Minutes of the Undergraduate Council
Andrews University
March 5, 2007

John Markovic, chair; Michelle Bacchiocchi, vice-chair; Ben A. Maguad, secretary; Gordon Atkins, Marsha Beal, David Beckworth, Emilio Garcia-Marenko, Shanna Leak, Keith Mattingly, Donald May, Boon-Chai Ng, Lawrence Onsager, Stephen Payne, Robert Schwab (for Charles Tidwell), Martin Smith, Gary Williams, Jeannie Wolfer	Members Present
Richard Show	Regrets
John Markovic welcomed the Undergraduate Council members to its March 5, 2007 meeting.	Welcome and call to order
Keith Mattingly offered the opening prayer.	Prayer
The Council reviewed and approved the minutes (with minor correction) of its February 5, 2007 meeting. Instead of "voted to approve the second reading of the proposed Political Science major", the motion should read "voted to approve the proposed Political Science major".	Approval of minutes
Gordon Atkins gave a report and update from the Honors Council on the current state of the John Nevin Andrews Honors Program also known as SAGES (Scholars Alternative General Education Studies). The program fulfills the criteria of a good Honors program based on national standards. SAGES courses provide a broad curriculum covering major emphasis within a typical liberal arts college general education package. A research project is included which is done in the student's major field. The program is visible and highly reputed on campus and provides a model of excellence for students and faculty across campus. Courses are interdisciplinary some of which are team taught. Courses are taught by some of our best teachers with a group of students who really want to learn. Very few of our students ultimately graduate as J. N. Andrews scholars because of the 3.50 minimum overall college GPA requirement for graduation. There were some suggestions from members of the Undergraduate Council to integrate Honors activities with the poster session during the Board meetings and coordinate with the university capstone events to give more impact to the Honors program and to the university as a whole.	Report and update from the Honors Council
Gordon Atkins shared some challenges that some of our transfer students (especially in the Physical Therapy program) face when they come to Andrews University as juniors. Some of them come with high academic records from their previous school and continue to do well here at AU. However, they do not meet the "30 semester hours one	Academic distinction issues

semester before graduation" requirement to allow them to graduate with academic distinction.

Approval of changes to the academic distinctions criteria

The Honors Council proposed a number of changes to the Academic Distinctions criteria which the Undergraduate Council approved as follows:

- Designations are conferred at graduation on students who, one semester before graduation, have completed 16 semester hours at Andrews University with both Andrews and overall GPAs as follows (on a 4 point scale):
  - 3.500 – 3.749 – Cum Laude
  - 3.750 – 3.899 – Magna Cum Laude
  - 3.900 – 4.000 – Summa Cum Laude
- Make the above change retroactive, effective for the May 2006 graduation.
- Move the section on Graduation Distinctions to another page in the academic bulletin immediately after the Grade Requirements for graduation section.

Search for chair of the Academic Policies and Curriculum Committee

Emilio Garcia-Marenko announced that he is resigning as Chair of the Academic Policies Committee due to the fact that his administrative duties are currently being reconfigured, thus, his work responsibility will most likely be expanded. The Council is currently searching for a replacement.

Special meeting

The Council will convene a special meeting on Monday, March 12, 2007, from 3:30 – 5:00 p.m., in room AD306 to discuss important issues that need to be addressed urgently.

John Markovic, chair

Ben A. Maguad, secretary

PROPOSAL TO RE-ESTABLISH
PROGRAM REVIEW AND DEVELOPMENT COMMITTEE

March 12, 2007

by John J Markovic, Chairman of Undergraduate Council

According to the minutes of Undergraduate Council of the meeting held on October 6, 2003, Program Review and Development Committee was "temporarily dissolved due to similar processes being carried out by other groups." The minutes do not tell us what other groups carried out the processes in question.

My understanding of the functions of this council is to "serve as a coordinating, policy-making, consulting, quality control, and advisory council to the president and the University administration." This council should not be involved in the technical and procedural aspects of an academic program, though it is expected to give one of the final approvals of a new program.

We should re-establish the Program Review and Development Committee, which will be responsible to go over the new proposed programs, make sure all necessary steps have been taken in the meantime, etc.

PROPOSAL TO CREATE
A TEMPORARY WORKING POLICY TASK GROUP

March 12, 2007
by John Markovic, Chair of Undergraduate Council

As we have seen last time we met back in December, there are considerable discrepancies between, on one hand, the "the reality" in which this council operates when it comes to its relationship between the committees and subcommittees under it and when it comes to its relationship with the President, the Provost, and the undergraduate faculty and, on the other hand, what the current Working Policy actually states the role, the place and the functions of this council are, and what its relationship with its committees and subcommittees and the undergraduate faculty, the Provos and the President should be.

To bring the Working Policy and the "reality" together will require a considerable amount of time and energy. My proposal is to address these issues in at least couple of steps. First step should be to identify the discrepancies, contradictions and shortcomings. This council should take this simple – but tedious – step for its own sake. Second step, of course, is to recommend to the Provost to appoint another group to iron out the problems in the Working Policy, and if the Provost desires, the Administrations can then undertake the revision of the entire Working Policy as it relates to other entities in the governing structure of this university. This council is interested to address the issues concerning its own functions and responsibilities.

At this stage, we need no less than two (2) and no more that three (3) individuals who have an "editorial" eye, who are able to catch inconsistencies, identify them, and then we can proceed to the next step. Of course, these two to three individuals should be willing to take some time off of their busy schedule. I assume this task can be achieved by the end of June, and the Administration can take it from there , and revise the Working Policy by the end of summer 2007.