

Minutes of a Meeting of the Undergraduate Council
Wednesday, July 15, 1998
#1

Harold Lang, Chair; Linda Closser, Secretary; Delmer Davis, Ann Gibson, Loretta Johns (as Dean of College of Arts and Sciences), Pat Mutch, Richard Orrison, Michel Pichot, Jerry Thayer (for Karen Graham), Robert Wilkins, Bill Wolfer

**VOTING MEMBERS
PRESENT**

Robert Moon, Gary Williams

**NON-VOTING
MEMBERS PRESENT**

Richard Orrison

PRAYER

No Action Taken

**PREVIOUS
MEETING'S
MINUTES**

Reopened discussion. The Semester Conversion Committee thought 128 credits was too high. This number was voted because of the high number of General Education credits and because of the conversion: 16 cr. x 8 semesters = 128. A total of 126 cr. is more common in liberal arts colleges. Some expressed concern that the lower the number, the fewer the electives, and the less the diversity. Yet, only 20% of the graduates finish with only 190 quarter credits now. After much more discussion, the committee

**REQUIRED
SEMESTER HOURS
FOR GRADUATION
1998-99 #1**

VOTED

to amend the motion to lower the required number from 126 to 124. This will be referred to the Semester Conversion Committee for their Standards document.

The committee then discussed the Degree Structure from the Undergraduate Policies Manual, and the following changes were made:

**UNDERGRADUATE
POLICIES MANUAL
UPDATES
1998-99 #2**

- 4-2:2 190 credits changed to 124.
- 4-2:2.1 "If a program is specifically accredited or certified, the requirements of the accreditation/certification body must be considered in establishing general education requirements for that program."
- 4-2:2.2 66 credits

- 4-2:3 62 credits
- 4-3:2 **credit** "One credit is given for each fifty minute period per week (with the expectation of two hours per week of outside preparation time) for lecture classes, for two to four hours of laboratory or studio work per week for a minimum of 45 hours for independent study. For coop work experiences and internships, etc., where the learning experience is not as intense, more hours are expected per credit."
- 4-4:2.2 "In addition to the course approval process described in section a. above, general education courses must also be approved by the General Education Committee.
- 4-4:3.2 O.K. as written. (Discussion of possible duplication of effort to bring changes to Undergraduate Council—delegate authority to General Education?)
- 4-5:2 Semester system only requires 2 numbers

The committee

VOTED

to accept the document with noted changes. A concern for affiliated schools was added which will be discussed at a later meeting.

The committee then discussed a preliminary reading of the Academic Policies section of the Manual:

PRELIMINARY READING OF PART II OF THE MANUAL

Create text for the Distance Education section on p. 7

- 2-1:3.2 b. Credit or Waiver by Examination
- d. CLEP policy for Composition needs to be rewritten by the English Department and submitted to the Council.
- 2-1:3.7g. Bob Moon and Susan Zork need to be consulted on this portion of policy for Prior Learning Assessment and Portfolio.
- 2-2:0 Academic policy should be the same as the financial to avoid confusion. Neither area should establish the policy without consulting the other.
- Part VI The committee discussed whether this information needs to be repeated here since it is already in the Working Policy, except for the

portion on attendance. Is it "handier" to have it repeated—only what is relevant to academic standards?

Part IV

The information on deferred grades and incompletes is now in the WP.


Information on Assessment should also be included in this section and all information must be cross-checked.

2-1:3.4

Credit for Off-Campus Study/Experience will need to go back to the Academic Policies Subcommittee for review.

2-1:3.5

Distance Education policy needs to be developed.



Chair



Secretary

4-2:1 1. Definition of Degrees

Andrews University offers three types of baccalaureate degrees (Bachelor of Arts, Bachelor of Science and professional degrees) and associate degrees.

- a. A Bachelor of Arts (BA) degree is conferred upon a student who completes requirements at the baccalaureate level in the arts, humanities and related areas.
- b. A Bachelor of Science (BS) degree is conferred upon a student who completes requirements at the baccalaureate level in the sciences, applied sciences and related areas.
- c. Professional degrees (Bachelor of Science in _____, or Bachelor of _____,) are conferred upon students who complete requirements at the baccalaureate level in professional programs.
- d. Associate degrees are awarded to students who complete two-year general studies or para-professional program.

4-2:2 2. Baccalaureate Degree Requirements

A baccalaureate degree program shall consist of the following components for a minimum of 124 credits.

4-2:2.1 a. Bachelor of Arts/Bachelor of Science Degree Components

- i. General Education
As formulated by the General Education Committee and approved by the Undergraduate Council. If a program is specifically accredited or certified, the requirements of the accreditation/certification body must be considered in establishing general education requirements for that program.
- ii. A Major
A BA/BS major shall consist of a specified set of courses ranging from 30 to 40 credits taken within a single field of study. An interdisciplinary major which combines courses from two or more fields of study may not exceed 60 credits, with a maximum of 40 credits coming from any one field of study. It is recommended that at least 25% of its course work be reserved for electives in the major.

4-2:3

3. Associate Degree Requirements

An associate degree program shall consist of the following components for a minimum of 62 credits.

a. Associate degree components

i. General Education

As formulated by the General Education Committee and approved by the Undergraduate Council for the Associate of Arts and Associate of Science degrees. Requirements for other associate degrees are approved by the General Education Committee and the relevant school courses and curricula committee/faculty.

ii. A Degree Core may be required

iii. A Major or Area of Emphasis

If a major is used, it shall consist of a minimum of 27 credits

iv. Cognate Courses may be required

v. General Electives

4-3:0

C. TERMINOLOGY

4-3:1

1. Naming of Degrees, Programs and Majors

The terminology used in naming degrees, programs, majors, etc. shall conform to the terms commonly used by other institutions of higher education

4-3:2

2. Definition of Terms

class

- a. A body of students meeting regularly to study the same subject, the period of assembly of such a body.
- b. A body of students whose year of entrance into college and/or graduation from college is the same.

class standing

Class standing is based on credits earned and/or credits required for graduation.

course

A unit of instruction in a particular subject area for which a student registers and receives credit. A course normally lasts for one term.

takes for an option is done by advising.

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 12 to 20 credits, 75% of which shall be unique to that 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.

4-4:0 D. COURSE DEVELOPMENT AND APPROVAL

4-4:1 1. Course Credits per Course

The standard course credits per course shall be three, four, or five semester credits, depending on the needs of the department, the content emphasis, faculty needs, and student schedules. In addition, pairs of half-term courses totaling at least 4 credits are possible. Flexibility in credits may be allowed for professional programs to accommodate certain external factors such as accreditation and licensure. Courses of one or two credits will be allowed for independent study/reading, projects, research, certain departmental seminar courses, physical education activity courses, private lessons, music or art studio courses, etc. Exceptions must be approved by the Undergraduate Council.

4-4:2 2. Approval of Courses to be Offered

4-4:2.1 a. Approval of Courses (General)

WP 2:412

The department in session, on the basis of a draft by the chair or curriculum coordinator, and normally after consultation with the dean, shall vote which courses shall be recommended for inclusion in the bulletin, which courses shall be withdrawn, and which courses shall be changed. These recommendations shall then be presented to the dean who will take them to the school committee on courses and curricula and if approved, to the school faculty for its vote.

The faculty of a school may vote to delegate its authority for course approval to its committee on course and curricula; such a decision to delegate is valid only for one academic year. Each year such a delegation of authority is voted, the minutes of the committee on courses and curricula shall be circulated to the members of the faculty and shall be implemented after ten days after the action has been conveyed to the faculty. If within ten days of circulation a department chair or a curriculum coordinator or ten percent of the members of the faculty request a school faculty session to discuss the minutes of the committee, the execution of the decision of the committee

4-4:4.1**a. General Information**

The teacher should include the course number, title, credits and classroom location along with the teacher's name, office location, office hours and phone number.

4-4:4.2**b. Course Description**

The bulletin description of the course or an expanded description should be given to remind students of the scope of the course. In addition, this section should contain the statement of the topics studied in the course. This statement may vary from lecture outlines to a bound document with the topics presented in full detail to an outline with some commentary on the topics covered. The length of this material will probably vary with the experience of the teacher in the course and the nature of the course. It may be possible to describe the content of a course in sufficient detail for the purpose of this type of syllabus in only one or two pages.

4-4:4.3**c. Textbook(s)**

The author, title, edition, publisher and date should be given for each required textbook. Some teachers include a schedule of reading assignments and supplementary non-required texts.

4-4:4.4**d. Objectives for the Course**

The objectives for the course should be clearly stated. In the sections of the syllabus which follow, the teacher should show how the work of the course meets the stated objectives.

4-4:4.5**e. Course Procedures**

The teacher's policy on absences, tardiness, make-up work and plagiarism should be clearly stated as well as any other general expectations for the course. The teacher may wish to describe in general how he/she conducts the course as well as what his/her general philosophy of the course and its objectives are.

4-4:4.6**f. Course Requirements**

A list of course requirements including specific details should be clearly listed, such as requirements and expectations for outside reading, keeping of journals, papers, oral reports, field trips, laboratories, etc.

- e. When a significant change is made in the course content, a new course number should be assigned.

4-5:2

1. Course Numbering Procedures

- a. The Academic Records Office keeps the official master file of courses that have been approved to be offered by all of the schools of the university. This file includes the course numbers.
- b. At the time a new course is proposed, the department will also propose a course number which must be cleared by the Academic Records Office, to determine whether the number is available and whether it conforms to the numbering system..
- c. When a course is discontinued, the same number may not be used again for a new course for a period of at least five years.
- d. At the time a new course number is assigned, the department shall indicate a course type code (lecture, lab, independent study, home study, etc.) selected from list of codes maintained by the Academic Records Office.