

**Minutes of the Undergraduate Council  
Andrews University  
December 1, 2008**

Martin Smith, chair; Ben A. Maguad, secretary; Emilio Garcia-Marenko, Dana Kendall, Shanna Leak, John Markovic, Keith Mattingly, Donald May, Stephen Payne, Tiffany Summerscales, Gary Williams, Jeannie Wolfer

Members present

Allen Stembridge, Alice Williams

Regrets

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

Welcome and call to order

Keith Mattingly offered the opening prayer.

Prayer

VOTED to accept the November 3, 2008 minutes.

Acceptance of minutes

The following names are new members of the Admissions Sub-Committee:

Admission Sub-Committee

1. Carmelita Troy – School of Business
2. Lionel Matthews – College of Arts and Sciences

More representatives are needed from the College of Technology, the School of Education and the School of Architecture. The Deans of these schools will be asked to nominate names for the Sub-committee.

VOTED to revise the academic probation policy in the academic bulletin by including the following statement:

Academic probation policy

“A student is classified as on Academic Probation when one or more of the following three conditions apply:

- 1) the cumulative AU GPA falls below 2.00,
- 2) the semester GPA is 1.75 or below,
- 3) a combination in a semester of three or more of Withdrawals (W), Incompletes (I), or grades lower than a C.”

The Council discussed its role in the review of undergraduate programs. A major concern was that some programs were publicly announced before they were properly reviewed and approved by the Undergraduate Council. The consensus was that we need to follow protocol in reviewing and approving new undergraduate programs before they are announced to the public. This policy must be communicated clearly to the different Schools. The Records Office needs to be involved to ensure that no bulletin changes especially pertaining to undergraduate program review are allowed without approval of the Council.

Role of the Undergraduate Council in Program review

VOTED to approve the proposed Undergraduate Minor in Fitness Education.

Minor in Fitness Education

The Council discussed the possibility of adding a statement to the academic bulletin that will communicate the curriculum expectations (in addition to academic requirements) to high school seniors to help them academically succeed at Andrews University. Enrollment Services will provide the Council a proposed statement for the bulletin.

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Martin Smith, chair

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Ben A. Maguad, secretary

#### Section 15

At a special meeting of the "undergraduate faculty," only the business that precipitated the meeting may be discussed.

#### Section 16

A two-thirds majority of the "undergraduate faculty" of the University present (those present to be not less than a quorum) at such a specially called meeting is required to disapprove the disputed action of the undergraduate council. Since undergraduate council decisions stand unless overturned, a failure to achieve a two-thirds majority at such a special session of the undergraduate faculty of the University shall mean that the disputed decision of the undergraduate council shall stand.

### III—Undergraduate Council

The undergraduate council is a group of faculty teaching at the undergraduate level, who shall, with respect to undergraduate affairs at the University and on behalf of all the undergraduate schools of the University, serve as a coordinating, policy-making, consulting, quality control, and advisory council to the president and the University administration.

Members of the undergraduate council are independent voices with special obligations seeking what is best for the University and do not represent specific schools of the University.

### IV—Terms of Reference of the Undergraduate Council

The terms of reference of the undergraduate council shall be:

1. To advise the administration and the general faculty on undergraduate affairs at the University.
2. To advise on undergraduate matters referred to it by one or more constituent schools of the University or any of their committees, who regard the matter for counsel to be of interest and concern to all of the undergraduate schools of the University.
3. To coordinate common undergraduate thrusts towards reaching the goals and objectives of the University in pursuit of its own mission.
4. To take appropriate steps to ensure parity of program standards and quality among the different undergraduate schools of the University.
5. To provide a common forum for communication among undergraduate schools and for the discussion of common problems.



6. To establish minimum criteria, policies and procedures for requirements, activities and programs designed to be common to all the undergraduate schools such as:
  - a. approval of general education requirements
  - b. requirements for the various categories of associate and baccalaureate degrees
  - c. admission requirements
  - d. level of English language proficiency required for the various undergraduate degree programs
  - e. academic standards to ensure quality for off-campus programs
  - f. course outlines and syllabi preparation
  - g. program development, review, termination and introduction of new ones within each of the undergraduate schools
7. To keep the members of the undergraduate faculty fully informed of decisions taken on their behalf and if necessary to provide them an opportunity for input whenever needed.

### V—Membership of the Undergraduate Council

#### Section 1

Members of the undergraduate council shall be annually appointed by the president of the University at the beginning of the summer quarter, after due process as described below.

#### Section 2

Membership of the undergraduate council shall be open only to:

- a. members of the faculty who teach undergraduate courses and who hold rank in one of the constituent schools of the University
- b. *ex-officio* members listed in Section 4 below.

#### Section 3

The undergraduate council shall consist of *ex-officio*, elected and appointed members totaling nineteen (19) voting members, and constituted as follows with an additional seven (7) non-voting *ex-officio* Advisory Members:

- a. *ex-officio* members (6)
- b. Members elected (10)

## Satisfactory Academic Progress

Students are expected to maintain the following minimum academic performance standards:

- Successfully complete at least 60% of all courses attempted following initial enrollment.
- Maintain an overall GPA of at least 2.00 (average grade of C). If a student fails to maintain an overall GPA of 2.00 (on a 4.00 system), his/her enrollment category is changed to probationary.

## Academic Probation Procedures

**Academic Probation.** A student is classified as on Academic Probation when one or more of the following three conditions apply:

- 1) the cumulative AU GPA falls below 2.00,
- 2) the semester GPA is 1.50 or below,
- 3) a combination in a semester of three or more of Withdrawals (W), Incompletes (I), or grades lower than a C.

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.

**Deleted:** 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.

## **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