

OFFICERS

Margarita Mattingly, Chair
Tiffany Summerscales, Vice-chair
TBD, Recorder

MEMBERS

Niels-Erik Andreasen
Michelle Bacchiocchi
Verlyn Benson
Lorena Bidwell*
Gary Burdick
Carey Carscallen
Erhand Gallos
Emilio Garcia-Marenko
Jim Jeffery
Kris Knutson*
Shanna Leak
Gunnar Lovhoiden
Andrea Luxton
Ben Maguad
Keith Mattingly
Don May
Lynn Merklin
Diane Myers
Najeeb Nakhle*
Lawrence Onsager*
Ray Ostrander
Stephen Payne*
Monique Pittman
Larry Schalk*
Dina Simmons
Allen Stembridge
Douglas Taylor
Alayne Thorpe
Carmelita Troy
Kristen Von Maur
Dominique Wakefield
Gary Williams*
Jeannie Wolfer

*Advisory

SCHEDULED MEETINGS 3:30p NH143

Monthly on 1st Mondays

Fall 2011: 3Oct – 7Nov – 5Dec

Spring 2012: 9Jan – 6Feb – 5Mar – 2Apr

Summer 2012: 7May – 4Jun

STEERING COMMITTEE

Margarita Mattingly - Chair
Tiffany Summerscales - Vice-chair & PDRC
TBD - Secretary
TBD - Academic Policies
Shanna Leak - Admissions
Don May - General Education
Monique Pittman - Honors

SCHEDULED MEETINGS 2:00pm BH106

Monthly on 3rd Mondays

Fall 2011: 26Sep–24Oct–21Nov

Spring 2012: 19Dec – 23Jan – 20Feb–
19Mar

Summer 2012: 23Apr – 21May

COMMITTEE WEBSITE

<http://www.andrews.edu/go/ugcouncil>

Andrews University Undergraduate Council

AGENDA

3 October 2011 - 3:30p – Nethery Hall 143

1 DEVOTIONAL / PRAYER

2 MINUTES

- Undergraduate Council Minutes for 2 May 2011
- Admissions Committee Minutes for 21 September 2011
- Program Development & Review Committee Minutes for 15 April 2011

3 AUTOMATIC ENTRY We have usually been bringing minutes from our standing committees to a vote simply to enter them into the record. Since we are not determining the accuracy of the minutes, might we consider deciding to automatically enter all minutes generated by our standing committees, making them available to our membership, and communicating abstracts of the main points either by email or in subsequent agendas as news items? Communication and efficiency might be better served.

4 RECORDER We are actively seeking a recorder for UGC. Tiffany Summerscales will take minutes today.

5 MEMBERSHIP CHANGES Individuals selected to replace outgoing members or be added to our Council or Standing Committees

- Dina Simmons to replace Rhonda Root on UGC & Academic Policies (COT)
- Alayne Thorpe as Dean of Distance Education on UGC
- Lyn Bartlett on Academic Policies (SDE)
- Openings: COT on PDRC, CAS on Honors (Religion)
- Others _____

6 DISTANCE EDUCATION With Griggs expanding our borders in such a big way in undergraduate arena, there are many persons on campus that need to know more about how it all works and what the status is, and to get some of their questions answered. It appears there are many “in the dark”. The Steering Committee would like to propose that our Council facilitate a presentation of at least 30 minutes to the Undergraduate Faculty by Alayn Thorpe at some convenient venue. This could be planned in tandem with the Annual Undergraduate Faculty meeting that is yet to materialize, or could be sponsored by a number of different entities whose members have the same need.

7 STANDING COMMITTEES, SUBCOMMITTEES & WORKING POLICY As Terms of Reference have been prepared and reviewed, it is obvious that Working Policy needs updating in regards to the Undergraduate Council and its Standing Committees for consistency. The Provost will elaborate on these and make some proposals, to include changes in association with ARCH and SDE and JWL as well as Admissions. The distinction between *standing* and *subcommittee* designation also may be addressed.

STANDING COMMITTEES

ACADEMIC POLICIES

David Nowack, Recorder & Acting Chair
Lynn Bartlet
Paula Dronen
Emilio Garcia-Marenko
Dwight Huslin
Ante Jeronic
Margarita Mattingly*
Don May
Melchisedek Poniah
Barbara Reid
Leroy Ruhappatti
Gary Williams

*Guest Voting Member

SCHEDULED MEETINGS

Monthly on 2nd Thursdays

Fall 2011: 13Oct – 12Nov – 8Dec

Spring 2012: 12Jan – 9Feb – 8Mar – 12Apr

Summer 2012: 10May

ADMISSIONS

Shanna Leak, Chair
Aaron Mouchon, Secretary
Jeanette Bryson*
Carey Carscallen
Randy Graves
Duane Habenicht
Kristine Knutson
Stephen Payne
Barbara Reid
Charles Tidwell*
Carmelita Troy
Lynelle Weldon
Carletta Witzel
Gary Wood*

*Advisory

SCHEDULED MEETINGS

Bi-monthly on 1st and 3rd Wednesdays

General Education

Don May, Chair
Cynthia Helms
Monique Pittman
Verlyn Benson
Keith Mattingly
Charles Tidwell
Gordon Atkins
Winston Craig
Ivan Davis
Carlos Flores
Douglas Jones
Oystein LaBianca
Robert Moore
Wayne Perry
Glenn Russell
David Steen
Delyse Steyn
Joseph Warren
Armand Poblete
Lee Davidson
Katherine Koudele
Lynn Merklin*
Gary Williams*
Jeannie Wolfer*
John Markovic
Andrea Luxton
Emilio Garcia-Marenko
Allen Stembridge

8 ADMISSIONS The Admissions Committee has been an important part of the Undergraduate Council but does not appear in the Working Policy as one of the Standing Committees or Subcommittees of the Council. The Admissions Committee proposes that it be added to Section 1, Appendix H, Section VII, Page 9 of the 2009 Working Policy, to be appointed by the president as indicated in the attached annotated copy, with consequent changes in their Terms of Reference, also attached.

9 UGC STRATEGIC PLAN This Council's composition makes it a good place for strategy to coalesce from our diverse spheres into a workable whole for the good of our undergraduate faculty and students. Shall we prepare a simple strategy for how we operate or what influence we want to exert or what goals we have for the undergraduate experience, eg. specific increases teaching and learning quality? Or shall we seek to play a cooperative role with another group who is working on strategy, eg. the Faculty Strategic Planning Council?

10 AP CREDIT MAXIMA The Records Office has noted the growing number of incoming students with Advanced Placement credits. The limit at this time is 32 credits. Several students have had credits in the 40 plus range. High schools are offering more and more AP classes in as many as 34 subjects. Andrews policy is based on 1995 practice. Is this trend helpful in building a quality undergraduate experience? Are there unintended consequences that jeopardize our programs? How shall we proceed to answer these questions?

NEWS

• ***Summer Advising Roster***

The Summer Advising Roster Project supported by our Council was a success. Throughout the summer there was good communication that benefited registration, recruitment, and student support.

• ***Admissions Minutes of 21 September 2011*** (attached) with regards to

- Voting an SDE member onto the committee
- Voting to invite English and English Intensive input on the English proficiency Requirements for Admissions
- Discussing policy for distance students who don't meet admission requirements

• ***PDRC Clarifies the Retention Rate Calculation*** in response to the WEAVE question "How do your program's graduation and retention rates compare with those of the University and benchmark programs and if they are below or exhibit downward trends, what are your plans for improvement?" by adding the parenthetical explanation "*(Undergraduate programs without a formal admission procedure should calculate the retention rate based on the number of sophomores and graduates.)*"

STANDING COMMITTEES, Cont.

Honors

Monique Pittman, Chair
Karl Bailey
Lael Caesar
Lilianne Doukhan
Leonard Gashugi
Annetta Gibson
James Hayward
Shandelle Henson
Katherine Koudele
John Markovic
Beverly Matiko
Lionel Matthews
Ruben Perez-Schulz
David Randall
Tiffany Summerscales
Robert Zdor

PDRC

Tiffany Summerscales, Co-chair
Eric Baumgarter, Co-chair*
Christon Arthur, Co-chair*
Barbara Huset, Secretary
Sallie Alger
Betty Gibson
Martin Hanna
R. Clifford Jones
Keith Mattingly
Lynn Merklin
Alan Mitchell
Darah Regal
Larry Onsager
Ray Ostrander
Martin Smith
Allen Stenbridge
Delyse Steyn
Carmelita Troy
Roy Villafane

*Graduate Council PDRC

SCHEDULED MEETINGS 10:00am
Monthly on 3rd Fridays

PENDING

- **Committee Database & Updated UGS Website**
- **Integrity Code Examples & Scenario Document**
- **General Education Terms of Reference**
- **Format definitions for UGC Standing Committee Minutes**
- **Honors Policy Meeting Report**
- **Gap-in-enrollment Student Policies**
- **Leadership**

**Minutes of the Undergraduate Council
Andrews University
May 2, 2011**

Margarita Mattingly, chair; Ben A. Maguad, secretary; Gary Burdick, Carey Carscallen, Emilio Garcia-Marenko, James Jeffrey, Shanna Leak, Gunnar Lovhoiden, Keith Mattingly, Lynn Merklin, Lawrence Onsager, Ray Ostrander, Carmelita Troy, Gary Williams, Jeannie Wolfer

Members Present

The Chair led a devotional based on the book of Proverbs. Gary Williams offered prayer.

Devotional & Prayer

The Chair welcomed the UGC members and called the meeting to order.

Welcome

The UGC reviewed its April 4, 2011 minutes.

Review of Minutes

VOTED to accept the UGC minutes dated April 4, 2011 and enter them into the record.

UGC2011.05.02A

The Chair received an email on April 22, 2011 reporting that the PDRC had approved their Program Review Process Outline and Instructions booklet on April 20, 2011.

Program Review Process
Outline and Instructions

VOTED to accept the email from PDRC and enter it into the record in lieu of minutes.

UGC2011.05.02B

VOTED to accept the Program Review Process Outline and Instructions.

UGC2011.05.02C

VOTED to ratify the following individuals who have been selected by the CAS Faculty for membership in the UGC or Standing Committee.

UGC2011.05.02D

- a. Douglas Taylor to replace Ann-Marie Jones (UGC)
- b. Erhard Gallos to replace Ruben Munoz-Larrondo (UGC)
- c. Darah Regal to replace Lena Caesar (PDRC).

Member Replacements

The UGC elected officers for 2011-2012. The positions considered were Council Chair, Vice-chair and Secretary.

2011-2012 Officers

VOTED to reappoint Margarita Mattingly as UGC Chair.

UGC2011.05.02E

VOTED to reappoint Tiffany Summerscales as Vice-chair.

UGC2011.05.02F

VOTED to appoint Gary Williams as Secretary.

UGC2011.05.02G

VOTED to thank Ben Maguad for his years of service.

UGC2011.05.02H

The UGC addressed the question of how to proceed with the appointment of members to the Academic Policies Sub-committee and the Program Review and Development Sub-committee for 2011-2012.

VOTED to reappoint members of the Academic Policies Subcommittee and the Program Development and Review Subcommittee to staggered three-year terms.

Standing Committees

In some campus sectors, the XF grade has been of concern. There was discussion as to what modifications would bring the campus to consensus in support of the Integrity Code. The discussion converged on making an initial modification to the Integrity Code, with the expectation that in the Fall, a number of administrative details could be sorted out sufficiently to move closer to complete implementation.

Integrity Code
Modification

UGC2011.05.02I

VOTED to amend the current draft of the Integrity Code to include XF grade removal in association with graduation. That removal is not presumed to be automatic.

VOTED to endorse the following definition of a Credit Hour as revised and voted by the Deans Council.

UGC2011.05.02J

“The credit hour is a quantitative measure of the magnitude of a course. One credit semester represents at least three weekly hours of learning experiences, including outside preparation, for one semester. One credit is earned for each weekly fifty-minute period, with the expectation of two weekly hours of outside preparation for lecture classes. One credit is earned also in independent study, online classes, distance or distributed education and other similar system for 45 hours of learning experiences. More hours per credit are expected for coop work, internships and other similar experiences where learning is less intense.”

Credit Hour Definition

The Chair distributed survey questions to assess how the Council has functioned in the past year. An online opportunity to answer these questions is expected to follow.

Feedback

The Chair announced that there would no June, July and August meetings. The advisability of meeting on September 5 was discussed.

Summer Meetings

VOTED to request the Provost to call a meeting of the Undergraduate Faculty at which to report UGC’s 2010-2011 actions for review as required by Working Policy.

UGC2011.05.02K


Margarita Mattingly, Chair


Ben A. Maguad, secretary

Undergraduate Admissions Committee Minutes

September 21, 2011

MEMBERSHIP

Shanna Leak (chair), Aaron Moushon (secretary), Randy Graves, Stephen Payne, Kris Knutson, Carletta Witzel, Lynelle Welden, Carmelita Troy, Carey Carscallen, Duane Habenicht, Gary Wood, Barbara Reid, Glynis Bradfield

ATTENDEES

Shanna Leak (chair), Aaron Moushon (secretary), Randy Graves, Stephen Payne, Kris Knutson, Lynelle Welden, Carey Carscallen, Duane Habenicht, Gary Wood, Glynis Bradfield

REGRETS

Carmelita Troy, Barbara Reid

VOTED

Voted to add Glynis Bradfield from the School of Distance Education of our committee.

Voted to invite the English department and the Center for English Intensive Program to come and discuss the English Proficiency Requirements for Admissions that the Undergraduate Council requested the committee to review

DISCUSSION

We discussed the need to work on policy for distance education students that do not meet our admission requirements. This will be discussed at a later date, now that we have a representative from the School of Distance Education on the committee.

Randy Graves and Stephen Payne presented the fall enrollment numbers to the committee.

Andrews University
Graduate & Undergraduate Councils
Program Development & Review Committee
Minutes held April 15, 2011
Administration Building Room 306

Christon Arthur, Barbara Huset, Keith Mattingly, Lynn Merklin, Alan Mitchell, Larry Onsager, Tiffany Summerscales, Carmelita Troy

Members Present

Ray Ostrander, Delyse Steyn

Regrets

Sallie Alger, Lena Caesar, Martin Hanna, Faith-Ann McGarrell

Members Absent

Prayer was offered by Carmelita Troy.

Prayer

The minutes for the previous meeting were reviewed, and it was **VOTED** to approve the minutes for the meeting held on February 18, 2011.

Minutes

The question was asked if there is a specific process to be completed before a program can be eliminated: the answer is “yes” and deans must also follow this process.

Christon Arthur, Lynn Merklin, and Tiffany Summerscales worked to combine several documents into one document entitled “Program Review Process Outline & Instructions.”

**Program Review
Process Outline &
Instructions**

Lynn Merklin brought us a report regarding criteria changes by the Higher Learning Commission. The “Program Review Process Outline & Instructions” document answers questions posed by the Higher Learning Commission.

**Higher Learning
Commission**

The following questions were discussed:

- How do we make annual reports feed into the self-study process?
- How do we get clearer data to the departments?
- How do we standardize information?
- Does the WEAVE program ask the most important questions?
- Data will be entered into WEAVE and given to each department at the time of their review.

Christon Arthur, Lynn Merklin, and Tiffany Summerscales will continue to work to remove duplicate questions, and to put the “Discussion Questions” below the WEAVE Questions so as to make it more obvious that the WEAVE questions are more important.

**Program Review
Process Outline &
Instructions**

The “Program Review Process Outline & Instructions” document will be shared with the Provost.

After further edits and clean-ups have been accomplished, it was **VOTED** to accept the “Program Review Process Outline & Instructions” document.

**Program Review
Process Outline &**

**Instructions:
VOTED to ap-
prove**

A comment was made that support from the PDRC can have a positive effect on a program, e.g., the Architecture mission trip.

The need to change the image of PDRC was discussed.

Next Meeting: No meeting scheduled for May 2011

Tiffany Summerscales, co-Chair

Christon Arthur, co-Chair

Barbara Huset, Recording Secretary

Undergraduate Council (24)

			<i>Term</i>
			<i>Voting Expiration</i>
Officers:			
Chair	Mattingly, Margarita (Chair, Physics)	<input checked="" type="checkbox"/>	2012
Vice Chair	Summerscales, Tiffany (Faculty, Physics)	Elected <input checked="" type="checkbox"/>	2012
Secretary	Maguad, Ben	Elected <input checked="" type="checkbox"/>	2010
Members:			
Social Work	Jones, Ann-Marie	<input checked="" type="checkbox"/>	0
Education, School of	Ostrander, Ray	<input checked="" type="checkbox"/>	2013
Business, School of	Troy, Carmelita	<input checked="" type="checkbox"/>	0
Nutrition and Wellness	Wakefield, Dominique	<input checked="" type="checkbox"/>	0
Office of the Provost	García-Marenko, Emilio	<input checked="" type="checkbox"/>	
General Education	May, Donald	<input checked="" type="checkbox"/>	
Faculty: Education	Bacchiocchi, Michelle	Elected <input checked="" type="checkbox"/>	2012
Academic Deans			
Technology, College of	Benson, Verlyn	<input checked="" type="checkbox"/>	
Arts & Sciences, College of	Mattingly, Keith	<input checked="" type="checkbox"/>	
Business, School of	Stembridge, Allen	<input checked="" type="checkbox"/>	
Faculty: Architecture			
Architecture, School of	Smith, Martin	<input checked="" type="checkbox"/>	2010
Architecture	Von Maur, Kristen	Elected <input checked="" type="checkbox"/>	2012
Faculty: Arts and Sciences			
Religion	Munoz-Larrondo, Ruben	Elected <input checked="" type="checkbox"/>	2011
Invitees:			
Distance Education	Beal, Marsha	<input type="checkbox"/>	
Enrollment Management	Leak, Shanna	<input checked="" type="checkbox"/>	
Institutional Assessment	Merklin, Lynn	<input checked="" type="checkbox"/>	0
International Student Office	Nakhle, Najeeb	<input type="checkbox"/>	
James White Library	Onsager, Lawrence	<input type="checkbox"/>	
Integrated Marketing & Communication	Payne, Stephen	<input type="checkbox"/>	
Academic Records	Williams, Gary	<input type="checkbox"/>	
School of Education			
Teaching, Learning, & Curriculum	Wolfer, Jeannie	<input checked="" type="checkbox"/>	
Ex Officio Members:			
President's Office	Andreasen, Niels-Erik	<input checked="" type="checkbox"/>	0
Architecture, School of	Carscallen, Carey	<input checked="" type="checkbox"/>	0
Education, School of	Jeffery, James	<input checked="" type="checkbox"/>	0
Office of the Provost	Luxton, Andrea	<input checked="" type="checkbox"/>	0
Affiliation & Extension Programs	Tidwell, Charles	<input checked="" type="checkbox"/>	
Advisors:			
Information Technology Services (ITS)	Bidwell, Lorena	<input type="checkbox"/>	0
Academic Success Program	Knutson, Kristine	<input type="checkbox"/>	0
Financial Administration	Schalk, Lawrence	<input type="checkbox"/>	0

The Council reports to the General Faculty and advises the Provost. The Council has 5 Subcommittees: Academic Policies, Admissions, General Education, Honors, and Program Review & Development. Membership in these subcommittees is not limited to membership of the Council. The Council has the right to appoint other sub-committees as provided for by Working Policy.

The Council meets on the 1st Monday (exceptions noted) of the month from 3:30 - 5:00 p.m. in AD 306. Dates for 2010-2011 are:

September - no meeting

October 4

November 1

December 6

January - no meeting

February 7

March 7

April 4

May 2

June 6

July - no meeting

August - no meeting

General Education Committee (32)

		<i>Term</i>	
		<i>Voting</i>	<i>Expiration</i>
Officers:			
Chair	May, Donald	<input checked="" type="checkbox"/>	
Members:			
James White Library	Helms, Cynthia	<input checked="" type="checkbox"/>	
Honors	Pittman, Monique	<input checked="" type="checkbox"/>	
Academic Deans			
Technology, College of	Benson, Verlyn	<input checked="" type="checkbox"/>	
Arts & Sciences, College of	Mattingly, Keith	<input checked="" type="checkbox"/>	
Affiliation & Extension Programs			
Affiliation and Extension Programs	Tidwell, Charles	<input checked="" type="checkbox"/>	
Faculty: Arts and Sciences			
Biology	Atkins, Gordon	<input checked="" type="checkbox"/>	
Arts & Sciences, College of	Craig, Winston	<input checked="" type="checkbox"/>	
Arts & Sciences, College of	Davis, Ivan	<input checked="" type="checkbox"/>	2011
Music	Flores, Carlos	<input checked="" type="checkbox"/>	2011
English	Jones, Douglas	<input checked="" type="checkbox"/>	
Behavioral Sciences	LaBianca, Oystein	<input checked="" type="checkbox"/>	
Arts & Sciences, College of	Moore, Robert	<input checked="" type="checkbox"/>	
Arts & Sciences, College of	Perry, Wayne	<input checked="" type="checkbox"/>	
Religion	Russell, Glenn	<input checked="" type="checkbox"/>	2012
Arts & Sciences, College of	Steen, David	<input checked="" type="checkbox"/>	
Communication	Steyn, Delyse	<input checked="" type="checkbox"/>	
English	Warren, Joseph	<input checked="" type="checkbox"/>	
Faculty: Business			
Management & Marketing	Poblete, Armand	<input checked="" type="checkbox"/>	2009
Faculty: Education			
Teaching, Learning, & Curriculum	Davidson, Lee	<input checked="" type="checkbox"/>	
Faculty: Technology			
Agriculture	Koudele, Katherine	<input checked="" type="checkbox"/>	2011
Invitees:			
Institutional Assessment	Merklin, Lynn	<input checked="" type="checkbox"/>	0
Academic Records	Williams, Gary	<input type="checkbox"/>	
School of Education	Wolfer, Jeannie	<input type="checkbox"/>	
Faculty: Arts and Sciences			
History & Political Science	Markovic, John	<input checked="" type="checkbox"/>	
Ex Officio Members:			
Office of the Provost	Luxton, Andrea	<input checked="" type="checkbox"/>	0
Office of the Provost	García-Marenko, Emilio	<input checked="" type="checkbox"/>	
Academic Deans			
Business, School of	Stembridge, Allen	<input checked="" type="checkbox"/>	

The General Education Committee develops the curriculum for the general education program of the undergraduate curriculum and formulates general education policies. It reports to the Undergraduate Council of the University. General education courses provide broad liberal education in the context of the Seventh-day Adventist worldview.

This committee is responsible for reviewing assessment data and syllabi of courses offered in the general education program to assure that these courses reflect the broad objectives adopted by the University faculty. During its review, the committee may invite teachers to discuss the presentation of the courses offered in the general education program, to show how they fit the general education objectives, and to demonstrate their relevance to current curriculum thought and understanding as evidenced in contemporary educational literature.

This committee meets at the call of the chair.

Honors Council (19)

Term
Voting Expiration

Officers:

Chair	Pittman, Monique	<input checked="" type="checkbox"/>	
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Members:

Business, School of	Gashugi, Leonard	<input checked="" type="checkbox"/>	0
Faculty: Arts and Sciences			
Behavioral Sciences	Bailey, Karl	<input checked="" type="checkbox"/>	2010
Religion	Caesar, Lael	<input checked="" type="checkbox"/>	2011
Music	Doukhan, Lilliane	<input checked="" type="checkbox"/>	2011
Biology	Hayward, James	<input checked="" type="checkbox"/>	2010
Arts & Sciences, College of	Henson, Shandelle	<input checked="" type="checkbox"/>	2010
History & Political Science	Markovic, John	<input checked="" type="checkbox"/>	2012
English	Matiko, Beverly	<input checked="" type="checkbox"/>	2010
International Language Studies	Perez-Schulz, Ruben	<input checked="" type="checkbox"/>	2011
Arts & Sciences, College of	Summerscales, Tiffany	<input checked="" type="checkbox"/>	2010
Arts & Sciences, College of	Zdor, Robert	<input checked="" type="checkbox"/>	2011
Faculty: Business			
Business, School of	Gibson, Annetta	<input checked="" type="checkbox"/>	2010
Faculty: Technology			
Agriculture	Koudele, Katherine	<input checked="" type="checkbox"/>	2012

Ex Officio Members:

Office of the Provost	García-Marenko, Emilio	<input checked="" type="checkbox"/>	
General Education	May, Donald	<input checked="" type="checkbox"/>	

s:

Arts & Sciences, College of	Randall, David	<input checked="" type="checkbox"/>	0
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Quorum 11

Meets weekly from 11:30-12:20 on Tuesdays.

Undergraduate Council - Academic Policies Sub-committee (11)

Term
Voting Expiration

Officers:

Chair	Smith, Martin	<input checked="" type="checkbox"/>
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Members:

Academic Records	Williams, Gary	<input type="checkbox"/>
Faculty: Arts and Sciences		
English	Jones, Douglas	<input checked="" type="checkbox"/>
Mathematics	Weldon, Lynelle	<input checked="" type="checkbox"/>
Faculty: Technology		
Agriculture	Chittick, Thomas	<input checked="" type="checkbox"/>
Agriculture	Koudele, Katherine	<input checked="" type="checkbox"/>
Engineering, Computing, Engin. Technology	Ng, Boon-Chai	<input checked="" type="checkbox"/>
Engineering, Computing, Engin. Technology	Thorman, Steve	<input checked="" type="checkbox"/>
Retention		
Arts & Sciences, College of	May, Donald	<input checked="" type="checkbox"/>

Ex Officio Members:

Office of the Provost	Garcia-Marenko, Emilio	<input checked="" type="checkbox"/>
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Quorum 6

This committee meets on the 2nd Thursday of the month at 3:30pm - 5:00pm in AD316. 2010-2011 dates are:

September 9, 2010
October 14, 2010
November 11, 2010
January 13, 2010
February 10, 2010

Undergraduate Council: Admissions Sub-Committee (15)

Term
Voting Expiration

Officers:

Chair	Leak, Shanna (Undergraduate Admissions, Enrollment Management)	<input checked="" type="checkbox"/>	
Secretary	Moushon, Aaron (Undergraduate Admissions Assoc, Enrollment Management)	<input checked="" type="checkbox"/>	

Members:

Architecture, School of	Carscallen, Carey	<input checked="" type="checkbox"/>	2012
Integrated Marketing & Communication	Payne, Stephen	<input checked="" type="checkbox"/>	
Academic Student Success	Witzel, Carletta	<input checked="" type="checkbox"/>	
Student Success	Graves, Randy	<input checked="" type="checkbox"/>	
	Knutson, Kristine	<input checked="" type="checkbox"/>	
Faculty: Arts and Sciences			
Mathematics	Weldon, Lynelle	<input checked="" type="checkbox"/>	2012
Faculty: Business			
Business, School of	Troy, Carmelita	<input checked="" type="checkbox"/>	2011
Faculty: Education			
Education, School of	Reid, Barbara	<input checked="" type="checkbox"/>	2011
Faculty: Technology			
Aeronautical Technology	Habenicht, Duane	<input checked="" type="checkbox"/>	2011

Invitees:

Arts & Sciences, College of	Bryson, Jeanette	<input type="checkbox"/>	
Affiliation and Extension Programs	Tidwell, Charles	<input checked="" type="checkbox"/>	

S:

History & Political Science	Wood, Gary	<input checked="" type="checkbox"/>	0
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Quorum

9

Meets 1st and 3rd Wednesdays in certain months or at the call of the chair.

Undergraduate Program Review & Development (10)

			<i>Term</i>	
			<i>Voting</i>	<i>Expiration</i>
Members:				
James White Library	Alger, Sallie	<input checked="" type="checkbox"/>		
Institutional Assessment	Merklin, Lynn	<input checked="" type="checkbox"/>		0
Communication	Steyn, Delyse	<input checked="" type="checkbox"/>		0
Faculty: Arts and Sciences				
Speech Language Pathology & Audiology	Caesar, Lena	<input checked="" type="checkbox"/>		
Music	Mitchell, Alan	<input checked="" type="checkbox"/>		
Biology	Murray, Marlene	<input checked="" type="checkbox"/>		
Faculty: Business				
Management & Marketing	Gibson, Betty	<input checked="" type="checkbox"/>		
Faculty: Education				
Education, School of	Ostrander, Ray	<input checked="" type="checkbox"/>		
Faculty: Technology				
Technology, College of	Villafane, Roy	<input checked="" type="checkbox"/>		
Ex Officio Members:				
Office of the Provost	Garcia-Marenko, Emilio	<input checked="" type="checkbox"/>		
<hr/>				
Quorum	6			

This committee meets as needed.

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4. Wellness Committee
5. Campus Master Planning Committee

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 1. School Deans' Council
 2. Student Success Services Team
 3. Advisors Council
 4. Disabilities Committee
 5. Committee on Academic Integrity
3. Affiliation and Extension Programs Committee
 1. Tours Committee
 2. Interdisciplinary Masters Council
 3. International Development Program Coordinating Committee
4. Distributed Education Council
5. Faculty Policy Development Committee
 1. Advancement Criteria Committee
6. Effective Learning Council
7. Graduate Council
 1. Graduate Council - Admissions and Academic Standards Committee
 2. Graduate Council - Graduate Faculty Membership Peer Review Sub-committee
 3. Graduate Council - Program Development and Review Committee
8. Library Administration Committee
 1. Center for Adventist Research Advisory Committee
 2. Library: Resources Development Committee
 3. Library Materials Review Committee
9. Univ. Rank & Continuous Appointment Committee
10. Scholarly Research Council
 1. Institutional Review Board
 2. Animal Use and Care Committee
 3. Scholarly Publications and AU Press Board
11. Undergraduate Council
 1. General Education Committee
 2. Honors Council
 3. Undergraduate Council - Academic Policies Sub-committee
 4. Undergraduate Council: Admissions Sub-Committee
 5. Undergraduate Program Review & Development

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C. ADMINISTRATIVE COMMITTEES and COUNCILS - p. 45 of 143

1. Cabinet
2. Administrative Computing Committee
 1. Academic Computing Committee
 2. Web Committee
3. Council on University Honors and Awards
4. Women's Concerns Advisory Committee
5. Women's Scholarship Committee
6. New Student Orientation Committee
7. Registration Committee
8. University Special Events Committee
9. Graduation Coordinating Committee
10. Committee for Development of Spiritual Life
11. Compensation Committee

D. ADVANCEMENT COMMITTEES and COUNCILS - p. 58 of 143

1. Directors Team
2. Trust Committee
3. HPAC Steering Committee

E. ENROLLMENT MANAGEMENT COMMITTEES and COUNCILS - p. 61 of 143

1. Promotions, Advertising, and Marketing Committee

F. FINANCE COMMITTEES and COUNCILS - p. 62 of 143

1. Financial Management Committee
2. Financial Aid Policies Committee
4. Capital Expenditure Committee
 1. Arboretum Advisory Council
6. Public Safety and Risk Management Committee
 1. Traffic Appeals Committee

G. STUDENT LIFE COMMITTEES/COUNCILS - p. 69 of 143

1. Student Life Council
 1. Black History Sub-committee
 2. Co-Curriculum Committee
 3. Citizenship Sub-committee
 4. Campus Activities Calendar Planning Committee
 5. Publications Board
 6. Prevention & Addictions Advisory Sub-committee
2. Residence Hall Deans' Council
3. Directors' Meeting
4. International Student Council

H. INTERSCHOOL COMMITTEES/COUNCILS - p. 79 of 143

1. Creative Arts Festival Committee
2. Ethics & Society Lectureship Committee

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3. Center for College Faith Board
4. International Religious Liberty Institute
5. Martin Luther King Celebration Steering Committee

II. BOARDS, COMMITTEES and COUNCILS OF THE CONSTITUENT SCHOOLS

A. COLLEGE OF ARTS AND SCIENCES - p. 84 of 143

1. CAS Graduate Council
2. CAS Academic Policies and Curricula Committee - Undergraduate
3. CAS Chairs' Council
4. CAS Grievance Committee
5. CAS Nominating Committee
6. CAS Professional Recommendations Committee
7. Medical Laboratory Sciences Professional Degree Council
8. Physical Therapy Professional Degree Council
9. Social Work Professional Degree Council
10. PVT Committee

B. COLLEGE OF TECHNOLOGY - p. 94 of 143

1. COT Academic Policies and Curricula Committee
2. COT Administrative Council
3. College of Technology Grievance Committee
4. Airport Master Planning Committee

C. SCHOOL OF ARCHITECTURE - p. 98 of 143

1. Arch. Academic Policies and Curricula Committee
2. Architecture Admissions Committee
3. Architecture Building Steering Committee
4. Architecture Faculty Search Committee

D. SCHOOL OF BUSINESS ADMINISTRATION - p. 102 of 143

1. SBA Dean's Council
2. SBA Graduate Admissions Committee
3. School of Business Grievance Committee
4. SBA - Curriculum (BBA/MBA) Committee
5. SBA - Computer Advisory Committee
6. Business Advisory Council

E. SCHOOL OF EDUCATION - p. 108 of 143

1. SED Academic Policies and Curricula Committee
2. SED Dean's Administrative Council (DAC)
3. SED Graduate Educational Programs Committee
4. School of Education Grievance Committee
5. Journal of Research on Christian Education Board
6. NCATE Steering Committee
7. Teacher Education Council

F. SEVENTH-DAY ADVENTIST THEOLOGICAL SEMINARY - p. 116 of 143

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1. Administrative Council of Seminary
 1. AU Seminary Studies Board (AUSS)
 2. Seminary Strategic Planning Committee
 3. Seminary Marketing Committee
2. Bible Literacy Entrance Exam Committee
3. Seminary Dean's Council
 1. Seminary Chairs and Deans Council
4. SEM Student Life Committee
 1. Seminary Orientation
5. SEM Faculty Life Committee
6. Building Policies - SEM
7. Seminary Grievance Committee
8. Seminary Worship and Assemblies Committee
9. Theological Seminary Library Committee
10. Seminary Assessment Committee
11. SEM: Faith Study Committee
12. Sacred Music Endowment Committee
13. HMS Richards Lectureship Committee
14. SEM Distance Learning Committee
15. SEM Masters Programs Committee
16. SEM Masters Admissions Committee
17. Doctor of Ministry Committee
 1. Doctor of Ministry Project Advisor
 2. Doctor of Ministry Admissions Committee
18. Religious Education Doctoral Committee
19. PhD in Religion and ThD Programs
20. Doctor of Ministry Project Proposal

G. UNIVERSITY SCHOOLS - p. 142 of 143

1. Ruth Murdoch Elementary School Operating Board
2. Andrews Academy Operating Board

APPENDIX 1—H

ORGANIZATION AND WORKING POLICY FOR THE ANDREWS UNIVERSITY UNDERGRADUATE FACULTY AND UNDERGRADUATE COUNCIL

I—Introduction

This document describes the roles of the various entities of the University charged with the responsibility of providing a focused thrust to the quality-control, promotion and coordination of the undergraduate programs at Andrews University.

Section 1

These tasks have been assigned to the undergraduate faculties of the constituent schools of Andrews University acting in concert as the “undergraduate faculty” of the University.

Section 2

In turn the undergraduate faculty of the University has delegated these responsibilities to an “undergraduate council” whose membership consists of elected representatives from each of the constituent schools of the University.

First, the document defines the undergraduate faculty and then its functions are described. Next a definition is given of the undergraduate council after which the terms of reference are given and its operating policies outlined.

II—Undergraduate Faculty and Meetings

Section 1

The undergraduate faculty is made up of all faculty members, from all schools of the University, who teach undergraduate courses.

Section 2

Membership of the undergraduate faculty shall be by annual appointment of the president of the University after consultation with the Provost and deans of respective undergraduate schools.

Section 3

The primary responsibility for nominating faculty members for membership in the undergraduate faculty shall rest with the department chair and the concurrence of the dean of the school of primary appointment and the Provost.

Section 4

The undergraduate faculty shall have the responsibilities as outlined in (A) above.

Section 5

Those responsibilities of the undergraduate faculty as outlined in the Terms of Reference in Section D, are delegated to the undergraduate council.

Section 6

The “undergraduate faculty” as a group composed of the undergraduate faculties of the constituent schools of the University shall serve as a reference body, on matters referred to it by the undergraduate council (see B 12, 13, F and G below).

Section 7

Members of the “undergraduate faculty” shall receive and review the minutes of the undergraduate council.

Section 8

The “undergraduate faculty” shall be scheduled to meet at least once during each academic year. Special meetings shall be scheduled as outlined in sections 12-14 below.

Section 9

The chair who shall be the Provost, shall call and preside at meetings of the undergraduate faculty.

Section 10

The minutes of the meetings of the undergraduate faculty shall be kept by the secretary who shall be the Andrews University director of records.

Section 11

The agenda shall be distributed at least ten days prior to a regular faculty meeting.

Section 12

The order of business at regular meetings shall be:

- a. reading and approval of the minutes of the previous meeting
- b. communications and announcements
- c. report and review of undergraduate council decisions and activities
- d. agenda for the day

Section 13

A quorum of the undergraduate faculty shall be 40% of its total membership.

Section 14

Special meetings of the “undergraduate faculty” may be called at any time by the chair on the basis of a challenge from a two-thirds majority appeal of the total “undergraduate faculty” of a given constituent school of the University [or forty (40) members of the College of Arts and Sciences] against a decision of the undergraduate council (see F5 and 6 below).

Section 15

At a special meeting of the “undergraduate faculty,” only the business that precipitated the meeting may be discussed.

Section 16

A two-thirds majority of the “undergraduate faculty” of the University present (those present to be not less than a quorum) at such a specially called meeting is required to disapprove the disputed action of the undergraduate council. Since undergraduate council decisions stand unless overturned, a failure to achieve a two-thirds majority at such a special session of the undergraduate faculty of the University shall mean that the disputed decision of the undergraduate council shall stand.

III—Undergraduate Council

The undergraduate council is a group of faculty teaching at the undergraduate level, who shall, with respect to undergraduate affairs at the University and on behalf of all the undergraduate schools of the University, serve as a coordinating, policy-making, consulting, quality control, and advisory council to the president and the University administration.

Members of the undergraduate council are independent voices with special obligations seeking what is best for the University and do not represent specific schools of the University.

IV—Terms of Reference of the Undergraduate Council

The terms of reference of the undergraduate council shall be:

1. To advise the administration and the general faculty on undergraduate affairs at the University.
2. To advise on undergraduate matters referred to it by one or more constituent schools of the University or any of their committees, who regard the matter for counsel to be of interest and concern to all of the undergraduate schools of the University.
3. To coordinate common undergraduate thrusts towards reaching the goals and objectives of the University in pursuit of its own mission.
4. To take appropriate steps to ensure parity of program standards and quality among the different undergraduate schools of the University.
5. To provide a common forum for communication among undergraduate schools and for the discussion of common problems.

6. To establish minimum criteria, policies and procedures for requirements, activities and programs designed to be common to all the undergraduate schools such as:
 - a. approval of general education requirements
 - b. requirements for the various categories of associate and baccalaureate degrees
 - c. admission requirements
 - d. level of English language proficiency required for the various undergraduate degree programs
 - e. academic standards to ensure quality for off-campus programs
 - f. course outlines and syllabi preparation
 - g. program development, review, termination and introduction of new ones within each of the undergraduate schools
7. To keep the members of the undergraduate faculty fully informed of decisions taken on their behalf and if necessary to provide them an opportunity for input whenever needed.

V—Membership of the Undergraduate Council

Section 1

Members of the undergraduate council shall be annually appointed by the president of the University at the beginning of the summer quarter, after due process as described below.

Section 2

Membership of the undergraduate council shall be open only to:

- a. members of the faculty who teach undergraduate courses and who hold rank in one of the constituent schools of the University
- b. *ex-officio* members listed in Section 4 below.

Section 3

The undergraduate council shall consist of *ex-officio*, elected and appointed members totaling nineteen (19) voting members, and constituted as follows with an additional seven (7) non-voting *ex-officio* Advisory Members:

- a. *ex-officio* members (6)
- b. Members elected (10)

- c. Members appointed by the president (3)
- d. Advisory Members ex-officio (7)

Section 4:

ex-officio members (6) are:

- a. The president of Andrews University
- b. The provost
- c. The dean of the college of arts and sciences
- d. The dean of the School of Business Administration
- e. The dean of the school of education
- f. The dean of the college of technology

Section 5

The elected members (10) of the undergraduate council shall represent all of the constituent schools of the University offering undergraduate programs as follows:

- a. College of arts and sciences (4)
- b. School of Business Administration (2)
- c. School of education (2)
- d. College of technology (2)

Section 6

The members appointed by the president (3):

- a. *One* full professor (deans, associate or assistant deans excluded) selected from the undergraduate faculty on the basis of experience, expertise and seniority.
- b. *One* faculty member (deans, associate deans, or assistant deans excluded) selected from among the membership of the general education committee as recommended by the general education committee.
- c. *One* faculty member (deans, associate deans, or assistant deans excluded) selected from the membership of the honors program committee as recommended by the honors committee.

Section 7

Advisory Members (without vote) *ex-officio* (7):

- a. Vice president for financial administration
- b. Dean of adult and continuing education
- c. Director of the James White Library
- d. Director of the Andrews University computing center
- e. Registrar
- f. Director of Student Success.
- g. Vice president for enrollment management.

Section 8

The elected members of the undergraduate council are nominated by a majority vote of the faculty of a given school of the University from among the non-administrative members of the faculty of that school.

Section 9

The members of the undergraduate council appointed by the president are appointed according to the procedure outlined in Section E6 above.

Section 10

The officers of the undergraduate council are elected by members of the undergraduate council from among themselves (excluding deans) at the last regular meeting of the spring term for the following year and are the following:

- a. Chair
- b. Vice-chair
- c. Secretary

Section 11

The duties of the officers of the undergraduate council shall be as follows:

- a. Chair: to prepare an agenda, call meetings, and to preside at them
- b. Vice-chair: to function in the place of the chair in his/her absence or as designated by the chair
- c. Secretary: be responsible for the maintenance and circulation of the minutes of meetings and of subcirculation of the minutes of meetings and of sub-committee

reports. He/she shall also assist the chair in preparing the agenda and calling of meetings.

Section 12

Terms of service for the elected and appointed members of the undergraduate council shall be for three years. The rotation of members shall start after the second year with one third of the elected and appointed council members retiring each year thereafter.

Section 13

Members may be elected or appointed for no more than two consecutive terms of service.

Section 14

Membership changes required by the rotation formula described in Section E6 above shall be initiated annually by the president's office.

Section 15

Should any elected or appointed member fail to serve a full term, a replacement shall be obtained to serve the remainder of the term by procedures specified in Section E6, 8, 9, 12, 13, and 14 above.

VI—Meetings of the Undergraduate Council

Section 1

The undergraduate council shall normally be scheduled to meet at least once per quarter except for the summer quarter with the provision of special meetings as called by the chair. Special meetings are defined as meetings which were not initially scheduled at the beginning of the academic year.

Section 2

Agenda items may be submitted to the chair by any member of the undergraduate council or from the committees and sub-committees that report to the undergraduate council. The submissions are to be in writing. Relevant agenda items may also be submitted to the chair by the faculty of any of the constituent schools of the University or any of their sub-committees.

Section 3

Agenda items which involve the following shall not be finalized by a vote on the day introduced, but shall be held over until the next special or regularly scheduled meeting following the meeting of introduction and discussion:

- a. The introduction of new undergraduate policy(ies), except for recommendations from the general education, honors program, and academic support and advising services committees.
- b. A change in existing undergraduate policy(ies) except for recommendations from the general education, honors program and academic support and advisory services committees.

- c. The introduction of new programs, except as recommended by the sub-committee on program development and review.
- d. Substantive changes to existing programs, except as recommended by the sub-committee on program development and review.

Section 4

Minutes of the proceedings of the Undergraduate Council shall be recorded and maintained by the secretary who shall also be responsible for distributing copies of the minutes within a week to all members of the council as well as to each undergraduate faculty member.

Section 5

A decision of the undergraduate council may be challenged as provided for by policy in B14-16 above as well as F6 below. If a decision of the undergraduate council is challenged the “undergraduate faculty” of the University shall be asked to resolve the *impasse* in the manner described and implemented as described F7 below.

Section 6

Decisions taken by the undergraduate council may be implemented after twenty-one (21) days from the date of being made, unless challenged by a two-thirds majority of the total “undergraduate faculty” of a given constituent school (see exception in B14 above) of the University (see Section B14-16 as well as F5 above for calling special meetings and for the resolution of such an *impasse*).

Section 7

The routing of undergraduate council decisions shall be as follows:

- a. Decisions judged not to be affecting graduate programs of the University are immediately referred for implementation to the various undergraduate schools of the University by the secretary of the undergraduate council.
 - i. Should the undergraduate council decision *not be challenged* by any of the undergraduate faculties, the action of the undergraduate council shall be implemented after the required number of days have elapsed (sections B14-16 and F6).
 - ii. At this time the *general faculty* shall be informed of this by the vice-president for academic administration.
- b. Decisions judged to impinge on graduate programs, are referred by the vice-president for academic administration to the general faculty for final approval and recommendation to the Board of Trustees by the president of the University.

Section 8

A quorum shall consist of nine (9) voting members.

VII—Standing Committees and Sub-committees Reporting to the Undergraduate Council

Section 1

Standing and *ad-hoc* sub-committees may be designated as needed by the undergraduate council and may include representatives who are not regular members of the undergraduate council.

Section 2

The standing committees and sub-committees reporting to the undergraduate council include:

- a. Program development and review sub-committee (appointed by the undergraduate council)
- b. Academic policies sub-committee (appointed by the undergraduate council)
- c. General education committee (appointed by the president)
- d. Academic support and advising services council (for matters pertaining to undergraduate affairs and appointed by the president)
- e. Honors programs committee (appointed by the president).

VIII—Parliamentary Authority

The rules contained in *Robert's Rules of Order*, newly revised, shall govern meetings in all cases to which they are applicable and in which they are not inconsistent with these policies.

IX—Interpretation of this Document

The President of Andrews University shall be the ultimate authority in matters of dispute over the interpretation of the ORGANIZATION AND WORKING POLICY FOR THE ANDREWS UNIVERSITY UNDERGRADUATE COUNCIL.

X—PROCEDURES FOR AMENDMENTS

Section 1

Proposals for amendments to the ORGANIZATION AND WORKING POLICY FOR THE ANDREWS UNIVERSITY UNDERGRADUATE COUNCIL may come from a member of the Undergraduate Faculty at a regular or special meeting of the Undergraduate Faculty.

Section 2

All proposals for amendments to the ORGANIZATION AND WORKING POLICY FOR THE ANDREWS UNIVERSITY UNDERGRADUATE COUNCIL must be studied and approved by a majority vote of the undergraduate council, according to the policies outlined in Division F above governing meetings. If approved, the proposal will be recommended to the Undergraduate Faculty.

Section 3

Approval of an amendment to the ORGANIZATION AND WORKING POLICY FOR THE ANDREWS UNIVERSITY UNDERGRADUATE COUNCIL will require a two-thirds majority vote of the entire Undergraduate Faculty at either a regular or special meeting of the Undergraduate Faculty (see Division F above).

Section 4

Proposals for amendments to the ORGANIZATION AND WORKING POLICY FOR THE ANDREWS UNIVERSITY UNDERGRADUATE COUNCIL shall be voted by the Board of Trustees before they may be implemented.

Working policy - UG Council (2009)

VII—Standing Committees and Sub-committees Reporting to the Undergraduate Council

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- e. Honors programs committee (appointed by the president).

f. Undergraduate Admissions Committee (appointed by the president)

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The rules contained in *Robert's Rules of Order*, newly revised, shall govern meetings in all cases to which they are applicable and in which they are not inconsistent with these policies.

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Undergraduate Admissions COMMITTEE

Terms of Reference

Reports to: Undergraduate Council

Membership: Undergraduate Admissions Director (chair)

Undergraduate Admissions Coordinator (secretary)

Enrollment Management Vice President

Enrollment Management Associate Vice President

Student Success Director

Student Success Academic Intervention Advisor

College of Arts & Science Representative (2)

College of Technology Representative

School of Business Administration Representative

School of Education Representative

School of Architecture Representative

School of Distance Education

Invitees: Affiliation and Extension Programs, Intensive English Language Program

Appointment: Undergraduate Admission by position (director is chair and coordinator is secretary); faculty representatives nominated by deans in respective schools or colleges (three-year appointments); Enrollment Management by position (vice president and associate vice president); Student Success department are by position (director and intervention advisor); Invitees are by position (Affiliation and Extension Programs, Intensive English Language Program)

Term: Standing or Three year terms

Purpose: To serve as the governance over the Undergraduate Admissions Requirements, and where appropriate, proscribe intervention or vote denial on individual applicants within University guidelines

Terms of Reference:

Responsibility	Power
To evaluate undergraduate student application files and make a decision	To act
To review the admission decisions made within guidelines made by Undergrad Admissions between meetings	To act
To reconsider appeals from denied students	To act
To reconsider applications when new information is received	To act
To vote needed intervention and advisor assignments	To act
To vote approval of deans recommendations for	To act

transfer students either to deny or put on academic probation when appropriate	
To recommend admission requirements	To recommend to Undergraduate Council
To track admission trends	To report to Undergraduate Council
To request changes in policy	To recommend to Academic Policy Sub-Committee

Agenda and Minutes: Agenda prepared by committee secretary. Minutes are distributed to all members of the Undergraduate Council

Frequency and Venue: Meetings are scheduled bi-monthly on the first and third Wednesdays and/or at the call of the chair.

Approved by:

Date:

Margarita Mattingly

From: Gary Williams
Sent: Wednesday, August 31, 2011 3:37 PM
To: Margarita Mattingly
Cc: R Andrej Kis
Subject: Advance Placement Credit Issue

Margarita

Andrej Kis discussed with me the growing number of incoming students with Advanced Placement credits.

The limit on Advanced Placement (AP, Credit By Examination, CLEP, etc) is a maximum of 32 credits. (page 36; 2011-2012 Bulletin).

Several students have AP credits in the 40 plus credit range.

It has been a long time (1995) since this section of the Bulletin has been carefully reviewed by Undergraduate Council.

It seems that more high schools are offering AP classes. Presently, there are 34 possible AP subjects
http://apcentral.collegeboard.com/apc/public/exam/exam_information/index.html

Andrews' policy was based on current practice at the time.

Here's a link that has the acceptance policy at other colleges and universities:
<http://collegesearch.collegeboard.com/apcreditpolicy/index.jsp>

AP seems to be very popular with the current high school students. The College Board is making money (a lot of money) on all of these AP tests.

Have a good day!

Gary

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veritas vos liberabit