

Minutes of the Undergraduate Council

Monday, Nov. 6, 2000

#2

Patricia Mutch, acting chair; Merrie Jones Gray, vice chair; Delmer Davis, secretary; Samuel Chuah, Paula Dronen, William Richardson, Malcolm Russell, Brad Sheppard, April Summitt, Charles Tidwell, Patrick Williams, Jan Wrenn

**VOTING MEMBERS  
PRESENT**

Emilio Garcia-Marenko, Gary William, Edward Wines

**NON-VOTING  
MEMBERS PRESENT**

Gary Williams

**PRAYER**

The committee approved the minutes of Oct. 2, 2000, with one correction as noted in the following sentence: "The main business of the day centered on decisions regarding the filling of vacancies for committee leadership posts ~~on~~ and for subcommittee membership."

**APPROVAL OF  
MINUTES**

Emilio Garcia-Marenko presented a report from the Sub-Committee on Admissions. He summarized the Sub-Committee's voted recommendations regarding their functions. Discussion centered on whether or not the Sub-Committee should overlap with the Sub-Committee on Academic Policies in regards to admissions policies. The Undergraduate Council voted to accept the recommendations with the change in wording for number one (as noted on the attached document).

**VOTED: ADMISSIONS  
SUB-COMMITTEE  
REPORT ON  
FUNCTIONS**

Samuel Chuah reported on the difficulty of getting the Sub-Committee on Academic Policies together. He is setting up a WEB-CT approach to committee interaction as a way of involving all members in the discussion of agenda items.

**REPORT FROM THE  
SUB-COMMITTEE ON  
ACADEMIC POLICIES**

Pat Mutch reported that she is gathering the appropriate materials related to the updating and revisions of the Undergraduate Manual. Her office will provide assistance as the Undergraduate Council continues its process of revising policies for this document.

**CONTINUED REVISIONS  
OF THE  
UNDERGRADUATE  
MANUAL**

Pat Mutch expressed concerns about the present undergraduate admissions criteria and process. The present criteria are rather complex and need simplifying so that the admissions process can be speeded up. We may be losing potential students because our process does not allow for a speedy turn-around on applications. In particular, is it necessary to do the careful check regarding the 13 secondary units required for regular admission?

Pat Mutch led the committee through a review of certain Working Policy materials. She reminded the members that the General Faculty had voted to delegate authority to the appropriate committees for deciding what revisions in policies are "substantive" and what revisions are "non-substantive." "Non-substantive" revisions will not require General Faculty approval. Policy number 2:425 ("Admission and Registration of Students") became the center of discussion for the remainder of the meeting. Dr. Mutch asked committee members to recommend changes in the policies as revised. The following suggestions were noted for further editorial revision:

1. In 2:425:1, line 9, change "commitment" to "affiliation."
2. In 2:425: 1, lines 10 and 11, change "will be comfortable within" to "will understand and respect."
3. In 2:425:2, line 37 (and in other relevant statements throughout the document), perhaps change "minimum admission standards" to "general admission standards," although not all committee members agreed with this change.
4. In 2:425:4, line 37, change "Course Membership" to "Course Registration."
5. In all of this section of the document, be sure that "drop/add" or "change of study program" phrasing is changed to "change in course registration" phrasing.

The committee voted to delete the following sentence from line 8 of 2:425:4:2: "Normally an audited course is not taken later for a grade."

## **CONCERNS RAISED ABOUT THE UNDERGRADUATE ADMISSIONS CRITERIA AND PROCESS**

## **SUGGESTED REVISIONS IN WORKING POLICY: 2:425 ADMISSION AND REGISTRATION OF STUDENTS**

## **VOTED: DELETION OF SENTENCE IN 2:425:4:2**

Other suggested revisions were as follows:

1. In 2:433, line 8, change "for the first and/or second semester (s)" to "one semester or more."
2. In 2:434, delete lines 18-22 on FICA taxation.
3. In 2:435, should "the student" be added in line 26, so the line would read as follows: "monitored by the student, the student advisor and the Registrar."

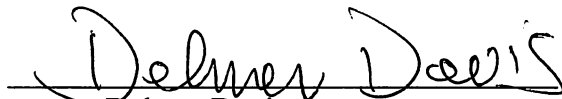
The committee agreed that the revisions discussed during the meeting were "non-substantive" and would not need General Faculty approval.

## **MORE SUGGESTED REVISIONS**

## **SUGGESTED REVISIONS DEEMED "NON- SUBSTANTIVE"**

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Pat Mutch, acting chair



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Delmer Davis, secretary

Minutes of the Undergraduate Council  
Monday, Oct. 2, 2000  
#1

Merrie Jones-Gray, acting chair; Delmer Davis, secretary;  
Samual Chuah, Paula Dronen, Patricia Mutch, William  
Richardson, Malcolm Russell, Brad Sheppard, April  
Summitt, Charles Tidwell, Lynelle Weldon, Patrick  
Williams

**VOTING MEMBERS  
PRESENT**

Gary Williams, Susan Zork

**NON-VOTING  
MEMBERS PRESENT**

Susan Zork

**PRAYER**

The committee approved the minutes of May 10, 2000, and  
the minutes of June 14, 2000.

**APPROVAL OF  
MINUTES**

The main business of the day centered on decisions  
regarding the filling of vacancies for committee leadership  
posts on for subcommittee membership. After  
considerable discussion regarding conflicts in faculty  
schedules, potential overloads on faculty candidates, and  
the need to arrange ahead of time some sort of reduced load  
for the chair of the Undergraduate Council combined with  
adequate secretarial help in order for the Council business  
to be conducted efficiently, the committee voted the  
following solution to Undergraduate Council vacancies:

**UNDERGRADUATE  
COUNCIL OFFICER  
VACANCIES**

Acting Chair: Patricia Mutch (Fall Semester only)  
Vice-Chair: Meredith Jones-Gray

**VOTED: PAT MUTCH,  
ACTING CHAIR;  
MEREDITH JONES-  
GRAY, VICE-CHAIR;  
APRIL SUMMITT  
SLATED TO BECOME  
CHAIR IN SPRING 2001**

The present understanding is that April Summitt will  
become the Chair of the Undergraduate Council for the  
Spring Semester 2001, if her dissertation has been  
completed by that time. If not, the above temporary  
solution may have to be reconsidered.

The following individuals were voted to fill vacancies on  
the following Undergraduate Council Subcommittees:

**VOTED: MEMBERS TO  
FILL SUBCOMMITTEE  
VACANCIES**

Academic Policies

Patrick Williams (to replace Paul Denton)

April Summitt (to replace Michel Pichot)  
Tom Chittick (to replace Clark Rowland)

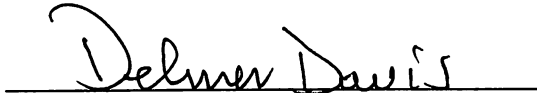
Admissions

(The subcommittee needs to name a replacement for  
Kellie Frazier as Recording Secretary.)

Program Review and Development

Paula Dronen, chair  
Malcolm Russell (to replace Robert Kingman)  
Susan Zork (to replace Laun Reinholtz)  
Robert Wilkins will not be serving as *ex officio*

  
Meredith Jones-Gray, acting chair

  
Delmer Davis, secretary