

**Minutes of the Undergraduate Council
Andrews University
October 1, 2007**

John Markovic, chair; Ben A. Maguad, secretary; Verlyn Benson, Annetta Gibson, Shanna Leak, Donald May, Boon-Chai Ng, Lawrence Onsager, Stephen Payne, Monique Pitman, Gisela Schmidt, Martin Smith, Allen Stembridge, Tiffany Summerscales, Gary Williams

Members present

Michelle Bacchiocchi, Emilio Garcia-Marenko, Heather Knight, Keith Mattingly

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 the minutes of the May 7, 2007 meeting.

Approval of minutes

The members discussed the composition of the Undergraduate Council for the current academic year. Annetta Gibson will replace David Beckworth as representative from the School of Business. The Council is currently looking for a replacement for Kristen Von Maur.

Composition of the
Undergraduate
Council

The Council discussed the composition of the Academic Policies Committee. Martin Smith is currently the chair of this committee. John Markovic announced that since the May 7, 2007 meeting, Thomas Chittick and Lynelle Weldon have accepted the invitation to be members of this committee. The final composition of this committee will be finalized and a copy of the updated list will be sent to the Office of the Provost.

Academic Policies
Committee update

The composition of the Program Review and Development Committee will also be finalized and a copy of the list of members will be sent to the Office of the Provost.

Program Review and
Development
Committee update

John Markovic welcomed Monique Pitman, Director of Honors, as new member of the Undergraduate Council.

Director of Honors

The Council discussed some of the problems associated with enrollment caps for General Education courses. Some courses (e.g., English) were maxed out during the registration period and so other students were not able to register for these classes and must seek alternative arrangements. However, after the registration period, some students dropped out of these classes causing enrollment to fall below the cap. Some Council members suggested that we should set realistic enrollment caps for general education classes so that students who legitimately needed these classes could register for them.

Problem with
enrollment caps for
some General
Education courses

The Council recommended that Information Technology Services (ITS) develop an early registration queue for courses that regularly exceed the course enrollment cap. With this queue, decisions can be made months before the course actually starts and the number of sections can be adjusted to accommodate the demand.

Motion – registration queue

John Markovic announced that the Undergraduate Council needed to elect new officers for the 2007-2008 academic year. Michelle Bacchiocchi has expressed her wish to resign as vice-chair but will remain as regular member of the Council. Ben A. Maguad agreed to continue to serve as secretary.


Election of officers

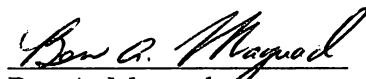
John Markovic expressed his desire to step down from his position as chair of the Council. He stated that his work load will simply not permit him to continue. There were lots of issues that the Council must urgently address. It will take a lot of effort and time to bring the work of the Council into compliance with current university policy and practice. Thus, to be able to pursue these tasks, the chair should be allowed a reduction in his/her work load.

Issues surrounding chair position

The Undergraduate Council supported John Markovic's plan to meet with the provost to discuss the requirements of the position of Council chair and to discuss the possibility of reducing the work load for whoever holds this position.

Meet with the provost


John Markovic, chair


Ben A. Maguad, secretary

John J Markovic, PhD
Department of History & Political Science
Andrews University
Berrien Springs, MI 49104
269-471-3291; jimarko@andrews.edu

November, 5, 2007

Dear Members of the Undergraduate Council,

this is an official memo of my resignation from the chairmanship of the Undergraduate Council as of today.

On the suggestion of the members of this Council at our last meeting on October 1, 2007, that I meet with the Provost, Dr. Heather Knight, and inform her of my observations of what I have learned during the chairmanship of this Council during the past year, I have met with her on October 23, 2007. We had a lengthy conversation and I informed her of the following:

- a) much of the work done surrounding the Undergraduate Council has been (and is being) done outside the working policy. There is a need to correct that practice.
- b) given the scope of responsibilities the Undergraduate Council has — under the working policy — and thus the responsibilities the chair of the Council is expected to carry out, it is my observation that a full-time faculty member (teaching 4 courses per semester) is not able to execute those same responsibilities in proper manner. Under the given circumstances, with the full load of teaching, an expectation to research, write and publish, and taking care of my family and personal affairs, I personally find it impossible to properly execute responsibilities before me. I have expressed my willingness to continue to serve as the Chair, but under two conditions: one, that I meet with her, the Provost, on a regular basis, at least once in two weeks, if not weekly; and two, that my teaching load be reduced at least one course — my survey course, HIST117, Civilizations & Ideas would be the best choice. She was ready to meet me on the first condition, but not on the second.

Dr. Knight listened carefully and graciously, and concluded that under the circumstances at the present, it would be best that the Council elects a new chair for this year, and that Associate Provost Emilio Garcia-Marenko is her designee to this Council who will keep her inform of the further developments.

Thank you for the opportunity to serve for the past year, it was an interesting experience. I wish the new Chair much success.

John J Markovic



John Markovic

From: Emilio Garcia-Marenko [egm@andrews.edu]
Sent: Friday, September 28, 2007 12:38 PM
To: John Markovic
Subject: RE: RE: UNDER GRAD COUNCIL MEETING

John,

The address for David Beckworth is dmb@andrews.edu. For Desrene Vernon, it is desrene@andrews.edu.

Also, unfortunately I will not be able to attend this important meeting because of meetings in the General Conference.

Your leadership as Chair of the Committee is greatly appreciated, and I look forward to great accomplishments this year.

Emilio

Emilio Garcia-Marenko
University Registrar and Associate Provost
Professor of Family Ministry
Andrews University
Berrien Springs, MI 49103
Voice: 269-471-3399
Fax: 269-471-6001
E-mail: egm@andrews.edu

From: John Markovic [mailto:jjmarko@andrews.edu]
Sent: Friday, September 28, 2007 12:31 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 Stenbridge; 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

Undergraduate Council (19)

			Voting	Term Expiration
Officers:				
Chair	Markovic, John (Faculty, History & Political Science)		Yes	2008
Vice Chair	<i>michelle @</i> Bacchiocchi, Michelle (Faculty, Teaching, Learning, & Curriculum)		Yes	2009
Secretary	<i>maguad @</i> Maguad, Ben (Faculty, Management & Marketing)		Yes	2010
Members:				
Acct/Econ/Finance	Gibson, Annetta	<i>gibson @</i>	Yes	2008
Enrollment Management	Leak, Shanna	<i>shannal @</i>	Yes	
Academic Deans				
Technology, College of	Benson, Verlyn	<i>vbrenson @</i>	Yes	
Arts & Sciences, College of	Mattingly, Keith	<i>matt @</i>	Yes	
Architecture, Division of	Smith, Martin	<i>msmith @</i>	Yes	
Business, School of	Stembridge, Allen	<i>stem @</i>	Yes	
Teaching, Learning, & Curriculum	Wolfer, Jeannie	<i>wolferj @</i>	Yes	
Faculty				
Business, School of	Beckworth, David		Yes	2008
Music	Doukhan, Lilianne	<i>ldoukhan @</i>	Yes	2010
Engineering, Computing, Engin. Technology	Ng, Boon-Chai	<i>ngb @</i>	Yes	2007
Arts & Sciences, College of	Schmidt, Gisela	<i>gisela @</i>	Yes	2009
Physics	Summerscales, Tiffany	<i>tzs. @</i>	Yes	2010
Arts & Sciences, College of	Vernon, Desrene		Yes	2010
Architecture, Division of	Von Maur, Kristen	<i>KVONMAUR @</i>	Yes	2009
Invitees:				
Distance Education	Beal, Marsha	<i>bealmj @</i>	--	
International Student Office	Nakhle, Najeeb	<i>nakhle @</i>	--	
James White Library	Onsager, Lawrence	<i>lonsager @</i>	--	
Enrollment Management	Payne, Stephen	<i>stephen</i>	--	
Academic Records	Williams, Gary	<i>garyw @</i>	--	
Ex Officio Members:				
Office of the Provost	Knight, Heather	<i>hknight @</i>	Yes	
Office of the Provost	García-Marenko, Emilio	<i>egm @</i>	Yes	
General Education	May, Donald	<i>mey @</i>	Yes	
Affiliation & Extension Programs	Tidwell, Charles	<i>tidwell @</i>	Yes	

Quorum 10

The Council reports to the General Faculty and advises the Vice-President for Academic

Administration. The Council has 5 Subcommittees: Academic Policies, Admissions, General Education, Honors, and Program Review & Development. Membership in these subcommittees is not limited to membership of the Council. The Council has the right to appoint other sub-committees as provided for by Working Policy.

The Council meets on the 1st Monday (exceptions noted) of the month from 3:30 - 5:00 p.m. in AD 306. Dates for 2007-2008 are:

September - No meeting	February 4
October 1	March 3
November 5	April 7
December 3	May 5
January - No meeting	June 2
	July and August - No meetings

[Committee Listing](#)[Committee Details](#)[Membership Summary](#)[Return to Menu](#)

Last Modified: 16-Jun-2007 9:43:27 PM

Martin Smith

From: Martin Smith

Sent: Monday, October 29, 2007 10:18 AM

To: Boon-Chai Ng (ngb@andrews.edu); Don May; Douglas Jones; Emilio Garcia-Marenko; Gary Williams; John Markovic; Katherine Koudele; Lynelle Weldon; Steve Thorman (sthorman@andrews.edu); Thomas Chittick

Subject: Meeting & Agenda

Just a reminder of our meeting scheduled for Tuesday 10/30/07 at 8:30. Location is Administration AD 316. Thanks.

Agenda:

1. Review the purpose of the Academic Policies Committee. - *Need description of Purpose (Does U.G. Council do this)*
 2. Set the broad agenda for the year.
 3. Admissions policy – review and update.
 4. Dual Enrollment. *(Tabled)*
 5. ELI program – student status. *(Tabled)*
 6. Other.
- *Agenda should be set by U.G. Council.*
- *Issues should be referred from U.G. Council.*
- *Does Admissions fall under Academic Policies?*
- *Omit Essay – Take to U.G. Council for action?*
 - *– Does Student Life have a stake?*
 - *Who is responsible for Bulletin Copy of the Admissions/Academics Section.*
 - *Much discussion about Admissions categories/Labels ("good & regular", "conditional", "Bridge")*

10/30/2007