

**Minutes of the Undergraduate Council
Andrews University
March 2, 2009**

Martin Smith, chair; Ben A. Maguad, secretary; Emilio-Garcia-Marenko, Dana Kendall, Shanna Leak, Keith Mattingly, Donald May, Ruben Munoz-Larrondo, Najeeb Nakhle, Stephen Payne, Gisela Schmidt, Tiffany Summerscales, Carmelita Troy, Alice Williams, Gary Williams, Jeannie Wolfer

Members present

Allen Stembridge

Regrets

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

Welcome, call to order and prayer

VOTED to accept the December 1, 2008 minutes.

Acceptance of minutes

Dina Simmons from the Aeronautics Department made a presentation on the proposed Bachelor of Technology in International Aviation Relief. This new emphasis will involve rearrangement of existing classes in the department. One concern was how this program will affect General Education requirements. Dina was asked to provide more details about the program during the next meeting of the Undergraduate Council.

Proposed BT in
International Aviation
Relief

There was a question from the Aeronautics Department on how to deal with international students whose graduation is being held up by inability to complete flight requirements this semester due to the sale of the aircraft that they were supposed to train in. Should they be allowed to take continuing courses during the summer semester to complete course requirements and maintain their student visa status?

VOTED to support the concept of allowing continuing courses for undergraduate programs. (A continuing course must be linked to an existing course.)

Continuing courses

Follow-Up on Academic Probation Policy. The current Banner program can accommodate the first two academic probation conditions (the cumulative AU GPA falls below 2.00; the semester GPA is 1.75 or below). To accommodate the third condition (a combination in a semester of three or more Withdrawals, Incompletes, or grades lower than a C), the adjustment can be done manually. Banner can also be reprogrammed to accommodate this condition.

Follow up: academic
probation policy

GE Report. The General Education Sub-Committee has been working very hard to create a smaller but robust GE package for professional and BA/BS degrees. The package is still being worked on and will not be included in the upcoming year academic bulletin.

GE report

The Program Review process is moving forward. The report from Physical Therapy has been read by the joint program committee members but not yet acted on or discussed. The programs presently designated for review are the Leadership Program and Art/Digital Multimedia. Other programs that are to be reviewed are Architecture, Speech Pathology, and Computer Science. The challenge right now is to find people to fill the Undergraduate Council and Graduate Council Program Review Sub-Committees.

Program review

Stephen Payne reports a high number of undergraduate applications and admissions. This is partly due to a high number of graduating students from academies / high schools and also to better campus-wide collaboration.


Admissions report

Stephen Payne also provided the Council a proposed statement (for the academic bulletin) on "how to be better prepared academically for Andrews University".

Proposal from
Admissions sub-
committee

VOTED to approve the inclusion of the statement (see attached) in the academic bulletin.

Martin Smith, chair


Ben A. Maguad, secretary

How to be better prepared academically for Andrews University

If you want to be well prepared for your university studies at Andrews University, we recommend that you take the following courses during your high school / academy / secondary home school years (or the equivalent of US 9-12 years of education):

3 years of math, including algebra I and II

3 years of lab sciences courses, with biology, chemistry or physics recommended

4 years of English courses, including ones that emphasize writing and vocabulary

2 years of foreign language, if your plans include a Bachelor of Arts degree at Andrews

One year-long computer course, including development of skills in database, web page development and other advanced skills

2 years of social studies courses, including world or US history (or history from your country of residence) and geography

If it's available at your school, also plan to take a Bible/religion course each year, and music/fine arts, physical education and practical arts also help to build a well-rounded secondary education.

To find out more how to take the right steps to succeed when you attend Andrews University (and other information on attending Andrews), please consult www.andrews.edu/future/.

reports. He/she shall also assist the chair in preparing the agenda and calling of meetings.

Section 12

Terms of service for the elected and appointed members of the undergraduate council shall be for three years. The rotation of members shall start after the second year with one third of the elected and appointed council members retiring each year thereafter.

Section 13

Members may be elected or appointed for no more than two consecutive terms of service.

Section 14

Membership changes required by the rotation formula described in Section E6 above shall be initiated annually by the president's office.

Section 15

Should any elected or appointed member fail to serve a full term, a replacement shall be obtained to serve the remainder of the term by procedures specified in Section E6, 8, 9, 12, 13, and 14 above.

VI—Meetings of the Undergraduate Council

Section 1

The undergraduate council shall normally be scheduled to meet at least once per quarter except for the summer quarter with the provision of special meetings as called by the chair. Special meetings are defined as meetings which were not initially scheduled at the beginning of the academic year.

Section 2

Agenda items may be submitted to the chair by any member of the undergraduate council or from the committees and sub-committees that report to the undergraduate council. The submissions are to be in writing. Relevant agenda items may also be submitted to the chair by the faculty of any of the constituent schools of the University or any of their sub-committees.

Section 3

Agenda items which involve the following shall not be finalized by a vote on the day introduced, but shall be held over until the next special or regularly scheduled meeting following the meeting of introduction and discussion:

- a. The introduction of new undergraduate policy(ies), except for recommendations from the general education, honors program, and academic support and advising services committees.
- b. A change in existing undergraduate policy(ies) except for recommendations from the general education, honors program and academic support and advisory services committees.

- c. The introduction of new programs, except as recommended by the sub-committee on program development and review.

- d. Substantive changes to existing programs, except as recommended by the sub-committee on program development and review.

Section 4

Minutes of the proceedings of the Undergraduate Council shall be recorded and maintained by the secretary who shall also be responsible for distributing copies of the minutes within a week to all members of the council as well as to each undergraduate faculty member.

Section 5

A decision of the undergraduate council may be challenged as provided for by policy in B14-16 above as well as F6 below. If a decision of the undergraduate council is challenged the "undergraduate faculty" of the University shall be asked to resolve the *impasse* in the manner described and implemented as described F7 below.

Section 6

Decisions taken by the undergraduate council may be implemented after twenty-one (21) days from the date of being made, unless challenged by a two-thirds majority of the total "undergraduate faculty" of a given constituent school (see exception in B14 above) of the University (see Section B14-16 as well as F5 above for calling special meetings and for the resolution of such an *impasse*).

Section 7

The routing of undergraduate council decisions shall be as follows:

- a. Decisions judged not to be affecting graduate programs of the University are immediately referred for implementation to the various undergraduate schools of the University by the secretary of the undergraduate council.
 - i. Should the undergraduate council decision *not be challenged* by any of the undergraduate faculties, the action of the undergraduate council shall be implemented after the required number of days have elapsed (sections B14-16 and F6).
 - ii. At this time the *general faculty* shall be informed of this by the vice-president for academic administration.
- b. Decisions judged to impinge on graduate programs, are referred by the vice-president for academic administration to the general faculty for final approval and recommendation to the Board of Trustees by the president of the University.

Section 8

A quorum shall consist of nine (9) voting members.

Martin Smith

From: simmons@andrews.edu
Sent: Thursday, February 26, 2009 12:58 PM
To: Martin Smith
Cc: Thomas Chittick; Verlyn Benson
Subject: RE: Aeronautics Degree

Importance: High

Mr. Smith,

I will plan on being at the Undergrad Council meeting to share about this item.

Also, I wondered if this might be the place for me to express a formal request from our dept. regarding international students. We would like to request that certain international students, based on need and approval, be able to enroll in a "continuation course" for 0 credits, to prove they are continuing their training with our department, and thus not need to enroll for additional credits they do not need for graduation.

For example, we have an Indian student who is scheduled for graduation in May. He meets the graduation requirements other than finishing his 2 flight courses. His training and others have been significantly delayed due to the following situation:

The University asked that we sell our twin engine aircraft BEFORE replacing it. This occurred in November 2008. The money approved for purchase of a new twin is not scheduled to be released until Mar/April 2009.

Our student meets required classes for graduation THIS semester. If he stays to finish past April, he must be officially enrolled to maintain international student visa requirements. This "continuation" course would be the way he could continue to finish his twin engine flight requirements for the degree and maintain his visa. This is evidently something that is done for graduate students, but not undergraduate. We are requesting that the Council consider allowing us to do this "continuation" for select undergraduate students that may occasionally fall into this scenario.

I have spoken to International Student Services regarding this and they are more than happy to provide further explanation to you if needed.

Please contact me at 269-208-2454 should you have any questions.

Thanks for your time.

Dina Simmons
Interim Chair
Aeronautics
269-471-3387 office
269-208-2454 cell

> Okay. We will add it to the agenda for the next meeting of
> Undergraduate Council, Monday March 2 at 3:30, AD 306. It would be
> good if you or a representative from your department could attend to
> present the subject.

>
> Martin Smith

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

> From: simmons@andrews.edu [mailto:simmons@andrews.edu]
> Sent: Wednesday, February 18, 2009 2:46 PM
> To: Martin Smith
> Cc: Verlyn Benson
> Subject: Re: Aeronautics Degree
> Importance: High

>
> Mr. Smith,

> I wish to clarify info regarding our new degree that is desired for
next year. It is a BT in "International Aviation Relief".

> This is simply a new title. It is a re-packaging of existing
> requirements and does not involve any new courses being taught. Thus

> we ask your support in approving this change. Please feel free to
> contact me regarding any other questions.

>
>

> Dina Simmons
> Interim Chair
> Aeronautics
> Andrews University
> 269-471-3387 office
> 269-208-2454 cell
>

Martin Smith

From: Stephen Payne**Sent:** Sunday, March 01, 2009 8:10 PM**To:** Martin Smith**Cc:** Randy Graves; Shanna Leak; Aaron Moushon; Kristine Knutson; Carletta Witzel; Don May**Subject:** A more concise version of the materials I sent last week/The Undergrad Council Proposal

Martin,

Here's a more complete version of what we suggest for bulletin copy on these recommendations for university preparation (again, taken from Randy Graves' materials currently on the homeschool portion of our university website):

If you want to be well prepared for your university studies at Andrews University, we recommend that you take the following courses during your high school years:

3 years of math, including Algebra I and II

3 years of lab sciences courses, with biology, chemistry or physics recommended

4 years of English courses, including ones that emphasize writing and vocabulary

2 years of a foreign language, especially if your plans include a Bachelor of Arts degree at Andrews

One year-long computer course, including development of skills in database, web page development and other advanced skills

2 years of social studies courses, including world or US history and geography

If it's available at your school, also plan to take a Bible/religion course each year, and music/fine arts, physical education and practical arts also help build a well-rounded secondary education

To find out more how to take the right steps to succeed when you attend Andrews University (and other information on attending Andrews), please consult www.andrews.edu/future/

Also, thanks for including us next Monday and for considering whether this list of recommendations is worthy of inclusion in our academic bulletin (and I'm also including several of us who've been talking about including this information to see if they have any tweaks/additions/deletions....including Randy's review of my editing of his original materials...which may now need more prominent play on the future student site, since we reference it there).

Cordially,

Stephen

>> On 2/23/09 3:56 PM, "Randy Graves" <gravesr@andrews.edu> wrote:

>>

>>> > Stephen,

>>> >

>>> > Below is what I have on the homeschool website.

>>> >

>>> > Randy

>>> >

>>> > Andrews University has found that students who have taken as a minimum the

>>> > following courses at the Secondary level are more likely to have academic

>>> > success in college.

>>> >

>>> > 3 years of Math courses, preferably including Algebra I and II. (Geometry

>>> as a

>>> > separate course or incorporated into the Algebra is highly recommended as

>>> > well.) Students who are considering careers, such as science or business,

>>> will

>>> > benefit from taking advanced math or pre-calculus prior to college. All

>> new

>>> > students to Andrews University take a math proficiency test to determine

>>> what

>>> > college level math course they are ready for as they prepare to meet the

3/2/2009

>>> math
>>> > requirement for their degree.
>>> >
>>> > 3 years of Lab Science courses. Biology and Chemistry or Physics are
>>> > recommended. Two or three of these courses that go beyond introductory or
>>> > survey courses such as General Science, Physical Science, or Earth Science
>>> > will be extremely helpful. For students considering a science related
career
>>> > the sequence of Biology, Chemistry, Physics, and Advanced Biology is
>>> highly
>>> > recommended.
>>> >
>>> > 4 years of English courses. An emphasis on writing is the best preparation
>>> for
>>> > college work. In addition, the more general reading a student does the
>>> more
>>> > they will benefit from an expanded vocabulary and knowledge for use in
>>> future
>>> > writing.
>>> >
>>> > 2 years of a Foreign Language. This is particularly the case if a student >>> is
>>> > planning to take a Bachelor of Arts degree since this degree requires
>>> taking a
>>> > foreign language through the college intermediate level. While the
>>> Bachelor of
>>> > Science degree does not require a foreign language a student will still
>>> > benefit in many other ways by taking a usable foreign language during the
>>> high
>>> > school years.
>>> >
>>> > Year-long Computer course. This course should go well beyond keyboarding
>>> and
>>> > word-processing. Work with spread sheets, data base management,
>>> presentations,
>>> > creating web pages, and the use of web resources along with using
>>> combinations
>>> > of these tools in various projects is highly recommended. Andrews
>>> University
>>> > gives a computer proficiency exam to all new students to determine if a
>>> they
>>> > need to take a college level computer course or not.
>>> >
>>> > 2 years of Social Studies courses. A cross-section of World and U.S.
>>> History,
>>> > World and U.S. Geography, and State and U.S. Government is recommended. It >>> is
>>> > also important to note that most states require their state history and
>>> > government to be included in the social studies curriculum.
>>> >
>>> > In addition to these 15 units or credits Andrews University highly
>>> supports a
>>> > student taking Religion / Bible course each year of their secondary school
>>> > experience. Music/Fine Arts, Physical Education, and Practical Arts are
>>> also
>>> > important parts of a balanced secondary program.
>>> >
>>> > Some courses such as Foreign Language or higher level Science and Math
>>> courses
>>> > can be taken at the college level while still in the high school years as
>>> dual
>>> > credit. Note that students who transfer 24 or more college credits* to
>>> Andrews
>>> > University will enter as a transfer student qualifying for a lesser merit
>>> > scholarship rate than students entering with less than 24 college credits. >>> *
>>> > taken after their high school graduation date
>>> >
>>> >

Stephen Payne

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"Seek Knowledge. Affirm Faith. Change the World."

Martin Smith

From: Keith Mattingly [matt@andrews.edu]
Sent: Wednesday, February 25, 2009 3:27 PM
To: Sue Schwab; Deby Andvik; Aimee Vitangcol Regoso; Martin Smith
Cc: Don May
Subject: RE: AU Academic Probation revision for Bulletin

Sue:

Good points made. I'm glad that Don has already worked this out and it sounds like you can too.

Keith

Keith Mattingly, PhD
 Dean, College of Arts and Sciences
 Andrews University
 (269) 471-3411

From: Sue Schwab
Sent: Wednesday, February 25, 2009 1:33 PM
To: Deby Andvik; Aimee Vitangcol Regoso; Martin Smith; Keith Mattingly
Subject: RE: AU Academic Probation revision for Bulletin

Gary did speak with me on the sidewalk about a change in the probation policy, but didn't specify what the change was. This email is the first I have seen the actual voted policy.

Just for the record, Banner can't do number 3 of this policy. Probation rules in Banner are based solely on GPA's (term and/or course). We will have to run Banner's process, then run a separate locally-written process to implement number 3.

Someday I would like to see a procedural review become a standard part of university decision-making, so that those making decisions are at least aware of what will be required to implement them.

Sue

From: Deby Andvik [mailto:andvik@andrews.edu]
Sent: Wednesday, February 25, 2009 11:47 AM
To: Sue Schwab; Aimee Vitangcol Regoso
Cc: Patricia Spangler
Subject: AU Academic Probation revision for Bulletin

This AP policy change was voted by UG Council (attached). Gary Burdick spoke with Sue about programming it for next year. I've included it in the Bulletin 2nd Draft, however, I'm not sure if your office Aimee needs to give the approval to Pat Spangler for the Bulletin Copy.

Thanks,
 Deby

From: Keith Mattingly [mailto:matt@andrews.edu]
Sent: Tuesday, February 24, 2009 7:24 PM
To: Deby Andvik
Subject: FW: We need bulletin info from you ASAP

For the bulletin,

3/2/2009

Keith

Keith Mattingly, PhD
Dean
College of Arts and Sciences
Andrews University
Berrien Springs, MI 49104
269 471 3411

From: Martin Smith [mailto:msmith@andrews.edu]
Sent: Monday, February 23, 2009 6:02 PM
To: Keith Mattingly
Subject: RE: We need bulletin info from you ASAP

Attached is the bulletin revision. However, I realized that we did not update the courses suggested for AP students. I have asked Carletta and Don May to help update that list. If it's possible to wait another day or two, we should have that information. Thanks.

Martin

From: Keith Mattingly [mailto:matt@andrews.edu]
Sent: Monday, February 23, 2009 10:12 AM
To: Martin Smith
Subject: We need bulletin info from you ASAP

Martin:

Did the Undergraduate Council vote an academic probation policy for the university that is similar to the one for CAS? It seems to me that it did. Did that info get into the bulletin? We can facilitate getting that in if you send us the verbiage that was voted. Could you do that?

Keith

Keith Mattingly, PhD
Dean, College of Arts and Sciences
Andrews University
(269) 471-3411

3/2/2009

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, **1.75**
- 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.

Verify Course numbers