

5-6-2003

# Academic Policy Advisory Committee meeting minutes, May 6, 2003

Minnesota State University Moorhead

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## **May 6, 2003 APAC Minutes**

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

Members absent: Enz Finken, Ruth, Simpson, Strong

### **1. English Department**

**(This proposal was carried over from the 4/15/03 APAC agenda and was tabled at the 4/29/03 APAC meeting.)**

Sheila Coghill, Susan Imbarrato, Sandy Pearce, Marie Tarsitano and Richard Zinober were present to answer questions.

VP Midgarden read an e-mail sent from the English department regarding their proposal. It stated that the English department faculty members, after discussions with the Dean and department, and as per VP Midgarden's suggestions for further evaluation, wishes to withdraw its initial proposal to convert courses from 3 to 4 credits and from 4 to 2 credits in light of the absence of a university wide policy for credit conversion. They wish to retain the remaining requests for collapsing, combining, renaming, and eliminating courses. We want to reiterate that this proposal is part of a larger, more comprehensive review of our curriculum.

Midgarden stated that the motion to change sixteen 3-credit courses to 4 credits would remain on the table until the English department returns to APAC. Moreover, the proposal to convert five 3 credit courses to 2/4 credit courses would be deferred until that time as well.

Midgarden also announced the following:

- ❖ A University-wide Task Force would be developed, after consultation with the various bargaining units, at the beginning of fall semester 2003 to discuss and establish a policy related to the 3-4 credit combinations, the daily class schedule and the number of courses offered during prime time.
- ❖ A draft charge to the Task Force would be brought to the first APAC meeting scheduled fall semester 2003.
- ❖ APAC will not consider any requests to increase courses from 3 to 4 credits until after the policy has been established.

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

Schwartz moved. Bolduc seconded to approve combining the following Three courses and creating Two new courses:

#### **Three Combined courses:**

- 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)

#### **Two new Courses would be:**

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

Motion carried unanimously.

Shaw moved. Olerud seconded to approve combining the following Two courses and creating One new course:

**Two combined courses:**

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

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

**One new Course:**

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

Motion carried unanimously.

Olerud moved. Borchers seconded to approve eliminating the following courses:

ENGL 300 Junior Level Composition/Literature Course (3)

ENGL 364 American English [E] (3)

ENGL 492 Transformational Grammar (3)

Motion carried unanimously.

The committee had no concerns with the following revised course 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.

**New Course:**

Bolduc moved. Shaw seconded to approve the following new course:

ENGL 314T: Shakespeare Theory (1 cr.)

Motion carried unanimously.

**Lower the requirements for the BA major in English from 41 to 40.**

Bolduc moved. Schwartz seconded to approve lowering the requirements for the BA major in English from 41 to 40.

Motion carried unanimously.

## **2. Approval of the 4/29/03 APAC Minutes**

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

## **3. Languages & Cultures Department**

John Hall was present to answer questions.

The committee had no concerns with changing in course description and prerequisites for the following courses:

SPAN 311: Introduction to Spanish Literature (4 cr.)

SPAN 321: Iberian Culture and Civilization (4 cr.)

SPAN 322: Latin American Culture and Civilization (4 cr.)

Weckler moved. Borchers seconded to approve the following changes/additions to electives:

- ❖ Add Spanish 351 to the list of restricted electives.
- ❖ Spanish 321 or Spanish 322 can be taken as an elective. Students must take one of them in order to fulfill the requirements for the major.

Motion carried unanimously.

## **4. Art & Design Department**

Don Clark was present to answer questions.

Conteh moved. Shaw seconded to approve the following Change in Portfolio Reviews:

### **Change in Portfolio Reviews:**

Students seeking the degree in Studio Art or Art Education are required to complete two portfolio reviews; one in the spring semester of their freshman year and the second in the fall semester of their junior year. Record of their participation in portfolio reviews is kept on file in the Art and Design office and transferred to the University Records Office in preparation for graduation. Completion of these two reviews is required for advancement to the next level of study. Transfer students must meet with their Art & Design advisor during their initial semester in the department to discuss scheduling a review and tailoring the review process to reflect their past experiences.

These changes would not be retroactive. This change will be implemented fall semester 2003.

Motion carried unanimously.

## 5. Mass Communications

C.T. Hanson was present to answer questions.

Bolduc moved. Gess seconded to approve the new course:  
MC 406: Feature Writing (3 cr.)  
Motion carried unanimously.

Bolduc moved. Shreve seconded to approve dropping:  
MC 410: Investigative Reporting (3)  
Motion carried unanimously.

Shreve moved. Shaw seconded to approve the new course MC 406 to replace MC 410 as a required writing course for the Print Journalism emphasis and serve as an elective for all other students in Mass Communications.  
Motion carried unanimously.

Olerud moved. Borchers seconded to approve the new course:  
MC 407: Magazine Writing (3 cr.)  
This course will also serve as an upper-level elective writing course for all emphases in Mass Communications and those enrolled in the Dual English/Mass Communications major.  
Motion carried unanimously.

## 6. Educational Leadership

(This was tabled at the 4/1/03 APAC meeting.)  
(The new proposal was resubmitted and approved by the Graduate Studies Committee.)

Dennis Van Berkum was present to answer questions.

Gess moved. Shreve seconded to remove this proposal from the table for approval.

(The agenda was incorrect. Instead of changing credits of ED 697: Individual Study in Education/Portfolio Option from 2 credits to: ED 645 Portfolio Option Pre-Assessment (1 cr.) and ED 646: Portfolio Option Post Assessment (1 cr.), the proposal creates the following two new courses:

New Courses:  
ED 645 Portfolio Option Pre-Assessment (1 cr.)  
ED 646: Portfolio Option Post Assessment (1 cr.)

(ED 697: Individual Study in Education/Portfolio Option [2 cr] will remain the same.)

Motion carried unanimously.

**7. Middle School Certificate - Teaching**

This was approved by the Teacher Preparation Committee at their 4/17/03 meeting. The Graduate Studies Committee approved this proposal at their 4/29/03 meeting.)

Roberta Shreve Dennis Van Berkum and George Davis were present to answer questions.

Gess moved. Schwartz seconded to approve the following new courses:

ED 451/551: Middle School Philosophy (2 cr.)

ED 452/552: Adolescent Dev and Advisor/Advisee Programs (2 cr.)

ED 453/553: Interdisciplinary Instructional Strategies (2 cr.)

Motion carried unanimously.

**Approval of the new Middle School Certificate (10-12 credits)**

Wallert moved. Borchers seconded to approve the new Middle School Certificate.

Motion carried unanimously.

The certificate will be sent to MnSCU for their review and approval.

**8. Counseling & Personal Development**

Cliff Schuette was present to answer questions.

Shaw moved. Conteh seconded to approve the new course:

PDEV 207: The 7 Habits of Highly Effective People (2 cr.)

Motion carried unanimously.

**9. Accounting Department**

Lee Dexter was present to answer questions.

Conteh moved. Bolduc seconded to approve the following new course:

ACCT 230M: Beginning Managerial Accounting Concepts (1 cr.)

Motion carried unanimously.

**10. Business Administration**

Carol Dobitz was present to answer questions.

Shreve moved. Gess seconded to approve the following:

MGMT 421: Decision Analysis (3 cr.) was approved to be dropped at the 3/25/03 APAC meeting.

The B.S. Degree in Management will be affected in the following ways:

1. The total credits for the management requirements will drop from 18 to 15 credits.
2. The total credits for the restricted electives will increase from 6 credits to 9 credits.
3. The total credits for the major will not change. Total will stay at 52 credits.

Motion carried unanimously.

## 11. Health and Physical Education Department

Dawn Hammerschmidt and Kari Haring were present to answer questions.

Hammerschmidt reported on the recent Athletic Training accreditation visit. She stated these changes would clear up areas where the program was not in compliance and addresses recommendations from the accreditation team.

Bolduc moved. Wallert seconded to approve the following changes in course descriptions for the following courses:

- AT 361: Athletic Training Practicum I (1 cr.)
- AT 362: Athletic Training Practicum II (1 cr.)
- AT 363: Athletic Training Practicum III (1 cr.)
- AT 364: Athletic Training Practicum IV (1 cr.)
- AT 465: Athletic Training Practicum V (1 cr.)
- AT 466: Athletic Training Practicum VI (1 cr.)

Motion carried unanimously.

Bolduc moved. Weckler seconded to approve the following additions to Admission requirements for the Athletic Training Education Program:

- ❖ The number of students admitted into the Athletic Training Education Program will be dependent upon the number of clinical experience sites available for that given year.
- ❖ The policy for transfer students will include a careful evaluation of the student's clinical experiences and educational competencies, and their compatibility with MSUM's Athletic Training Education Program. Transfer students should contact the Curriculum Coordinator regarding requirements.
- ❖ Add HIPPA training.
- ❖ If a student fails to meet the retention requirements of the program, the student will not be allowed to progress through the program until retention requirements are met and dependent upon clinical experience availability.
- ❖ Student Learning Outcomes: Students will be: Assessed on clinical proficiencies based on the twelve domains of Athletic Training Education outlined by the National Athletic Trainers' Association.

Motion carried unanimously.

Bolduc moved. Weckler seconded to approve the following deletions/rearrangements (Changes are in bold):

- ❖ Drop from Athletic Training Education Program Admission Requirements; Completion of a formal on-campus interview with a committee of **three to four** Certified Athletic Trainers **and one HPE faculty member who is not on the athletic training staff;**
- ❖ Drop from Retention Requirements in Athletic Training Education Program. Drop from each section (Sophomore, Junior, Senior) "demonstrate competency **as outlined in MSUM Competency Manual** in accordance to appropriate level"

- ❖ Change Retention Requirements in Athletic Training Education Program. Change from Junior year to sophomore year. **“Complete proper paper work for practicum courses within the first week of semester”**

Motion carried unanimously.

## 12. Music Department

Ruth Dahlke was present to answer questions.

### Minor changes:

The committee had no concerns with the following change:

- A) Change Title of MUS 486 from Projects in Synthesis to Projects in Computer Music

Weckler moved. Conteh seconded to approve the following changes:

- B) BM in Music Industry: Emphasis in Music Business
  - a. Change in program requirements (eliminate an option, no change of credits)
    - i. Delete the option of MUS 382 Digital Audio I (3) from Requirements (MUS 381 Audio Production 1 (3) remains as a requirement.)
  - b. Change in some course options of the Restricted Electives for the program
    - i. Delete MUS 482 Digital Audio II (2) from the list of options
    - ii. Add MUS 485 Projects in Audio Production (1-2), MUS 384 Sound Recording (2), and MUS 484 Projects in Sound Recording (1-2) to the list of options
    - iii. Delete Statement “must earn at least 2 credits in non-performance music electives”.
- C) BM in Music Industry: Emphasis in Computer Music
  - a. Change in program requirements (overall decrease by 3, from 81 to 78 credits)
    - i. Delete the options of MUS 381 Audio Production I (3), MUS 481 Audio Production II (2), and MUS 485 Projects in Audio Production (1-2) from the list of requirements
    - ii. Add MUS 384 Sound Recording (2), MUS 486 Projects in Computer Music (1-2) to the list
- D) BM in Music Industry: Emphasis in Digital Imaging/Audio
  - a. Change in program requirements (decrease by 2, from 80 to 78 credits)
    - i. Delete MUS 482 Digital Audio II (2) from requirements



- E) BM in Performance: Option in Composition
  - a. Change some program requirements and trade some program requirements (decrease by 3) for program electives (add 3)
    - i. Drop MUS 381 Audio Production I (3) from list of program requirements
    - ii. Allow a choice of MUS 375 Instrumental Conducting (2) OR MUS 377 Choral Conducting (2) rather than having both required
    - iii. Add to the requirements the option of one of these literature/history courses MUS 240 (2) OR MUS 342 (2) OR MUS 343 (2)
    - iv. Add 3 credits to the Restricted Electives category
    - v. Remove restriction which states that two of the electives must have a focus in theory, history, literature, or conducting.
- F) BM in Performance: Option in Jazz and Studio Music
  - a. Change some program requirements and trade some program requirements (decrease by 3) for program electives (add 3)
    - i. Drop MUS 481 (2) from list of program requirements
    - ii. Drop one credit of Piano Performance study
    - iii. Add 3 Credits to the restricted electives category (a change from 3 to 6)
    - iv. Add MUS 240 (2) to list of restricted elective options
- G) BM in Performance: Option in Wind, String, Percussion
  - a. Change distribution of credits in the category restrictions of the Restricted Electives:
    - i. In credits "with non-performance focus but related to principal instrument," etc. change 6 to 5;
    - ii. In credits "with focus in theory, history, literature, or conducting," change 7 to 6.
    - iii. In electives which cannot be performance study or ensemble with the major instrument, change 2 to 3.
- H) Music Minor
  - a. Add this statement to Requirements for music minor:
    - i. "At least one credit of performance study, one credit of ensemble, and two credits from the required or elective classes listed below (or an approved substitute) must be taken at MSUM."

Motion carried unanimously.

**13. Other:** Midgarden stated that a few minor changes related to reducing some degree programs to 120 credits will be published in the 2003-2005 Bulletin and announced at the first APAC meeting fall semester. For example, for 120-credit degree programs, students must be in residence for 30 of the final 60 credits for the B.A. and B.S.N. degrees. Only straight mathematical conversion, from current policies will be done. APAC might wish to make more substantive changes, of course. Midgarden also indicated that when EECE 421/521 was dropped, there was an oversight. Namely, the cross-listed SPED 421/521 also should have been dropped.

She thanked the members for their hard work and commitment to APAC during the year.

Meeting adjourned at 5:20 p.m. - Gloria Riopelle