

**Minutes of the Undergraduate Council
Andrews University
April 7, 2008**

Martin Smith, chair; Ben A. Maguad, secretary; Michelle Bacchiocchi, Verlyn Benson, Lilianne Doukhan, Emilio Garcia-Marenko, Annetta Gibson, Shanna Leak, Keith Mattingly, Ruben Munoz-Larrondo, Boon-Chai Ng, Allen Stembridge, Tiffany Summerscales, Charles Tidwell, Alice Williams, Gary Williams, Jeannie Wolfer

Members present

Martin Smith welcomed the members and called the meeting to order.

Welcome and call to order

Charles Tidwell offered the opening prayer.

Prayer

The Council voted to accept the minutes of its March 3, 2008 meeting.

Acceptance of minutes

Martin Smith reported that the Program Development and Review Sub-Committee has not yet met. Its first meeting will be on Wednesday, April 9, 2008. It will be a joint meeting of the program review sub-committees of the Undergraduate Council and the Graduate Council.

Program Development
and Review Sub-
Committee

A number of questions raised about program review were as follows:

1. How many programs will be reviewed at a time?
2. Should we review all programs within a 5-year period?
3. Should we start with a few programs first and, as we become more experienced with the process, we review more programs at one time?

The Council revisited the vote on class withdrawal policy which was taken during its March 3, 2008 meeting. Martin Smith explained (also refer to his e-mail sent to Council members on March 18, 2008) that the vote was not done correctly and the motion was out of order. Therefore, the Council must discuss this item again and take another vote.

Class withdrawal policy

The motion "to move the withdrawal date to the first Friday after the spring break and to an equivalent time in fall" was defeated (3 votes in favor, 10 votes against).

Martin Smith presented a proposal to modify the composition of the Undergraduate Council. By policy, the Council is supposed to consist of 19 members. Currently, it consists of 21 members. The new proposal will bring the membership to 22.

The proposed Undergraduate Council membership is as follows:

Ex-officio - 8

1. President
2. Provost
3. Dean – College of Arts and Sciences
4. Dean – College of Technology
5. Dean – School of Architecture
6. Dean – School of Business Administration
7. Dean – School of Education
8. Dean – Affiliations and Extensions

Proposed composition
of the Undergraduate
Council

Elected – 10

- 9-12. College of Arts and Sciences
- 13-14. College of Technology
- 15. School of Architecture
- 16-17. School of Business Administration
- 18. School of Education

Appointed – 4

- 19. Experienced Professor
- 20. General Education Committee
- 21. Honors Council
- 22. Professional Program

Advisory – 7

- a. James White Library
- b. Information Technology Services
- c. Academic Records
- d. Vice President for Enrollment
- e-g. 3 at-large members

The Council voted to recommend the proposed composition of the Undergraduate Council to the office of the Provost for action.

The Council voted to accept the following names to be officers of the Council for 2008-2009:

2008-2009 officers

Martin Smith - chair

Ben A. Maguad - secretary

Martin Smith, chair


Ben A. Maguad, secretary