

Minutes of a Meeting of
The Undergraduate Council
Wednesday, April 10, 1996
#5

Harold Lang, Chair; Coral Brenneise, Secretary; Gordon Atkins, Morris Brown, Tom Chittick, Linda Closser, Paul Denton, Mary Ann Hofmann, Loretta Johns, Pat Mutch, Richard Orrison, Ray Paden, Dave Penner, Lew Seibold, Wesley Shultz, Gary Williams, Ed Wines

MEMBERS
PRESENT

David Penner

PRAYER

Approved February 14 minutes.

MINUTES

Discussion of the Recommendations from the Academic Policies Subcommittee regarding Degree Structure contained the following comments:

DEGREE
STRUCTURE
95-96, #10

There were suggestions for changes between the first and this reading of the policy which have come from Undergraduate Council and from College of Arts and Sciences chairs meeting. These include the "emphasis" section and the final Restrictions section.

Doing away with the "concentration" and replacing it with a major actually gives departments a bit more flexibility which hopefully will facilitate the reduction of programs. Certainly the number of emphases should be reduced.

A clarification on "Emphasis" should read 16-32 credits within the major, 75% of which credits are above and beyond the basic courses needed for the major.

The term "faculty expertise" needed to offer a major, minor, or emphasis puts the burden of proof on the department to demonstrate this expertise. We must be credible with what we offer.

Voted to approve the Degree Structure changes for the '97-98 bulletin.

Membership next discussed the Proposed Changes in Undergraduate Academic Policies in a first reading.

INCOMPLETE
POLICY
95-95, #11

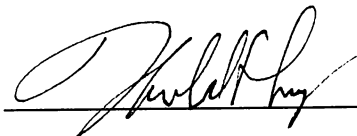
A straw poll was taken indicating the Council felt there should be a statement in the incomplete policy regarding the portion of work to be done as a "major amount." **Voted** to recommend to the General Faculty that the Incomplete policy should include the phrase "a major portion" when it is discussed and/or voted in the next faculty meeting.

The document, "Degree and Course Offerings by a Department," was next discussed as a first reading. Members should direct further suggestions for the policy to Ray Paden.

DEPARTMENT
DEGREE &
COURSE
OFFERINGS

The Freshman Year General Education course scheduling was then described as a common experience for all freshmen with specific courses they would all take including large courses connected to smaller process courses such as English Composition and Communication Skills.

FRESHMAN
GENERAL
EDUCATION



Harold Lang, Chair



Coral Brenneise, Secretary

Recommendation to the Undergraduate Council
From the Academic Policies Subcommittee
28 Feb 96

THE BA AND BS

The Bachelor of Arts (BA) degree is conferred upon the student who has completed the following requirements at the undergraduate level in the arts, humanities and related areas.

The Bachelor of Science (BS) degree is conferred upon the student who has completed the following requirements at the undergraduate level in the sciences, applied sciences and related areas.

DEGREE STRUCTURE

1. A BA/BS major shall consist of a specified set of courses ranging from 45 to 60 credits taken within a single field of study. An interdisciplinary major which combines courses from two or more fields of study may not exceed 90 credits, with a maximum of 60 credits coming from any one field of study.

2. A minor shall consist of a specified set of courses taken within a field of study consisting of 30 to 32 credits. A minor used for teacher certification that includes courses from more than one field of study shall consist of 30 to 36 credits with no more than 30 credits from a single field of study.

3. Emphases

Emphases are recorded on a student's records and the record's office checks to see that the requirements are met. An emphasis shall consist of 16 to 32 credits, 75% of which shall be unique to the emphasis. There must be faculty expertise in the area in which the emphasis is offered. An emphasis may be offered only in an area where there is a well defined career path that can not be entered by any other program offered by Andrews University.

4. BA/BS degree components.

A. Major

A major is required of all BA/BS students. It is recommended that at least 25% of its course work be reserved for electives in the major.

B. Minor

A minor may be required with the the major.

C. Cognates

Cognate courses (which are outside the major/minor, but are related to it) may be required.

D. General education

Required courses specified by policy.

E. General electives

Courses chosen to broaden the student's academic program.

5. Restrictions

- A. Departments shall not require major, minor and/or cognate requirements in excess of 100 credits.

- B. These restrictions may be exceeded only where certification, licensure, professional accreditation or established standards of practice clearly make it necessary.

PROPOSED CHANGES IN UNDERGRADUATE ACADEMIC POLICIES

DG Grade Policy: Revise the DG policy voted March 8, 1995 as follows:

Deferred grade (DG) can be changed to a ~~withdrawal (W)~~ DN or letter grade up to three years following registration for the course. Any changes in the GPA subsequent to the issuing of the diploma shall not be cause for revision of the diploma.

A DN is defined as follows:

DN--A DG which no longer can be changed to a grade. It represents a course that is not completed and can no longer be completed due to an elapsed time limit.

S/U Grade Policy: Revise the statement in the Undergraduate Bulletin as follows:

An S or U grade may be given in certain designated courses. An S means that a ~~C~~ C or higher has been earned in the course and a U signifies unsatisfactory performance....

Incomplete Grade Policy: Revise the statement in the Undergraduate Bulletin as follows:

An incomplete (I) indicates that the student's work is incomplete because of illness or unavoidable circumstances and not because of negligence or inferior performance. ~~At least 50 percent~~ A major portion of the course requirements must be completed before an I can be given in that course....

Second Degree Policy: Revise the statement in the Undergraduate Bulletin as follows:

~~A student may not earn a second degree from Andrews with the same nomenclature. If a second baccalaureate degree with a different nomenclature is desired the student must:~~ To earn a second baccalaureate degree from Andrews University a student must:

- a. Complete 45 in-residence credits beyond those required for the first baccalaureate degree.
- b. Meet all of the published requirements of the second degree major/~~concentration~~/professional component, including prerequisites, cognates, degree core and General Education requirements specific to the program of study for the second degree.
- c. If the first degree did not include a comparable General Education component in religion, complete a minimum of ~~7~~ 4 credits in religion.

DEGREE AND COURSE OFFERINGS BY A DEPARTMENT

Draft Policy

Last revised: 3 Apr 96

1. There must be at least two FTE faculty in a department. At least half of a department must be faculty who are employed full time (at least 90%) by AU with primary appointment to the department in question.
2. There must be at least two faculty available to a department for each undergraduate major it offers. There must be at least one faculty for each minor and/or emphasis it offers. Faculty may be double counted for majors, minors and emphases as long as they are in similar areas.
3. There must be at least one faculty with advanced course work and/or demonstrable experience within a given area in order to offer a major, minor and/or emphasis. One faculty could be counted for a maximum of two areas of expertise.
4. The number of unique credits in a program will be used to determine the number of majors, minors and/or emphases in a department. Departments offering graduate programs must also count these in determining the maximum number of undergraduate majors, minors and/or emphases it offers.
5. There shall be established a maximum allowed percentage of elective courses to be offered by a department with respect to the required core courses that it offers. This percentage shall be determined by academic administration. Service courses that are required externally to the department shall not be subject this limitation.