

**Minutes of the Undergraduate Council  
Andrews University  
May 7, 2007**

John Markovic, chair; Michelle Bacchiocchi, vice-chair; Ben A. Maguad, secretary; Emilio Garcia-Marenko, Keith Mattingly, Donald May, Stephen Payne, Gary Williams, Jeannie Wolfer, Tiffany Summerscales

Members present

Gordon Atkins, Martin Smith

Regrets

John called the meeting to order, welcomed the members, and offered the opening prayer.

Call to order,  
welcome, prayer

The Council reviewed and approved (by e-mail ballot) the minutes of the April 2, 2007 meeting.

Approval of minutes

There was some discussion as to how the work of the Undergraduate Council relate to that of the Graduate Council. There are times when the two Councils will need to work hand in hand to conduct a global review of academic programs. It was noted that under the present condition, the Undergraduate Council is able to conduct academic program review on its own.

Undergraduate  
Council – Graduate  
Council collaboration

John Markovic gave a report on the status of the selection of members of the Academic Policies Committee: Accepted - Douglas Jones and Donald May; Declined – Thomas Chittick; Waiting for a decision – Lynelle Weldon.

Academic Policies  
Committee update

John Markovic gave a report on the status of the selection of members of the Program Review and Development Committee: Accepted – Roy Villafane, Sallie Alger, and Betty Gibson; Declined – Oystein LaBianca and Robert Moore; Waiting for a decision – Ray Ostrander and Ranko Stefanovic; No response to John's e-mail – Mark Moreno.

Program Review and  
Development  
Committee update

The Council members who were present suggested the following names as potential members of the Academic Policies Committee:

Additional names for  
the Academic Policies  
Committee

1. Katherine Koudele
2. Stephen Thorman

The Council members also suggested the following names as potential members of the Program Review and Development Committee:

Additional names for  
the Program Review  
and Development  
Committee

1. Karl Bailey
2. Wayne Perry
3. Alice Williams
4. Robert Mason
5. Beverly Matiko
6. Alan Mitchell

7. Lael Caesar or Darah Regal
8. Brian Strayer
9. Estella Greig
10. Larry Burton

Gordon Atkins is stepping down from his current position as chair of the Honors Council. The Council felt that the position should be filled very soon because of its serious admissions/retention implications. The Honors Council will meet with the Provost next week. The chair of the Undergraduate Council will try to get in touch with the Provost to convey the concern of the Council about the current development.

Director of Honors  
Council vacancy

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John Markovic, chair

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Ben A. Maguad, secretary

There was some discussion about the composition of the Academic Policies Committee. It was suggested that the number of faculty members in the committee be increased.

Discussion about the composition of the Academic Policies Committee

The Council voted to accept the following names as additional members of the Academic Policies Committee:

Selection of additional members of the Academic Policies Committee

1. Lynelle Weldon ✓ WAITING Yes
2. Thomas Chittick ✓ WAITING, NO Yes
3. Director of Retention (Donald May) ✓
4. Douglas Jones ✓ YES

2/6/07

+ 3  
2 names

John Markovic, chair

Ben A. Maguad, secretary

— Katherine Koudelle

— Steve Thorman

Comp Eng  
Physic

GOOD, THANK YOU.  
JJM

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**From:** Thomas Chittick  
**Sent:** Monday, May 07, 2007 3:30 PM  
**To:** John Markovic  
**Subject:** RE: sub committee to undergrad council

John, I will be happy to serve on the sub committee for academic policy.

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**From:** John Markovic  
**Sent:** Monday, May 07, 2007 3:23 PM  
**To:** Thomas Chittick  
**Subject:** RE: sub committee to undergrad council

Thom,  
Please disregard my email sent to you on April 30, 2007. I just found out that I have confused two subcommittees as I was informing you about how often does the Academic Policy Committee meets. The April 30 email message is irrelevant. The Undergraduate Council asked if you are willing to serve on the Academic Policies Subcommittee, which is running on a monthly basis, and your expertise and experience as a faculty member was needed in order to enable the committee to carry its responsibilities well. Forget all of my rambling about the Program Review and Development Committee.  
Therefore, as we spoke on Sunday morning before the graduate ceremony was about to start, I am not sure I understood you correctly whether you want to serve on the Academic Policy Committee. Please let me now. SORRY for the confusion I may have created.  
Thanks  
JJM

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**From:** Thomas Chittick  
**Sent:** Monday, April 30, 2007 8:08 AM  
**To:** John Markovic  
**Subject:** sub committee to undergrad council

I'm inclined to accept your request for me to join this committee, however I will need to know when it meets (day,time) in case I have a schedule conflict.



johnjovanmarkovic@msn.com

Printed: Wednesday, May 23, 2007 9:35 AM

**From :** Lynelle Weldon <weldon@andrews.edu>  
**Sent :** Tuesday, May 22, 2007 3:30 PM  
**To :** John Markovic <jjmarko@andrews.edu>  
**Subject :** RE: ACADEMIC POLICIES COM

Yes I will be on this committee--assuming the meeting time works in my schedule.

Sorry for the delay in the response.

Lynelle

On Fri, 27 Apr 2007, John Markovic wrote:

> Lynelle,  
 > The committee meets monthly. Emilio is not the chair because he became  
 > the assistant to the Provost, but he will be working closely with the  
 > committee. Since you are on the Admissions committee, the Council felt  
 > that you will be providing a necessary link between the two committees,  
 > since the Academic Policies Committee deals with the policies.  
 > I hope you will find it important to join the committee, in spite of the  
 > busy schedule. Your experience is greatly needed.

> Thanks,  
 > John

> -----Original Message-----

> From: Lynelle Weldon [mailto:weldon@andrews.edu]  
 > Sent: Wednesday, April 11, 2007 10:02 PM  
 > To: John Markovic  
 > Subject: RE: ACADEMIC POLICIES COM

> I have been thinking about this.  
 > How often does the subcommittee meet?  
 > Why is Emilio no longer the chair?  
 > What are the current issues this subcommittee is considering?

> Lynelle

> On Fri, 6 Apr 2007, John Markovic wrote:

> > Lynelle,  
 > >  
 > > at our regular meeting last Monday, April 2, 2007, the Undergraduate  
 > > Council voted to ask you to join and become a member of the Academic  
 > > Policies Committee. The Council believes that your academic experience  
 > > and dedication to Andrews University can be of great service to  
 > > undergraduate education on this campus.

> > Would you kindly accept this responsibility and serve on the Academic  
 > > Policies Committee? Please let me know as soon as can.

> > =20

> > Sincerely,

> > John J Markovic

> > Chairperson, Undergraduate Council

> > Andrews University

**John Markovic**

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**From:** Douglas Jones [douglas@andrews.edu]  
**Sent:** Friday, April 06, 2007 2:34 PM  
**To:** John Markovic  
**Subject:** Re: ACADEMIC POLICIES COM

John--Well.....okay. But I'm wary of accepting too many committee assignments as I get my chair legs under me now that I'm taking over the chair's duties in the English Department. But I suppose this kind of assignment is part of the position's responsibilities. dj

On Apr 6, 2007, at 1:17 PM, John Markovic wrote:

Doug,

at our regular meeting last Monday, April 2, 2007, the Undergraduate Council voted to ask you to join and become a member of the Academic Policies Committee. The Council believes that your academic experience and dedication to Andrews University can be of great service to undergraduate education on this campus.

Would you kindly accept this responsibility and serve on the Academic Policies Committee? Please let me know as soon as can.

Sincerely,

John J Markovic

Chairperson, Undergraduate Council

Andrews University

April 6, 2007



**Minutes of the Undergraduate Council  
Andrews University  
April 2, 2007**

John Markovic, chair; Michelle Bacchiocchi, vice-chair; Ben A. Maguad, secretary; Marsha Beal, David Beckworth, Verlyn Benson, Emilio Garcia-Marenko, Keith Mattingly, Donald May, Duane McBride (for Sharon Gillespie), Getahun Merga, Boon-Chai Ng, Lawrence Onsager, Stephen Payne, Martin Smith, Gary Williams, Jeannie Wolfer

Members Present

Sharon Gillespie

Regrets

John Markovic called the meeting to order and welcomed the members of the Undergraduate Council.

Call to order and welcome

Keith Mattingly offered the opening prayer.

Prayer

The Council reviewed and approved the minutes of its March 12, 2007 meeting.

Approval of minutes

John Markovic shared with the Council members a hand-out entitled "Procedural Policy for Program Development and Review". There was some discussion about the composition of the Program Review and Development Committee – that it should not be too large; that it should represent a fair cross-section of the university; that members should represent the interest of the university as a whole. The Program Review and Development Committee (PRDC) functions as a quality control kind of committee. It does not make arbitrary decisions but follows certain guidelines to determine what to look for in a review process.

Discussion about the composition of the Program Review and Development Committee

The Council voted to create a committee (PRDC) of nine members. Two ex-officio members were: Provost (Heather Knight) and the Chair of the Undergraduate Council (John Markovic). The other seven members will be selected from the following list of suggested names (order of preference is from top to bottom):

Selection of members of the Program Review and Development Committee

1. Oystein LaBianca ✓ NO
2. Roy Villafane ✓ YES
3. Robert Moore ✓ NO
4. Sallie Alger ✓ YES
5. Ray Ostrander ✓ WAITING YES
6. Ranko Stefanovic ✓ WAITING YES
7. Mark Moreno ✓ NO RESPONSE YET
8. Betty Gibson YES, ~~VERBATIM~~ IN PERSON

\* Bev Mediko NO  
\* + 5-6 NAMES

\* Kare Bailey NO  
\* Wayne Perry YES

\* Robert Mason Design

\* Steve Grig Page 1

Lenny Bunker

Brian Stepper

Lena Ceasar YES  
OR DARRA Regal

Alan Mitchell YES

## John Markovic

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**From:** Roy Villafane [villafan@andrews.edu]  
**Sent:** Friday, April 06, 2007 7:54 PM  
**To:** John Markovic  
**Subject:** Re: PROGRAM REVIEW & DEVELOPMENT COM

I accept.

John Markovic wrote:

> Roy,  
>  
> at our regular meeting last Monday, April 2, 2007, the Undergraduate  
> Council voted to ask you to join and become a member of the Program  
> Review and Development Committee. The Council believes that your  
> academic experience and dedication to Andrews University can be of  
> great service to undergraduate education on this campus.  
>  
> Would you kindly accept this responsibility and serve on the Program  
> Review and Development Committee? Please let me know as soon as can.  
>  
>  
> Sincerely,  
>  
> John J Markovic  
>  
> Chairperson, Undergraduate Council  
>  
> Andrews University  
>



## John Markovic

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**From:** Sallie Alger [salger@andrews.edu]  
**Sent:** Sunday, April 08, 2007 10:30 AM  
**To:** John Markovic  
**Subject:** RE: PROGRAM REVIEW & DEVELOPMENT COM

Hi John,

I accept. I'm also on Grad Council, is that a conflict?

Sallie J. Alger, M.L.S., M.S.A.  
Assistant Professor  
Head, Bibliographic Services/Periodicals/SAIL  
James White Library  
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Berrien Springs, MI 49104-1400  
269.471.6215  
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[salger@andrews.edu](mailto:salger@andrews.edu)

"Social Science affirms that woman's place in society marks the level of civilization." Elizabeth Cady Stanton

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**From:** John Markovic [mailto:jjmarko@andrews.edu]  
**Sent:** Friday, April 06, 2007 1:04 PM  
**To:** Sallie Alger  
**Subject:** RE: PROGRAM REVIEW & DEVELOPMENT COM

Sally,

at our regular meeting last Monday, April 2, 2007, the Undergraduate Council voted to ask you to join and become a member of the Program Review and Development Committee. The Council believes that your academic experience and dedication to Andrews University can be of great service to undergraduate education on this campus.

Would you kindly accept this responsibility and serve on the Program Review and Development Committee? Please let me know as soon as can.

Sincerely,  
John J Markovic  
Chairperson, Undergraduate Council  
Andrews University  
April 6, 2007

4/9/2007

**John Markovic**

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**From:** Ray Ostrander  
**Sent:** Monday, May 07, 2007 3:31 PM  
**To:** John Markovic  
**Subject:** RE: RE: PROGRAM REVIEW & DEVELOPMENT COM

John,

First, let me say I have been on what were considered critically important committees in the past. One was the HR committee that made all the recommendations for benefits, etc. Remember how far all that work went? I have other horror stories, too. So, as a matter of principal, I have been saying "NO" to just about all committee requests. I really do hate to have the limited amount of time I do have left in this world wasted.

However, I do see some real potential in the Program Review and Development Committee you are asking me to join. So I believe I will give my affirmative nod. However, you must know several things. One, my professional life does not revolve around university related committee work. I am here, I believe, first and foremost to serve my students in the Department of Teaching, Learning, and Curriculum. Two, I will not schedule my personal life around committees. Evenings, Friday afternoons and Sundays are mine. Three, I will not meet during second and third summer session. I teach four classes during summers (sometimes five), and just DO NOT have the time to schedule more work. Prior to and after second and third summer session, I am either planning my course work or taking personal vacation time. So, if you meet during the summer, do plan on my presence. Four, I feel this committee has the potential to be a political hot potato. If I am to work on such a committee, I wish to know that ALL members will have backbone, if you catch my drift. Otherwise, my participation on this committee will become as rare as an ivory billed woodpecker.

IF you can live with the above, I will be happy to join you.

Blessings.

RJO

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Any intelligent fool can make things bigger, more complex, and more violent. It takes a touch of genius -- and a lot of courage -- to move in the opposite direction. Albert Einstein

Anyone who has never made a mistake has never tried anything new. Albert Einstein

R. Ostrander, Ph.D.  
Director Teacher Education Programs & Certification Officer  
Department of Teaching, Learning, and Curriculum  
014F Bell Hall  
Andrews University  
Berrien Springs, MI 49104-0114  
(269) 471-6365

5/7/2007

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**From:** John Markovic  
**Sent:** Monday, May 07, 2007 12:41 PM  
**To:** Ray Ostrander  
**Subject:** RE: RE: PROGRAM REVIEW & DEVELOPMENT COM

Ray,  
What is the latest about your decision to serve on Program Review and Development Committee? I just left you a message on the phone.  
JJM

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**From:** Ray Ostrander  
**Sent:** Tuesday, April 24, 2007 10:43 AM  
**To:** John Markovic  
**Subject:** RE: RE: PROGRAM REVIEW & DEVELOPMENT COM

John, now that I am back (and responding much later than I anticipated), I need a few questions answered. First, what is the responsibility of this committee? Second, how often and when does it meet? Third, what authority does this committee have for the campus? Fourth, who is the chair? Fifth, who recommended me?

Thank you for attending to these requests. I look forward to hearing from you.

Ray

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Any intelligent fool can make things bigger, more complex, and more violent. It takes a touch of genius -- and a lot of courage -- to move in the opposite direction. Albert Einstein

Anyone who has never made a mistake has never tried anything new. Albert Einstein

R. Ostrander, Ph.D.  
Director Teacher Education Programs & Certification Officer  
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**From:** John Markovic  
**Sent:** Friday, April 06, 2007 1:05 PM  
**To:** Ray Ostrander  
**Subject:** RE: PROGRAM REVIEW & DEVELOPMENT COM

Ray,  
at our regular meeting last Monday, April 2, 2007, the Undergraduate Council voted to ask you to join and become a member of the Program Review and Development Committee. The Council believes that your academic experience and dedication to Andrews University can be of great service to undergraduate education on this campus.  
Would you kindly accept this responsibility and serve on the Program Review and Development Committee? Please let me know as soon as can.

5/7/2007

Sincerely,  
John J Markovic  
Chairperson, Undergraduate Council  
Andrews University  
April 6, 2007

5/7/2007

## John Markovic

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**From:** Martin Smith  
**Sent:** Thursday, September 27, 2007 3:08 PM  
**To:** John Markovic  
**Subject:** UG Council

Hello John,

When is the first Undergraduate Council meeting? I'm trying to plan the Academic Policies Subcommittee meetings.

Also, I have an agenda item: Problems with the enrollment caps for General Education classes.

Thanks.

Martin Smith

10/1/2007



## John Markovic

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**From:** Michelle Bacchiocchi  
**Sent:** Sunday, September 30, 2007 5:21 PM  
**To:** John Markovic  
**Subject:** RE: RE: UNDER GRAD COUNCIL MEETING

Dear John,

I am currently enrolled in the Ed Psych PhD program taking five classes and a bit overwhelmed. I will not be able to attend the meetings this semester and will not sure about next semester due to class scheduling alongside teaching commitment. I would like to render my resignation of VP of the council and ask to be a regular member for the time being.

I hope you understand. I apologize for the inconvenience this may cause.

Sincerely,

Michelle

*Michelle K. Bacchiocchi  
Assistant Professor  
Department of Teaching, Learning, and Curriculum  
Bell Hall Room 014 [michellb@andrews.edu](mailto:michellb@andrews.edu)  
Andrews University, Berrien Springs, MI 49104*

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**From:** John Markovic  
**Sent:** Fri 9/28/2007 12:30 PM  
**To:** Heather Knight; Verlyn Benson; Emilio Garcia-Marenko; Keith Mattingly; Stephen Payne; gibson@andrews.edu; Michelle Bacchiocchi; maguad@andrews.edu; Shanna Leak; Martin Smith; Allen Stembridge; Jeannie Wolfer; Lilianne Doukhan; ngb@andrews.edu; Gisela Schmidt; Tiffany Summerscales; kvonmaur@andrews.edu; Marsha Beal; Najeeb Nakhle; lonsager@andrews.edu; Gary Williams; Don May; Charles Tidwell; johnjovanmarkovic@msn.com  
**Subject:** RE: UNDER GRAD COUNCIL MEETING

Dear members of the Undergraduate Council,  
The long vacation is over, and we are going to have our regularly scheduled meeting this coming Monday, Oct 1, 2007, at 3:30 pm (15:30) in Administration Building 306. We have few important items on the agenda: the most important one, the election of new officers for this academic year (2007-2008). If you want to chair the Council, this is your time to step up. Orr, should I say, if you don't show up for the meeting, your chances to be elected the chair are HIGH.

PS. I need a help from anyone here on the list. Looking at the most recent and updated list of the membership, David Beckworth and Desrene Vernon are also the members of the Council, yet I cannot find their email addresses in, again, the most recent and updated Information & Directory (2007-2008). If you (anyone) have their email addresses, would you please forward this email to both.  
THANK YOU.

Have a nice Sabbath.  
Yours Truly,  
John J Markovic  
Chair, the Undergraduate Council

10/1/2007