENGL 492 Transformational Grammar (3)

The following courses will have revised descriptions:

Old Course Description:

- ENGL 305 The Romantic Movement [D1] (3): Study of selected authors from Burns to Keats.
- ENGL 306 The Victorian Period [D1] (3): Study of selected major authors from Carlyle to Hardy.

New Course Description:

ENGL 305: The Romantic Period [D1] 3: Study of British authors, genres, or literary movements from roughly the 1780s through 1830. Some consideration of social and cultural context will be included in this study.

ENGL 306: The Victorian Period [D1] (3): Study of British authors, genres, or literary movements from roughly the 1830s through 1900. Some consideration of social and cultural context will be included in this study.

Meeting adjourned at 6:15 p.m.
Gloria Riopelle