

**Minutes of a Meeting of the Undergraduate Council**  
**Wednesday, Oct 16, 1996**  
**#1**

Harold Lang, Chair; Gordon Atkins, Secretary; Gerry Coy (for Wes Schultz), Paul Denton, Mary Ann Hofmann, J. Mailen Kootsey, Warren Minder, Patricia Mutch, Richard Orrison, Gustavo Ortiz, Patricia Scott, Douglas Singh, Curtis VanderWaall,

VOTING  
MEMBERS  
PRESENT

Linda Closser, Charlotte Coy, Paula Dronen (for Llewellyn Seibold), Dean Hunt, Loretta Johns, David Penner, Gary Williams, (Patrick Allen, invited)

NON-VOTING  
MEMBERS  
PRESENT

Gustavo Ortiz

PRAYER

May 15/96 meeting minutes discussed and approved.

MINUTES

Mentioned was made that S/U should be used in a limited way for the benefit of the student's records.

There was discussion of whether the instructor should determine S/U or letter grades or the school. The School decides the limitations for that course and the teacher chooses from among the options.

New members were introduced.

Goals for the Undergraduate Council during the 1996-97 school year:

GOALS FOR  
1996-97

1. Admission requirements

Some revisions are possible to simplify these.

2. Undergraduate Policies Manual

The 1994 version needs to be revised based on a significant number of policy changes from the last two years. This manual represents material from many sources outside of this council's action. Members were asked to identify sections of the manual that need to be reviewed.

Discussion of whether the manual should be complete and if so, how should this manual be kept current since the sources are many. General support of a complete manual was voiced.

Discussion of what document is legal and binding (bulletin or manual). For the student, the legal document is the bulletin, however the bulletin is based on the manual and its references.

3. Undergraduate Bulletin

This committee's role in this will be somewhat dependent on ongoing discussion of President's Cabinet. For example, it was mentioned that a single undergraduate bulletin is being looked at for the future by President's Cabinet. The Bulletin not need be a PR device.

4. Program and Curricula Review

Deans were asked to implement the curricula review at the departmental level and it is in process.

Questions were raised regarding program review. There was concern regarding the work loads for the departments. Can procedures be streamlined to avoid redundancies?

What counts as credits in residence?

Current requirement: 45 of last 55 credits must be taken in residence. With an increase in extension programs, distance learning, etc. that we offer, do we need to change this requirement.

Items mentioned to be considered when answering this question: Are Andrews faculty directly involved? Community-building while on campus and the "Andrews Mark". Council members were requested to contribute ideas regarding a reformulation of this policy. The Dean's may wish to consult with their faculty.

CREDITS IN  
RESIDENCE

Distance Learning:

Mailen Kootsey reported on the arrangement between Home Study Institute and Andrews University. The cooperation is meant to benefit both HSI and AU. For HSI the advantage is broader certification and broader coverage of degree granting (Griggs University only offers limited degrees). For Andrews the benefit is that HSI is experienced in distance learning, curriculum development and communication system with the student which the University is interested in developing. This arrangement is limited to college level course work, not effecting Griggs University organization.

DISTANCE  
LEARNING

Eventually the courses would be AU courses with AU credits.

**Voted** to grant full general reciprocity (remove the 24 credit limit and the 45 credits taken in residence out of the last 55 credits) for courses offered by HSI (formerly offered by CUC and Grigg's University).

ACCEPTANCE  
OF HSI CREDITS  
96-97, #1

Items for further discussion:

Graduation exercises need to be written into policy. Members are asked to look over the proposed document supplied and come prepared for further discussion at the next meeting.

GRADUATION  
EXERCISES

A report was requested from Loretta Johns on the fall quarter cohort system.

  
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Harold Lang, Chair

  
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Gordon Atkins, Secretary