

Minutes of the Undergraduate Council
Monday, April 2, 2001
#6

April Summitt, chair; Merry Jones-Gray, vice chair;
Delmer Davis, secretary; Paula Dronen, Patricia Mutch,
Bill Richardson, Brad Sheppard, Jack Stout, Charles
Tidwell, Lynelle Weldon, Patrick Williams

Charlotte Coy, Emilio Garcia-Marenko, LaVerne Taverez
(for Gary Williams)

Brent Geraty

At the beginning of the meeting, without a quorum present,
members reviewed the minutes from the past two meetings.
After a quorum arrived, the members voted their approval
of the minutes of February 5 and March 5, 2001.

The chair briefly summarized what has been happening in
the attempt to establish coordinated guidelines at the
graduate and undergraduate levels for regular program
reviews. Later in the meeting, Paula Dronen indicated that
she and Linda Thorman have met and are working on
setting up times when the appropriate graduate and
undergraduate subcommittees can get together for further
discussion.

The rest of the meeting was devoted to a review of
revisions of Working Policy items. The committee first
considered 2:420: "Off-Campus Educational Experiences."
The committee recommended a minor change in 2:420:1,
item #1, changing the word "must" to "should," and then
voted all the revisions for 2:420 as non-substantive, thus
not requiring full general faculty approval.

After a short discussion, the committee voted as non-
substantive the revisions in policy 2:411: "Approval of
Curricula: Policy Making."

**VOTING MEMBERS
PRESENT**

**NON-VOTING
MEMBERS PRESENT**

GUEST

**APPROVAL OF
MINUTES**

**UPDATE ON PROGRESS
ON REGULAR
PROGRAM REVIEW
GUIDELINES**

**VOTED: 2:420 AS NON-
SUBSTANTIVE
REVISIONS, "OFF-
CAMPUS
EDUCATIONAL
EXPERIENCES"**

**VOTED: 2:411 AS NON-
SUBSTANTIVE
REVISIONS,
"APPROVAL OF
CURRICULA: POLICY
MAKING"**

The committee then began a continuation of the discussion on the admission standards for undergraduate students. The chair presented a summary of bench-marking related to how selected colleges and universities handle test scores for admission. (See attached.) She noted that the trend seemed to indicate rather vague and general statements in bulletins with "sliding scales" used in the actual admission process each year. She also reminded the committee that the suggested revisions in policy for Andrews were intended to allow recruiters to make on-the-spot decisions about students whose admission would be routine. Jack Stout noted that the U.S. Department of Education has done extensive studies on large numbers of students, including how various factors, including test scores on the SAT, predicted college success (graduation in six years). He emphasized that math units are the most predictive of the indicators. The Undergraduate Council Academic Policies Subcommittee will continue to study how best to simplify the admission process and will consult the data recommended by Dr. Stout.

The committee then turned to a continuation of earlier discussions having to do with the role of the advisor in notifying students who are "failing a program." (See proposed Working Policy revisions for 2:437:4:2. on "Communication of Consequences of Course Failure.") In particular, discussion centered on the following sentence on page 13, line 8: "Advisors are responsible to warn, verbally and in writing, the student who is failing a program." Some committee members thought that this sentence placed too much responsibility on advisors for such notification when advisors may not have adequate information to provide students with responsible warnings about failure. Members objected that such warnings should come from the chairs of departments/programs or deans and not from advisors. Emilio Garcia-Marenko indicated that he did not favor the wording in the sentence in that such wording moved responsibility for recognizing failure from students as well as perhaps opening up options for unwanted legal action. Brent Geraty, University Counsel, suggested that the word "evidence" in line 10 on page 13 should be changed to "documentation." When members expressed concern about cases in which a warning cannot be delivered because students cannot be located in person, by phone, or by mail, he said that such documented

UPDATE ON PROGRESS TOWARDS FAST-TRACK ADMISSION BASED ON TEST SCORES AND MATH UNITS

DISCUSSION OF THE ADVISOR'S RESPONSIBILITY IN WARNING STUDENTS ABOUT FAILING A PROGRAM (2:437:7:2)

attempts would fulfill the legal implications of the proposed policy.

After considerable discussion, the committee voted to delete the much discussed sentence: "Advisors are responsible to warn, verbally and in writing, the student who is failing a program." The committee also voted to replace the word "evidence" in line 10, page 13, with the word "documentation."

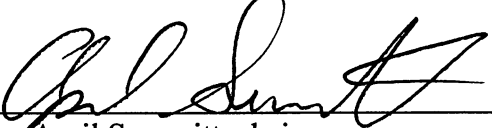
**VOTED: REVISIONS IN
2:437:7:2**

The committee also voted the suggested revised wording that ends section 2:437:3:3, which now reads as follows: "The instructor is expected, when requested, to provide appropriate feedback to students on their progress in the class. It usually is appropriate for the instructor to warn a student whose progress suggests he/she may fail the course."


**VOTED: REVISED
WORDING IN 2:437:3:3**

There will be a new joint effort between the appropriate Undergraduate Council and Graduate Council subcommittees to create revised and enlarged policies related to academic integrity.

**SUBCOMMITTEES TO
WORK ON POLICIES
REGARDING
ACADEMIC INTEGRITY**



April Summitt, chair



Delmer Davis, secretary

	A	B	C	D	E	F	G	H	I
1	Admission Requirements of Similar Schools								
2									
3	School	SAT/ACT	GPA	Sliding Scale	HS Units	Math	English	Science	Personal Sta
4	Florida Tech	1000/22	3.0/up	yes	yes	3-4		4 3-4	recommended
5	Polytechnic U			yes	yes		4	4	4 no
6	Seton Hall	Ave-1100	Average - B	yes	yes		3	4	1 yes
7	Univ of Pacific			yes	yes	3-4		4 2-3	yes
8	Univ of Tulsa			yes	no				yes
9	St. Mary's			yes	yes		3	4	2
10	Kalamazoo C.			yes					yes
11	St. John's U.			yes					no
12	Xavier		C+ average	yes	yes		3	4	2 no
13	State of WA		prefers GPA	yes	yes		3	4	2 no
14	State of MA		2.70/up	yes-if low	GPA 16 total		3	4	3 no
15	State of NC			yes	yes		4	4	3 no

APPROVAL OF CURRICULA : POLICY MAKING

2:411

Minimum standards for all university curricula and the procedures for creating new curricula and reviewing existing curricula are determined and published by the Undergraduate and Graduate Councils. See the Undergraduate Manual and the Graduate Programs Manual for details.

Approval for New Curricula

2:411:1

Typically a curriculum coordinator or department chair presents to the dean a draft proposal prepared by the faculty that outlines the curriculum requirements, describes courses, and lists the faculty and library resources needed for a new program. The dean presents the draft outline to the other department(s) most directly concerned with the curriculum for comments. Next the dean presents the draft outline and pertinent comments to the school's committee on courses and curricula for its recommendation, which in turn is submitted to the school faculty for recommendation to the appropriate Council.

The Undergraduate or Graduate Council then reviews the recommended proposal for compliance with minimum standards against the duplication of courses and programs already offered by the University. The Council also ensures that relevant faculty personnel, library, support systems, financial resources, etc., have been assessed within the potential of the targeted markets. Implementation of approved curricula is subject to adequate funding as determined by the administration. Final approval of the appropriate Council is required before the curricula are made available to students.

Changes of Current Curricula

2:411:2

Authority for minor changes in an approved curricula lies with the department and school faculty through decisions made by the school courses and curricula committee. (See 2:412.) However, substantive changes that redirect the entire curriculum and in effect create a different degree from what was initially approved must be submitted to the appropriate Undergraduate or Graduate Council before implementation.

Review of Current Curricular Programs

2:411:3

Departmental and School Review

2:411:3:1

Each year the dean reviews with the department chairs and/or curriculum coordinators the overall curricular offerings of the college/school. Information provided by the Annual Department Report on assessment results, department needs and student achievements through the curricula offered is used. Recommendations from this review are discussed with the department faculty. - A course not offered for two consecutive academic years is considered for deletion from the bulletin unless a decision has been made to offer the course during the period covered by the ensuing bulletin.

Periodic Program Review

2:411:3:2

Further self-study and program review of current curricula occurs within policy provisions prescribed by the Undergraduate and Graduate Councils. Review at the departmental level includes peer evaluation of the quality, currency, sustainability and resources of the programs. Such reviews are done on a scheduled basis by an elected faculty committee representing both Councils. The advice of the deans and the vice president for academic administration is considered before recommendations are made for program improvement, expansion, or deletion.

APPROVAL OF COURSES:

2:41

Department faculty recommend courses to be offered, courses to be withdrawn, and courses to be changed. The faculty also recommend minor curricular changes to improve the degree program(s) offered. Such recommendations are made by the department in session and then presented to the school committee on courses and curricula. The course and curricular changes recommended by the school's committee then go before the school faculty for a vote of approval or denial.

The faculty of a school may vote to delegate its authority for course and minor curricular approval to its committee on courses and curricula; such a decision to delegate is valid only for one academic year. In years when such a delegation of authority is voted, the minutes of the committee on courses and curricula are circulated to the members of the faculty for review and implemented only ten days after the faculty review period. If within that ten days 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 committee action is held in abeyance until the faculty discussion has taken place. An action by the faculty will override an action by the committee.

COURSES, COURSE OUTLINES (SYLLABI), STUDENT MANUALS

2:41

The chair of each instructional department counsels with the members of the department regarding each of the courses offered as to its scope (area or aspect covered), the way in which the content will be presented (pedagogical design), the manner in which the course requirements and schedule are announced (syllabus or student manual), and the reasonableness and clarity of the course requirements and assignments, etc.

Guidelines for the minimum content of a course outline or syllabus are provided by the vice president of academic administration and available from the dean of the school. Each syllabus is to contain the minimum information described in these guidelines.

A copy of the syllabus (course outline or student manual) prepared by the teacher is to be filed with the chair of the department and with the dean of the school by the first day of regular registration. All students are to receive the course outline or syllabus by the teacher of the course on the first day of class or laboratory.

March 28, 2001.

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OFF-CAMPUS EDUCATIONAL EXPERIENCES

2:420

Well-planned off-campus academic activities can significantly enrich a student's educational experience. Departments and schools have the opportunity to provide such activities by offering study tours, extended field trips, and practicum experiences off-campus.

Detailed requirements and planning guidelines for such off-campus educational experiences are available from the director of affiliation and extension programs.

The following general policies apply:

1. Off-campus educational experiences must be proposed to the Dean of Affiliation and Extension Programs and approved by the Affiliation and Extension Programs Committee before the off-campus experience is announced and fees are collected from students.
2. An approved faculty sponsor must be present during the full-time the group is off-campus. This may be a regular faculty member, an adjunct faculty member, or a designated professional qualified to give supervision.
3. If credit is offered, the course assignments and anticipated student preparation time must be at least equivalent to on-campus courses.
4. Protection from safety hazards must be planned for the students and sponsors. The approval of the Loss Control Director is required. The directives of the U.S. State Department for foreign travel must be adhered to.
5. If countries to be visited have health risks, the recommendations of the Center for Disease Control and the University Medical Center must be followed.
6. Financial plans must be designed to cover all expected costs of the faculty sponsor(s), students, contingency for emergencies, and administrative overhead charges.
7. A detailed final itinerary with an address list for overnight stays must be filed with the Affiliation and Extension Programs office before departure.
8. Within two weeks of the sponsor's return to campus, a report of the experience must be provided to the department chair, the dean of the school, and the Controller with a copy to the Affiliation and Extension Programs office.

Trips not included in these guidelines are field trips which have no overnight stay, recruitment or university-relations trips, or evangelistic field schools.

Revised Mar. 28, 2001.

Study Tours

2:420:1

A Study Tour is defined as an off-campus educational experience that takes place outside a regularly scheduled semester session and for which credits offered are not related to a course taught during such a semester, and for which a student has not or will not in the future register and pay regular tuition within a semester's financial plan. For this type of educational experience full tuition will be charged the student, with a portion being applied to the overall off-campus study tour expenses.

The following policies apply:

1. Requests must be approved at least two semesters in advance of the proposed activity.
2. Learning experiences for credits in conjunction with tours shall be comparable in quality and extent to similar courses offered on-campus. Adequate facilities must be provided if private studio or music lessons are offered.
3. Auditors are permitted to participate, at the instructor's discretion, space permitting. Auditors must pay fees to cover travel costs of the faculty sponsor(s) as well as other tour expenses.
4. Students wishing to receive credit for a tour course must apply, be admitted, and be registered before departing on such a tour.
5. Full payment for tour costs and tuition, as well as financial clearance of the student's current account with the University, must be made at least three weeks before departure.
6. Tours which include performances at Seventh-day Adventist churches and institutions must be approved in advance by the division headquarters of the regions toured. If tours expect to use church institutions for lodging purposes, appropriate evidence that the institution has invited the group or agreed to provide lodging must be supplied in the tour proposal.

Off-Campus Field Trip:

2:420:2

An off-campus Field Trip is defined as an extended educational experience of more than one day that is related to a course for which the student has registered and paid tuition during a regular semester, has attended or will attend course-related sessions during the semester, and for which this educational opportunity is included to fulfill course requirements and enhance the student's learning experience.

9. Course requirements for credit for field trips are included in the hours registered for the regular course for which this off-campus learning experience is offered.

Revised Mar. 28, 2001.

- 1 10. A portion of the tuition obtained for the course under which this experience is sponsored
3 may be applied towards the field trip expenses of the student and the faculty sponsor(s)
4 but not to exceed 50% of the tuition paid.

5 **Group Practicum Experience:**

2:420:3

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7 A Group Practicum Experience is defined as an educational experience that is located at a
8 specific off-campus location that allows a group of students to study and apply knowledge under
9 the guidance of an Andrews University faculty member or a practicing professional approved by
10 Andrews University. This category does not include clinical experiences, internships, or
11 practica which are scheduled as a one-on-one experience under a supervisor.

- 12
13 1. The guidelines for Practicum Experience with regard to expenses and use of tuition funds
14 are the same as those used for Study Tours.
15