

**Minutes of the Undergraduate Council
Andrews University
November 5, 2007**

John Markovic, chair; Ben A. Maguad, secretary; Verlyn Benson, Emilio Garcia-Marenko, Shanna Leak, Donald May, Boon-Chai Ng, Stephen Payne, Martin Smith, Tiffany Summerscales, Gary Williams, Jeannie Wolfer

Members present

Marsha Beal, Annetta Gibson, Monique Pitman

Regrets

John welcomed the members and called the meeting to order.

Welcome and call to order

Stephen Payne offered the opening prayer.

Prayer

The Council reviewed and approved the minutes of the October 1, 2007 meeting.

Approval of minutes

John Markovic reported to the committee details of his meeting with the Provost regarding the responsibilities of the Chair of the Undergraduate Council. It was concluded that under the circumstances, it would be best to elect a new chair for the rest of the year. John Markovic has expressed his intention to resign from the position of chair of the Council. The Council would like to thank John for his able leadership during the past academic year and for the first few months of this academic year.

John's meeting with the Provost

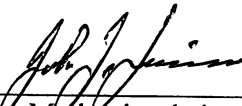
The Council voted to appoint Martin Smith as its new chair for the rest of the 2007-2008 academic year.

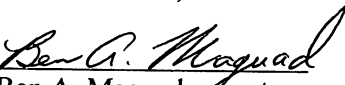
New Undergraduate Council chair

Martin Smith shared with the Council some of the questions/issues discussed at the October 30, 2007 meeting of the Academic Policies Committee. Some of these questions/issues are listed below:

Report from the Academic Policies Committee

- Need description of purpose of the Academic Policies Committee (Does the Undergraduate Council do this?)
- The agenda should be set by the Council.
- Issues should be referred from the Council.
- Does Admissions fall under Academic Policies?
- Omit Essay – Take to the Council for action? Does Student Life have a stake?
- Who is responsible for the Admissions/Academics Section of the bulletin?
- There was much discussion about Admissions categories/labels ("good and regular", "conditional", "bridge").


John Markovic, chair


Ben A. Maguad, secretary

4 **Martin Smith**

From: Martin Smith

ent: Thursday, November 29, 2007 7:14 PM

To: Allen Stembridge; Ben Maguad (maguad@andrews.edu); Boon-Chai Ng (ngb@andrews.edu); Charles Tidwell; Desrene Vernon; Don May; Emilio Garcia-Marenko; Gary Williams; gibson@andrews.edu; Gisela Schmidt; Heather Knight; Jeannie Wolfer; John Markovic; Keith Mattingly; 'Lawrence Onsager'; Lilianne Doukhan; Marsha Beal; Martin Smith; Michelle Bacchiocchi; Najeeb Nakhle; Shanna Leak; Stephen Payne; Tiffany Summerscales; Verlyn Benson

Subject: UG Council Meeting

Hello UG Council Members,

Just a reminder that our next meeting is scheduled for Monday 12/3/07 at 3:30.

Proposed Agenda:

1. Chair's UG Council Goals for 2008.
 2. Admissions/Enrollment: Review Bulletin copy.
 3. General Education: Report from the Committee. Follow-up on GE enrollment caps and ITS queue.
 4. Activate Program Review Committee.
- B. Vice-Chair*

If you have any other agenda items, please let me know. Thanks.

Martin Smith, Chair

12/3/2007

- Students must receive financial clearance from the Student Financial Services Office to participate in graduation ceremonies or to receive a diploma.
- Diplomas will be ready for distribution beginning two weeks after commencement/degree conferral.

Commencement Services. On-campus commencement services occur in May and August. Students who receive December conferral of their degrees have the option of participating in the May commencement services.

Graduation in Absentia. At the time of application for graduation/marching, students must indicate whether or not they plan to participate in the ceremony. Those who complete all degree requirements and choose to graduate in absentia forfeit their right to participate in a later graduation ceremony. Those who participate in a graduation ceremony before completing all degree requirements under the terms specified below may not participate for a second time when they complete their requirements.

Participation In Graduation Ceremonies

Graduation ceremonies are intended to recognize students who have completed all degree requirements and to celebrate their achievements. Students who are nearly completed with their degree requirements are also permitted to march and participate in the celebration within guidelines designed to maintain integrity of the degree-awarding process.

Upon submission of their Application for Graduation/Marching by the published deadline, students are authorized academically to participate in graduation ceremonies when they meet one of the following criteria:

1. Following registration for the term culminating in a Spring or Summer graduation ceremony, they fall within one of the following categories:
 - a. Undergraduate students who lack no more than 6 semester credits for degree completion and meet both overall and major GPA requirements. Credits lacking include I's, DG's and unregistered work.
 - or
 - b. Graduate or undergraduate students who lack only completion of an unregistered practicum or internship or student teaching requirement which could be expected to be completed before the next graduation event.
 - or
 - c. Master of Divinity students who lack no more than 6 semester credits for degree completion, including practical field work courses. Credits lacking include I's, DG's and unregistered work.
2. Master or Specialist students without a thesis or project option who have been advanced to degree candidacy, lack no more than 4 semester credits for completion and by the official deadlines have met all other graduate degree requirements, including passing comprehensive exams (if required in the program). Credits lacking include I's, DG's and unregistered work.
3. Master or Specialist students with a thesis or project option who have completed all coursework, passed comprehensive exams (if required), and obtained approval of their thesis/project by the appropriate graduate committee, but have yet to file the thesis/project, as required. Notification of thesis/project approval must reach the Academic Records Office no later than 11:30 a.m. on Friday, one week before graduation.
4. Doctoral students who have completed all coursework, have met all graduate degree requirements, including passing

comprehensive exams, and no later than four weeks before the graduation ceremony obtain approval of the appropriate graduate committee following successful defense of their dissertation/project (if required in the program), with one of the following results: "Accept the dissertation/project as defended" or "Accept the dissertation/project with minor revisions." For candidates whose result is "Accept the dissertation/project with major revisions," written notification from their committee that they have made satisfactory revisions as required must reach the Academic Records Office no later than 11:30 a.m. on Friday, one week before graduation.

The graduation program does not distinguish between those students who have actually completed all requirements and those who have not. All students authorized to participate will receive diploma covers, and all doctoral candidates will be hooded. However, for those who march without completion, diplomas will be issued and dated on the next official graduation or degree conferral date following completion of all degree requirements.

A list of graduates who have completed all requirements and received degrees for each commencement will be made public through a posting on the Andrews University website.

UNDERGRADUATE PROGRAMS

Admission

Admission to Andrews University is available to any student who meets the academic and character requirements of the university and who expresses willingness to cooperate with its policies. Because Andrews University is operated by the Seventh-day Adventist Church, the majority of its students are Seventh-day Adventists. However, no particular religious commitment is required for admission. Any qualified student who would be comfortable within its religious, social, and cultural atmosphere may be admitted. The university does not discriminate on the grounds of race, color, creed, disability, national or ethnic origin, sex, marital status or handicap.

Admission to one of the schools of Andrews University does not guarantee admission to a specific department or program within a given school. Transfers from one school to another may be made when the student meets the admission requirements for that school and has the consent of the deans involved.

How To Apply

- Request application materials
Telephone: 800-253-2874 toll free
Web site: <http://connect.andrews.edu>
Postal Address:
Undergraduate Admissions Office
Andrews University
Berrien Springs, MI 49104-0740
- Return a completed Undergraduate Application form with the \$30 fee.
- Use a Transcript Request form(s) to request official transcript(s) to be sent directly to Andrews University from the secondary school and/or any college attended.
- Complete a citizenship agreement, ~~and short essay form.~~
- Take the ACT or SAT test and arrange to have the results sent directly to Andrews.

Apply Early. Some departments have admission deadlines. Consult departmental sections of this bulletin for details. All students should apply several months before they plan to enroll at the university.

Freshman students are encouraged to apply before their final secondary-school transcript is available. A preliminary transcript, GPA, and available test scores are used by the Undergraduate Admissions Office for admission. All students must submit a final secondary-school transcript and ACT or SAT scores before they complete their first registration.

General Admission Standards and Requirements

All undergraduate students must meet minimum general admission standards. Individual schools or departments may set additional standards for entry into particular programs. These standards are often higher than those listed in the Undergraduate General Admission Standards chart.

Undergraduate General Admission Standards
Official documentation of completion of secondary-school studies from <ul style="list-style-type: none"> • an accredited secondary school • or an equivalent overseas school (to be assessed by AACRAO guidelines) • or GED certification with a minimum average score of ⁴⁵⁰ 60 on five sections of the test with no section lower than ⁵⁰ 410
A minimum high school GPA of 2.25 overall and ACT/SAT composite scores at the 50th percentile (currently, these scores are 20 ACT and 970 SAT; but are subject to adjustment annually) is required for good and regular admission. Transfer students must have a minimum college GPA of 2.25 (and ACT/SAT scores are recommended, but not required). Students who do NOT meet these requirements will be reviewed by the Undergraduate Admissions Committee, no later than July 15 for fall semester enrollment or November 15 for spring semester enrollment, for possible conditional admission. ^{with prescribed intervention and appropriate academic support.}
The individual admissions status of each applicant (including good and regular, conditional and denied admission) is subject to the review and final decision of the Undergraduate Admissions Committee on the Andrews University campus.
A signed citizenship agreement and a written essay on the importance and impact of a Christian university education.
For high school students, reference evaluations will be ^{may} conducted with the student's guidance counselor and/or principal. Transfer students will be required to submit two recommendations.

A student who does not meet the regular admission standards may apply. The student's application materials will be reviewed by the Undergraduate Admissions Committee using recommendations from the academic dean of the college or school in which admission is sought. After the review, the student will receive a letter outlining the conditions to be achieved for regular student standing or indicating that admission has been denied. ?

Home-Schooled Students. Andrews University welcomes and encourages students who have completed their high-school education in a homeschool setting to apply for admission. Homeschool students should submit the following documentation along with the regular undergraduate application and \$30 fee:

- ACT (or SAT) test results (best if taken early in the senior year of high school since these scores are also used, along with GPAs, to determine significant AU scholarship awards).
 - One of the following:
 1. Detailed transcript* with a cumulative GPA and accompanying list of course descriptions
 2. GED certificate.
 3. ~~Portfolio* including course descriptions, resources used, time spent, and samples of best work for each course.~~
 - ~~An essay by the student reflecting on the value of the home-school experience or the essay requested in the application.~~
 - * Should be completed by the person who directed the program, along with the help of the student where appropriate.
- Call 269-471-6200 or 269-471-6346 for more information.

Note: Griggs University (GU) offers a secondary education program and will work with homeschool students who take a minimum of their last three high school courses through HSI to develop and grant a high school diploma. Contact GU at 800-782-4769.

Community Values Agreement. ~~Commitment to Abide by Rules and Standards.~~ Each prospective student must sign a statement on the Undergraduate Application form agreeing to respect and abide by the rules and standards of the university.

English Proficiency Requirement. All students whose first language is not English must demonstrate that they can read, speak, and understand English. A minimum score of 550* on the paper TOEFL exam, 213* on the TOEFL computer version, or 80* on the MELAB exam demonstrates such proficiency. Students who score below these levels may complete language requirements by enrolling in Intensive English Program courses (ENSL) on campus and passing the exit exam for English as a Second Language.

Language proficiency must be met before enrolling full-time in regular course work.

These test results will not be required when the applicant has completed all education from at least the ninth through the twelfth grades or equivalent in a country where English is the spoken language and medium of instruction.

* Some programs require higher scores.

Required Medical Records. In accordance with recommendations from the Centers for Disease Control, the Michigan Health Department and the American College Health Association, all first-time students must supply certain medical records to the school they plan to enter before registration can be completed.

Tuberculosis Screening. Students with a previous positive TB skin test must submit a report of a chest X-ray taken anytime within 12 months before registration. All other students must submit proof of a negative TB skin test taken any time within the six months before registration.

Measles, Mumps, and Rubella (German Measles) (MMR) Immunization. Each student born after December 31, 1956, must show proof of immunity to the diseases by one of the following means:

- Two MMR vaccines received after 12 months of age
- One MMR vaccine received within the two years before registration
- A blood test proving immunity to the diseases.

Admission of Transfer Students

Students who have already attended a community college or other post-secondary school are admitted based on the same general admission standards required of all applicants.

Reference
GrE Articulation
transfer

and signed

cumulative

prescribed intervention and appropriate academic support.

transfer

Academic Probation Procedures

Academic Probation. Students whose overall GPA for previous course work is below C (2.00) or who earn a GPA of 1.75 or less in any term are placed on academic probation for the following term. Students on academic probation are removed from probation when they successfully complete the requirements of their academic probation plan as prescribed by their dean.

Students on academic probation: (1) are expected to limit extracurricular activities and part-time employment; (2) may be required to take special courses (see below), and (3) may be restricted to taking no more than 12 credits per semester, including these special courses. This program ensures that students have ample time to concentrate on their courses and develop personal habits for greater success in future terms. Students on academic probation for any two semesters may not be permitted to re-register.

Students on academic probation may be required to take one or more of the following special courses:

- EDPC115 Academic Learning Assessment—individual guidance to help students succeed at Andrews University. Instructors use comprehensive evaluations and individualized plans to help students break patterns of failure and to achieve success.
- EDPC116 Academic Development—to help students clarify personal goals and values and improve their study skills.
- ENGL110 Beginning Composition—to help students learn to write clear, effective sentences and paragraphs with few mechanical errors.
- EDTE140 Reading Vocabulary Development and EDTE160 College Reading Efficiency—to improve the skills of those with reading problems.
- MATH091 & 092 Arithmetic and Algebra Review—to help students with poor mathematical backgrounds.

Further information is available from the dean of each school offering undergraduate programs.

Students Accepted ~~on a Conditional Basis~~ ^{with Prescribed Intervention}

Some freshmen who do not meet regular admissions standards but whose high school performance or test scores indicate a possibility of success may be accepted ~~on a conditional basis~~. They are ~~required to attend a pre-college session in the summer and are~~ advised through the Student Success office. They will receive skills assessments and will be placed in classes selectively to enhance their chances of academic success. Many will be required to take skills building classes. Students accepted ~~conditionally~~ ^{with intervention} must improve any skills deficits and achieve satisfactory academic progress by the end of their second semester in order to transfer into the regular academic program.

Academic Suspension/Dismissal. Students are subject to academic dismissal in four ways:

- Earning during a given semester a GPA of 1.25 or less
- Two semesters on academic probation
- Failure to meet Probation Student Guidelines for their personal academic probation program outlined by their dean
- Displaying a high degree of academic irresponsibility in matters such as class attendance and homework assignments. Failure to honor the Scholastic Study Lab Contract is sufficient grounds for academic dismissal.

Academically suspended students may appeal to the dean for semester-by-semester admission.

Add discussion of "and appropriate academic support"

Advanced Placement Opportunities

Andrews University provides opportunities for advanced placement by following the methods listed below. This applies only to matriculated students in good and regular standing. Regardless of the method, the most credit that may be applied to a baccalaureate degree is 32 semester credits.

International Baccalaureate Exam. Andrews University recognizes scores from the International Baccalaureate (IB) exam as follows:

- For general-education courses, a score of 4 (Higher Level) is considered for general-education credit.
- For major-level courses, a score of at least 5 (Higher Level) will be considered through review by the department for credit towards major requirements.
- The student may be allowed to enroll in a sophomore-level, major-level course with the purpose of validating the IB experience. If a grade of at least B- is obtained in the sophomore-level course, credit for the freshman-level major course(s) would be given.

Advanced Placement Program. Some secondary schools offer selected students the opportunity to accelerate learning by taking one or more subjects at the college level during their senior year. In May of each year, the College Entrance Examination Board (CEEB) gives a set of Advanced Placement (AP) examinations which cover this advanced work. Andrews University cooperates in the Advanced Placement Program, awarding college credit for all AP courses passed with an exam score of three (3.00) or better.

Exceptions: To receive Calculus I and II credit, a score of 4 or 5 must be achieved on the AP Calculus BC examination.

A score of 4 or 5 on the Advanced Placement test in Language and Composition may provide the student with 3 credits for ENGL115 (English Composition 1). A score of 4 or 5 on the Advancement Placement test in Literature and Composition may provide the student with one of the following: 3 credits for ENGL115 OR 3 credits for ENGL255 (Studies in Literature).

Credit by Examination. Some students have achieved college-level proficiency on the basis of work experience or informal study. Andrews University provides recognition for such learning through two types of credit-by-examination procedures: (1) recognized standardized tests such as the College Level Examination Program (CLEP) and the Defense Activity for Non-Traditional Education Support (DANTES), and (2) through examinations administered and/or prepared by an academic department within the university.

All CLEP and DANTES examinations must be taken during the student's first year in residence. No credit by examination of any type may be taken during the last semester immediately preceding graduation.

Transfer students wishing to apply CLEP or DANTES credits to their Andrews degree must have a CLEP or DANTES transcript sent to the Andrews Counseling and Testing Center for score evaluation by Andrews University standards. A fee is charged for this evaluation (see the financial section). Credit is allowed if the student scores at or above a score of 50 in a CLEP Subject Examination. Selected DANTES Subject Standardized Tests have been approved as a basis for credit at Andrews University.

Credit by examination is never regarded the same as credit taken in residence. No type of credit by examination may be used to replace failures or other low grades received at Andrews.

Complete information on the subjects accepted by Andrews University for CLEP or DANTES is available from the university's Counseling and Testing Center. Information on

revise per Carletta W.

General Education Sub-Committee Terms of Reference

Create multiple subcommittees that would report to the General Education Committee

Freshmen Experience

- Defined
- Stated % of our FTIAC's Included
- Year Long Composition Course
- Class Sizes & Sections Necessary/Capped Courses
- Reader
- Common Syllabus for a Course

Distinctive General Education

- Reader
- Emphasis on Multicultural Diversity, Religion and Service
- Percentage of Full Professors Teaching
- A Sub-Committee Focus

Assess and Outcomes

- Annual
- Upon Entry & End of Freshmen Year
- Make/Write Measurable Goals for Freshmen General Education
- Assessment Statements
- **Knowledge:** What should the student know as a result of their educational experience?
- **Attitudes:** What beliefs and values characterize the Andrews University graduate?
- **Skills:** What can the individual do as a result of their general education experience?
- **Habits:** What behaviors have become habitual as a result of the Andrews University Experience?

Access

- Scheduling
- May Express
 - Schedule and Cost
- 75 minute classes on Tuesday & Thursday
- Electronic Queue

Compress Curriculum for a Reduction of Credits

- 50% → 40%
- Critical Core
- 12 Credits of Religion Component
 - Senior Year Religion Requirement

General Education Motion Voted October 16:

Motion to have the chair of the General Education Committee develop terms of reference to guide the process of review and evaluation of various components of the GE package by sub-committees, modeled after the GE Science Sub-Committee, constituted by the GE chair.

Overarching Freshmen Experience Sub-Committee

Donald May - Chair

Ivan Davis
Douglas Jones
Meredith Jones-Gray
Oystein LaBianca
John Markovic
Robert Moore
Renee Skeete
Delyse Steyn

Religion Sub-Committee

Ranko Stefanovic - Chair

Lael Caesar
Glenn Russell
Verlyn Benson
Carlos Flores
Marcia Kilsby
Beverly Matiko
Renee Skeete
Allen Stembridge
Joseph Warren

Composition, Communication, Computer

Douglas Jones- Chair

Ivan Davis
Delyse Steyn
Alan Stembridge
Gordon Atkins
Verlyn Benson
Nancy Carter
Cynthia Helms
Meredith Jones-Gray
Tiffany Summerscales
Jeannie Wolfer

Literature, Arts and History

Carlos Flores- Chair

Gary Land
Robert Mason
Gordon Atkins
Verlyn Benson
Nancy Carter
Cynthia Helms
Wayne Perry
Monique Pittman
Tiffany Summerscales

Science Sub-Committee

David Steen- Chair

Winston Craig
Tom Goodwin
Mickey Kutzner
Margarita Mattingly
Marlene Murray
William Mutch
Douglas Jones
Monique Pittman
Glenn Russell
Delyse Steyn

Mathematics Sub-Committee

Robert Moore - Chair

Lynelle Weldon
Carlos Flores
Leonard Gashugi
Meredith Jones Gray
David Steen
Delyse Steyn
Curtis VanderWaal
Susan Zork

PE/Wellness Sub-Committee

Winston Craig- Chair

Christian Lighthall
Greggory Morrow
Peter Pribis
Verlyn Benson
Bruce Closser
Oystein LaBianca
Glenn Russell
Delyse Steyn

Social Science & Service Sub-Committee

Oystein LaBianca - Chair

Duane McBride – Co-Chair
Lionel Matthews
Larry Ulery
Tom Goodwin
Cynthia Helms
Wayne Perry
Diana Staples
Curtis VanderWaal

TABLE 1
GENERAL EDUCATION: B.A. AND B.S. DEGREES

<p>SEMESTER CREDITS</p> <p>RELIGION 12</p> <p>REL100 God and Human Life 3</p> <p>Choose 9 credits from the following:</p> <p>RELB210 Jesus in His Time & Ours 3</p> <p>RELT250 Personal Spirituality & Faith 3</p> <p>RELT340 Religion and Ethics in Modern Society 3</p> <p>RELP400 Senior Seminar: Health Professionals* 3</p> <p>RELB225 Doctrines of Adventist Faith 3</p> <p><i>*Intended for Nursing majors</i></p>	<p>LIFE/PHYSICAL SCIENCES* 8</p> <p><i>Students must take one Life Science AND one Physical Science</i></p> <p>Life Science:</p> <p>BIOL 100 (Human Biology) 4</p> <p>BIOL 208 (Principles of Environmental Science) 4</p> <p>BIOL 330 (History of Earth and Life) 4</p> <p>**FDNT230 (Nutrition) 3</p> <p>FDNT240 (Nutrition Lab) 1</p> <p>Physical Science:</p> <p>CHEM100 (Consumer Chemistry) 4</p> <p>PHYS110 (Astronomy) 4</p> <p>PHYS115 (Concepts of Physics) 4</p> <p>PHYS225 (Sound and Waves) 4</p> <p><i>*Science majors and majors requiring science cognates take a minimum of 8 credits of science lab courses from two areas of science.</i></p> <p><i>**Students must take FDNT230 (Nutrition) and FDNT240 (Nutrition Lab) to count toward General Education credit.</i></p>
<p>LANGUAGE/COMMUNICATION 9-13</p> <p>ENGL115 English Composition I 3</p> <p>ENGL215 English Composition II 3</p> <p>COMM104 Communication Skills 3</p> <p>Intermediate Language (For BA only)* 4</p> <p><i>*Students whose first language is not English may waive this requirement by scoring 550 on the paper TOEFL or 213 on the computer TOEFL or a minimum score of 80 on the MELAB. Students whose first language is not English may also fulfill this requirement by completing the Advanced English courses and passing the Exit Exam offered by the Center for Intensive English Programs.</i></p>	<p>MATHEMATICS 2-4</p> <p>Skills – Mathematics Placement Examination score of at least P2.</p> <p>Reasoning – MATH145 Reasoning with Functions*, or MATH141, 166, 167, 168, or 182</p> <p>For more information, see the previous page.</p> <p><i>*B.S. majors in Speech-Language Pathology and Audiology, BA majors in History or Political Science, and BS majors in Political Science or Social Science take STAT 285.</i></p>
<p>ARTS/HUMANITIES 12-13</p> <p>HIST117 Civilization and Ideas I 3</p> <p>HIST118 Civilization and Ideas II 3</p> <p>Take 6 credits from any <i>two</i> of the following categories:</p> <p>Visual Arts:</p> <p>ARTH220 Language of Art 3</p> <p>PHTO210 History of Photography 3</p> <p>Studio Art 3</p> <p>Breadth:</p> <p>IDSC211 Creativity and the Arts 3</p> <p>Humanities:</p> <p>ENGL255 Studies in Literature 3</p> <p>PHIL224 Intro to Philosophy 3</p> <p>Music:</p> <p>MUHL214 Enjoyment of Music 3</p> <p>Ensemble Music 3</p>	<p>COMPUTER TOOLS 0 or 3</p> <p>Pass competency exam or take INFS110 Computer Tools.</p>
<p>SERVICE 2+</p> <p>BHSC100 Philosophy of Service 2</p> <p>BHSC300 Fieldwork (“S” designated major course or service plan or 2 credits of fieldwork)0-2</p>	<p>SOCIAL SCIENCE 6</p> <p>Take one foundation course from the following:</p> <p>ANTH200 Cultural Anthropology 3</p> <p>ECON225 Macroeconomics 3</p> <p>GEOG110 Survey of Geography 3</p> <p>PLSC104 American Government 3</p> <p>PSYC101 Introduction to Psychology 3</p> <p>SOCI119 Principles of Sociology 3</p> <p>Take one of the following:</p> <p>BHSC220 Contemporary Social Issues 3</p> <p>BSHC235 Culture, Place and Interdependence 3</p> <p>IDSC237 The Individual, State, & Marketplace 3</p> <p>PSYC180 Dealing With Your Mind 3</p>
	<p>PE/WELLNESS 3</p> <p>HLED120 Fit for Life and two activity courses (each 1 credit)</p> <p>BS TOTAL 54-60+</p> <p>BA TOTAL 58-64+</p>

GE Requirement Change October 24, 2007:

We have consensus amongst the Art, Music and English Chairs and Creativity and the Arts Instructors to change the Creativity and the Arts Requirement. If approved (by the GE Committee) it will more closely parallel most other colleges and universities – relating to type of Humanities/Arts requirement. We would move Creativity and the Arts to an optional requirement, the number of times taught would be the call of the Dean/Chair and availability of instructors who are willing to spend the additional time it takes to plan an integrated team-taught course. Students would then be required to take 2 courses (minimum of 6cr) from two different disciplines.

GE Motion Made and Accepted on November 6, 2007:

Move to approve the new format of Table 1, to increase the effectiveness of the Creativity and the Arts class and bring back the original spirit, with modification of the language currently stated in bulletin copy per our discussion.

Rational for Creativity and the Arts Change:

Creativity and the Arts was developed to blend two areas of fine arts/humanities into one course. The object was to have this team-taught course enhance the learning process by having interacting teachers provoke intellectual discussion of how these arts and humanities connect to one another.

- Introduced approximately 10 years ago
- Required by most AU undergraduate students
- Integrated our Literature studies requirement with Fine Arts
- Full class load was used for each of the 2 contributing teachers
- Each C&A course covered 2 of the 3 topics – Literature, Art or Music

Currently the course's pedagogy is running okay, but ongoing changes of teachers and the number of students in a given class make it difficult to consistently meet and/or provide a dynamic impact for students as originally intended.

Meredith Jones-Gray stated that when Creativity and the Arts was developed it was based on a course taught by another university that was/is considered visionary and cutting edge. However, if the university does not commit itself by providing adequate teacher load for such classes and understanding the positive enhanced learning environment team-taught classes provide, it is near impossible to truly excel in the team taught format.

Challenges with Creativity and the Arts:

- Governance should be given to this course in order to insure its effectiveness
- Too many students in each class for it to be effective
- The necessary time given in class preparation to provide desired outcomes
- Inconsistent due to switching teachers regularly
- Integrate teaching vs. one teacher per half semester
- Professors by contributing departments (department needs & teacher loads)
- Productivity of a full load recognized by the administration
- Access and ability to transfer in an equivalent course
- Adequate teacher staffing in both the English and Music Departments

To respond to these challenges, it was suggested to move the course from a mandatory course for all students to an optional Arts and Humanities course. This would allow the course to be capped at a more reasonable number and lower the number of sections to allow only those teachers who are truly passionate about this course to teach it.

Fall	FTIAC	Other	Fresh	Soph	Junior	Senior	HC	FTE	%±/FTE
1997	318	152	470	344	332	577	1,723	1,630	
1998	291	134	425	380	334	511	1,650	1,591	-2.4%
1999	324	168	492	332	362	501	1,687	1,640	+3.0%
2000	309	150	459	381	303	486	1,629	1,489	-9.7%
2001	271	116	387	365	332	415	1,499	1,370	-9.2%
2002	319	120	439	367	307	418	1,531	1,471	+7.2%
2003	324	89	415	402	333	408	1,556	1,494	+1.6%
2004	307	75	382	419	362	434	1,597	1,540	+3.0%
2005	305	62	367	357	366	481	1,571	1,528	-.7%
2006	290	83	373	352	336	536	1,597	1,517	-.7%
2007	337	83	420	357	358	490	1,625	1,555	+2.5%
2008	375	80	455	401	328	494	1,678	1,594	+2.5%
2009	400	80	480	435	368	452	1,735	1,658	+3.4%
2010	425	80	505	466	400	507	1,878	1,784	+8.2%
2011	440	75	515	492	428	552	1,987	1,887	+5.8%
2012	450	75	525	504	452	590	2,071	1,967	+4.2%
2013	460	75	535	516	463	638	2,152	2,044	+3.9%
2014	470	75	545	528	474	638	2,185	2,075	+1.5%
2015	475	75	550	538	485	654	2,227	2,115	+1.9%

OFFICIAL ADMISSIONS UPDATE

30 NOVEMBER 2007

- ▲ FTIAC: *Up 88 admissions (+103%)*
Apps: Up 149
- ▲ TRANSFER: *Up 9 (+90%)*
Apps: Up 2
- ▲ FIRST-TIME GRAD: *Up 8 (+33%)*
Apps: Up 24
- ▲ RESUMING GRAD: *Up 4 admissions (+133%)*
Apps: Down 3
- ▲ NET: UP 109 ADMISSIONS (+89%)
APPS: UP 170 (+23%)

	2008		'00-'07 AVE.		2 0 0 7		2 0 0 6		2 0 0 5		2 0 0 4		2 0 0 3		2 0 0 2		2 0 0 1		2 0 0 0	
FTIAC	App	Acc	App	Acc	App	Acc	App	Acc	App	Acc	App	Acc	App	Acc	App	Acc	App	Acc	App	Acc
11-2-07	511	132	424	40	421	39	426	40												
11-9-07	584	138	469	55	454	59	484	51												
11-16-07	647	158	535	65	536	70	533	59												
11-23-07					Thanksgiving Break															
11-30-07	713	173	577	74	566	85	588	62												
12-07-07			614	86	581	103	647	69												
12-14-07			646	103	636	123	655	82												
12-21-07					Christmas Break															
12-28-07					New Year's Break															
1-04-08			570	67	724	153	670	92	927	71	676	36	272	34	415	84	321	48	552	15
1-11-08			592	87	747	154	681	157	945	78	692	41	289	66	434	103	395	55	552	38
1-18-08			610	103	765	191	696	172	960	98	706	50	305	79	452	113	418	67	581	56
1-25-08			642	124	795	215	737	173	973	105	759	63	335	89	498	120	440	99	598	131
2-01-08			681	149	830	230	778	185	1001	130	862	87	352	124	523	139	476	111	625	183
2-08-08			717	162	877	242	847	185	1036	140	882	104	400	149	549	154	501	134	640	184
2-15-08			745	181	914	272	886	205	1072	165	894	123	439	165	569	175	523	152	659	189
2-22-08			775	202	976	317	913	217	1076	180	904	147	470	175	594	188	565	176	704	214
2-29-08			797	231	1019	402	933	254	1088	200	918	169	486	190	631	201	583	189	719	239
3-07-08			825	259	1065	447	958	281	1099	203	940	230	535	221	660	225	608	203	738	265
3-15-08			846	281	1094	520	974	318	1114	210	961	254	565	225	685	235	622	204	753	278
3-22-08			866	305	1118	562	989	346	1130	232	982	264	625	234	708	264	639	236	738	303
3-29-08			887	320	1130	565	1005	359	1138	251	1003	283	661	240	731	287	653	248	778	326
4-04-08			907	337	1148	566	1012	385	1149	275	1027	322	687	270	747	288	670	262	812	330
4-11-08			922	354	1162	620	1024	405	1165	279	1039	341	724	287	756	288	684	266	822	342
4-18-08			938	370	1170	651	1036	434	1170	292	1057	353	755	311	777	298	700	278	838	343
4-25-08			951	391	1180	651	1064	449	1175	307	1069	370	780	359	785	322	703	295	852	374
5-02-08			964	412	1189	672	1076	463	1185	343	1080	378	797	380	794	347	724	307	863	404
5-09-08			977	431	1201	676	1089	495	1203	359	1091	397	808	396	814	367	735	335	877	421
5-16-08			991	449	1208	677	1094	515	1215	386	1106	412	822	412	831	390	764	361	889	435
5-23-08			1001	465	1216	686	1102	519	1233	425	1112	424	831	442	845	415	773	370	898	442
5-30-08			1012	478	1220	699	1118	538	1241	431	1117	432	842	451	860	432	785	382	909	459
6-06-08			1022	492	1227	708	1125	545	1244	443	1128	447	866	474	868	453	798	401	917	466
6-13-08			1031	500	1237	708	1146	559	1259	455	1134	452	871	472	877	474	807	411	917	465
6-20-08			1038	511	1243	720	1157	574	1263	465	1143	459	874	489	886	476	807	421	933	487
6-27-08			1049	519	1251	723	1161	580	1270	480	1154	464	889	505	896	481	826	426	946	494
7-04-08			1056	522	1257	709	1168	581	1278	486	1166	477	897	512	901	476	833	438	951	495
7-11-08			1063	527	1259	728	1169	575	1283	494	1178	475	904	515	909	475	843	445	958	505
7-18-08			1073	538	1267	743	1180	585	1293	497	1185	489	922	531	924	487	849	447	962	523
7-25-08			1082	537	1275	744	1184	576	1309	511	1195	490	934	534	927	474	857	442	973	522
8-01-08			1088	544	1277	757	1190	566	1318	515	1198	498	945	539	945	494	863	458	971	525
8-08-08			1097	548	1282	779	1204	578	1322	521	1208	508	954	547	950	500	870	457	986	491
8-15-08			1103	553	1292	778	1207	575	1323	527	1213	510	958	561	960	504	882	468	992	502
8-22-08			1108	562	1296	779	1212	574	1323	530	1219	511	964	575	972	521	883	485	997	518
8-29-08			1111	567	1297	751	1215	569	1324	529	1219	529	966	581	974	549	885	487	1005	540
9-05-08			1111	566	1299	738	1207	563	1324	527	1222	530	968	584	974	550	886	488	1007	547
9-12-08			1111	566	1301	737	1207	563	1324	527	1223	530	969	585	973	549	886	489	1007	547
Enrolled				308		337		290		305		307		324		319		271		309

	2008		'00-'07 AVE		2007		2006		2005		2004		2003		2002		2001		2000	
TRANS	App	Acc	App	Acc	App	Acc	App	Acc	App	Acc	App	Acc	App	Acc	App	Acc	App	Acc	App	Acc
11-2-07	38	8	37	5	38	8	36	1												
11-9-07	44	9	40	6	44	10	36	1												
11-16-07	50	11	45	6	50	10	40	1												
11-23-07					Thanksgiving Break															
11-30-07	59	19	50	6	57	10	43	1												
12-07-07			61	7	65	11	57	2												
12-14-07			66	7	71	11	61	2												
12-21-07					Christmas Break															
12-28-07					New Year's Break															
1-04-08			64	15	85	13	62	2	100	25	80	23	66	18	44	19	38	10	34	7
1-11-08			69	15	88	13	65	3	109	27	87	25	75	20	47	20	47	10	34	3
1-18-08			75	18	95	14	68	5	112	32	94	28	83	25	61	21	53	12	36	7
1-25-08			82	21	102	16	86	8	118	40	106	30	87	25	66	23	55	16	37	7
2-01-08			89	24	115	17	90	14	120	43	122	34	93	31	70	24	62	18	42	8
2-08-08			103	29	127	17	105	31	125	45	138	41	99	31	80	29	88	32	62	9
2-15-08			111	35	136	28	109	33	127	48	145	47	108	39	90	34	104	45	72	9
2-22-08			120	42	148	40	118	37	132	54	156	51	114	44	98	43	111	51	82	14
2-29-08			131	48	158	46	132	45	137	56	172	57	121	50	116	58	121	56	90	16
3-07-08			139	51	166	54	141	48	138	58	180	59	130	54	129	56	128	58	103	18
3-15-08			152	56	187	60	156	55	157	60	186	75	146	61	144	55	132	61	110	24
3-22-08			164	65	198	75	162	62	161	62	193	85	158	65	154	64	156	77	131	32
3-29-08			178	72	218	83	179	70	169	70	203	87	176	67	168	69	168	90	142	41
4-04-08			191	75	230	86	196	70	181	74	218	91	192	72	185	77	175	88	151	45
4-11-08			202	84	242	102	211	78	192	77	229	104	206	80	193	79	186	89	158	63
4-18-08			215	93	259	129	221	89	200	76	240	108	213	93	213	92	193	92	179	64
4-25-08			225	98	272	136	243	96	206	79	246	110	219	99	233	96	193	95	191	74
5-02-08			240	108	291	146	262	116	214	84	259	121	228	108	248	106	216	102	201	81
5-09-08			253	118	299	158	273	120	234	90	272	129	233	116	279	119	223	120	211	90
5-16-08			266	127	304	163	286	131	244	95	284	136	248	127	295	133	244	133	224	100
5-23-08			282	137	326	170	307	143	264	110	302	145	263	137	304	141	257	146	230	105
5-30-08			293	144	325	174	331	148	279	114	311	149	274	143	314	146	266	163	240	115
6-06-08			306	156	340	183	341	165	297	120	322	162	288	154	322	166	277	176	257	121
6-13-08			318	163	352	185	363	179	302	129	341	168	297	155	333	178	289	186	264	122
6-20-08			330	173	364	196	375	193	320	140	348	177	308	166	345	179	290	189	286	140
6-27-08			341	180	379	197	382	203	331	150	356	180	322	176	357	186	305	195	295	151
7-04-08			351	187	390	202	391	212	335	152	365	189	334	188	363	195	320	208	308	152
7-11-08			361	199	408	229	400	216	340	171	371	197	341	199	384	205	330	215	315	157
7-18-08			379	212	434	240	424	234	365	176	381	211	356	219	398	219	343	220	332	175
7-25-08			394	223	453	262	444	241	369	188	405	224	375	227	418	227	353	229	338	188
8-01-08			405	235	462	284	458	262	382	196	416	238	389	242	433	240	369	232	334	183
8-08-08			418	247	477	307	475	284	390	201	418	237	398	250	447	255	382	247	358	195
8-15-08			428	259	497	322	480	290	399	218	422	244	403	254	450	263	402	268	369	209
8-22-08			440	279	514	339	496	311	408	238	428	257	414	274	465	293	414	290	378	227
8-29-08			446	287	520	337	500	308	411	242	433	266	423	282	470	307	419	297	390	253
9-05-08			450	291	524	335	508	314	415	246	435	272	429	291	471	307	425	297	395	262
9-12-08			451	292	523	336	508	314	418	248	437	274	428	292	473	310	425	298	397	264
Enrolled				165		167		187		141		166		157		176		174		153

Andrews University Program Review, 2002

A. Descriptive Data and Historic Trends (5 years)

2. Student outcome measures, internal and external, with comparison to benchmarks or professional standards. Use cognitive, skill, and affective outcomes.
3. Faculty: qualifications, unique skills, scholarly activity including assessment activity, effectiveness in teaching measures, total adequacy to support program(s).
4. Productivity, profitability, and viability trends, including program-specific credit hour production, numbers of majors, and financial contribution to the school and university in approved format. Service and GE course productivity trends and financial contribution to the school and university.
5. Alumni success in employment and graduate education.
6. Library resources.

B. Predictive Data (3-10 years)

1. Continued availability of qualified faculty in discipline.
2. Continued employability of graduates, job prospects in field.
3. Anticipated curriculum changes to improve student outcomes and program viability.
4. Projected scholarly productivity.
5. Projected enrollment (realistic).

C. Analysis and Process

1. How does the program contribute to the mission of Andrews University?
2. To what extent is the program mission and/or market driven?
3. What processes are in place to ensure continuous improvement in learner outcomes? What specific targets exist for the future?
4. What processes exist for curriculum revision and improvement? Who helps determine educational objectives for the program? Who helps evaluate whether they have been met?
5. What processes exist for maintaining the strengths of the program and the faculty over time? How do you know these processes are effective?
6. Comparisons with benchmark data from at least three other institutions, showing faculty expectations, curriculum design, etc. in comparison with enrollment.

D. Conclusions and Recommendations (no more than 5 specific statements per item)

1. Why should this program continue as a part of the Andrews University portfolio?
2. How viable is this program? How does it strengthen the university's financial picture?
3. What should be done to improve the ability of Andrews University to offer this program? Prioritize suggestions and estimate costs.
4. Comments from one or two external reviewers, may be from accreditation process.

Standards, Definitions, Directions, and Information: (to be developed further)

Instructions: Documents from accreditation processes may be attached, with reference in the program review document to the appropriate page numbers in the self-study materials.

Productivity data is available from the VPAA office when the program is asked to prepare for a program review. The actual document should be limited to 25-30 pages, with appendices as needed. A 20-30 minute visual presentation is expected when the committee(s) reviews the program formally.

Standards:

and types of faculty to support individual programs

sizes of classes,

program size in credits and how allocated

limits on credits offered by department in terms of FTE faculty

Definitions:

Mission-driven programs:

Market-driven programs:

Productivity ratio: