

**Minutes of the Undergraduate Council
Andrews University
October 5, 2009**

Martin Smith, chair; Ben A. Maguad, secretary; Marsha Beal, Emilio Garcia-Marenko, Shanna Leak, Keith Mattingly, Margarita Mattingly, Donald May, Ruben Munoz-Larrondo, Najeeb Nakhle, Stephen Payne, William Richardson, Allen Stembridge, Tiffany Summerscales, Alice Williams, Gary Williams, Jeannie Wolfer

Members present

Keith Mattingly offered the opening prayer

Prayer

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

Welcome and call to order

VOTED to accept the March 2, 2009 minutes.

Acceptance of minutes

VOTED to elect the following individuals as officers of the Council for the 2009-2010 term:

2009-2010 officers

- Martin Smith – chair
- Tiffany Summerscales – vice-chair
- Ben A. Maguad - secretary

Program review

Alice Williams gave a brief report on Program Review.

- Need to set up the Program Development and Review Committee to work with deans and chairs to develop a schedule to evaluate various programs in the university.
- Protocol for review process of program review documents
 - Establish review panel
 - Review document
 - Submit to appropriate review committee
- Handed out the following documents pertaining to the review process:
 - Protocol for Review Process of Program Review Documents
 - Evaluation of Program Review Documents
 - University Program Review
 - Program Review Schedule

Prior to the next meeting, Martin Smith will ask (via e-mail) the Council members to nominate names to be members of the Program Development and Review Committee.

Stephen Payne and Shanna Leak gave a brief report from the Admissions Committee.

Report from
Admissions
Committee

- The committee continued to meet during the summer.

- Need to review one undergraduate admission requirement: a minimum high school GPA of 2.25 overall. This requirement is a bit low compared to that of other SDA colleges and universities. Proposed to increase GPA requirement to 2.50.
- Will bring full report in the next meeting.

Donald May gave a brief report on changes in the General Education requirements:

GE report

- The committee met during the summer with chairs from different disciplines.
- The changes in the BA/BS GE requirements will look more like an evolution rather than a revolution.
- Will provide more report in the next meeting.

Bulletin Revisions

Bulletin revisions

- VOTED to remove the following paragraph from page 36 of the 2009-2010 AU bulletin:
“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.” (Note: Approval was not unanimous. Majority voted “yes”.)
- Emilio Garcia-Marenko, Gary Williams and Keith Mattingly will refine the language of the policy found on page 37 of the bulletin.
“A course may be used to fulfill the requirements for more than one major or minor if at least 75% of the credits are not also counted for another major or minor.” (Note: Proposed change should perhaps be referred to the Academic Policy Committee.)

Council Goals

UC goals for 2009-2010

- Academic Policy Committee needs to be reconstituted.
- Emilio Garcia-Marenko, Gary Williams will meet with Martin Smith on this matter.

VOTED to adjourn.

Martin Smith, chair

Ben A. Maguad, secretary

Undergraduate Council

May 4, 2009

COUNCIL MEMBERSHIP SUMMARY

AS VOTED 4/07/08

Ex Officio – 8

1. President
2. Provost
3. Dean – CAS
4. Dean – COT
5. Dean – SOA
6. Dean – SBA
7. Dean – SOE
8. Dean – Affiliations

Elected Faculty – 10

9. CAS
10. CAS
11. CAS
12. CAS
13. COT
14. COT
15. SOA
16. SBA
17. SBA
18. SOE

Appointed – 4

19. Experienced Professor
20. GE Committee
21. Honors Program
22. Professional Program

Advisory – 7 (Non-voting)

- a. JWL
- b. ITS
- c. Academic Records
- d. VP Enrollment
- e. At-Large
- f. At-Large
- g. At-Large

CURRENT MEMBERSHIP

Ex Officio – 9

- | | |
|------------------------|----------------|
| 1. Provost | Knight |
| 2. Provost | Garcia-Marenko |
| 3. Dean – CAS | Mattingly |
| 4. Dean – COT | Benson |
| 5. Dean – SOA | Smith |
| 6. Dean – SBA | Stembridge |
| 7. Dean – SOE | Wolfer |
| 8. Dean – Affiliations | Tidwell |
| 9. GE Director | May |

Elected Faculty – 9

- | | |
|---------|------------------------|
| 10. CAS | Kendall (Resigned) |
| 11. CAS | Markovic |
| 12. CAS | Munoz-Larrondo |
| 13. CAS | Schmidt (Expiring) |
| 14. CAS | Summerscales |
| 15. SOA | von Maur (Expiring) |
| 16. SBA | Maguad |
| 17. SBA | Troy |
| 18. SOE | Bacchiocchi (Expiring) |

Appointed – 3

- | | |
|--------------------|-------------|
| 19. Enrollment | Leak |
| 20. Assessment | A. Williams |
| 21. Honors Program | Pittman |

Advisory – 5 (Non-voting)

- | | |
|----------------------|-------------|
| a. JWL | Onsager |
| b. International St. | Nakhle |
| c. Academic Records | G. Williams |
| d. VP Enrollment | Payne |
| e. Distance Ed | Beal |

PROPOSED FIX

Ex Officio – 8

- | | |
|------------------------|------------------------|
| 1. President | Appoint Garcia-Marenko |
| 2. Provost | Knight |
| 3. Dean – CAS | Mattingly |
| 4. Dean – COT | Benson |
| 5. Dean – SOA | New Appointment |
| 6. Dean – SBA | Stembridge |
| 7. Dean – SOE | Wolfer |
| 8. Dean – Affiliations | Tidwell |

Elected Faculty – 10

- | | |
|---------|----------------|
| 9. CAS | Markovic |
| 10. CAS | Munoz-Larrondo |
| 11. CAS | Summerscales |
| 12. CAS | New Election |
| 13. COT | New Election |
| 14. COT | New Election |
| 15. SOA | Elect Smith |
| 16. SBA | Maguad |
| 17. SBA | Troy |
| 18. SOE | New Election |

Appointed – 4

- | | |
|-----------------------|-----------------|
| 19. Experienced Prof. | New Appointment |
| 20. GE Committee | May |
| 21. Honors Program | Pittman |
| 22. Profession. Prog. | New Appointment |

Advisory – 7 (Non-voting)

- | | |
|---------------------|-----------------|
| a. JWL | Onsager |
| b. ITS | New Appointment |
| c. Academic Records | G. Williams |
| d. VP Enrollment | Payne |
| e. At-Large | Leak |
| f. At-Large | A. Williams |
| g. At-Large | Nakhle |

Undergraduate Council

May 4, 2009

PROGRAM REVIEW MEMBERSHIP

I. Model as proposed by the Graduate Council Program Review protocol:

Review 2 programs per semester for 2009-2010. This would require 4 Program Review Panels for the school-year. Each panel would consist of 5 members and would do its work semi-autonomously in consultation with the Program Review Committee¹.

Panel Composition:

2 members from the UG Program Review Committee (PRC)	--need 8 member PRC min.
1 member from the UG Council	--need 4
1 non UGC member appointed by PRC	--need 4
1 non UGC member selected by the program being reviewed	--need 4

5 members total

II. Current UG PRC Membership

1. Sallie Alger
2. Lena Caesar
3. Betty Gibson
4. Alan Mitchell
5. Ray Ostrander
6. Wayne Perry (may be going to Graduate PRC)
7. Ranko Stefanovic (no longer UG faculty)
8. Roy Villafane (moving to Graduate PRC)
9. George Agoki (nominated but not yet confirmed)

Ex-Officio: Emilio Garcia-Marenko

Advisor: Alice Williams

¹ Erich Baumgartner, 4/24/09

Program Review & Development - Undergraduate (11)

	Voting	Term Expiration
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Officers:

Chair	To Be Announced, (,)	Yes
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Members:

James White Library	Alger, Sallie	Yes
Arts & Sciences, College of	Caesar, Lena	Yes
Business, School of	Gibson, Betty	Yes
Music	Mitchell, Alan	Yes
Teaching, Learning, & Curriculum	Ostrander, Ray	Yes
Physical Therapy	Perry, Wayne	Yes
Religion	Stefanovic, Ranko	Yes
Engineering, Computing, Engin.Technology	Villafane, Roy	Yes

Ex Officio Members:

Office of the Provost	García-Marenko, Emilio	Yes
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Advisors:

Academic Assessment	Williams, Alice	Yes
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Quorum 6[Committee Listing](#)[Committee Details](#)[Membership Summary](#)[Return to Search Menu](#)

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Undergraduate Council (25)

			Voting	Term Expiration		
Officers:						
Chair	Smith, Martin (Assistant Director, Architecture, School of)	<i>Faculty</i>	Yes	2010	F	SOA
Vice Chair	Summerscales, Tiffany (Faculty, Physics)		Yes	2010	F	CAS
Secretary	Maguad, Ben (Faculty, Management & Marketing)		Yes	2010	F	SBA
Members:						
Enrollment Management	Leak, Shanna		Yes			
Academic Assessment	Williams, Alice		Yes	2010		
Faculty: Education	Bacchiocchi, Michelle		Yes	2009	F	SOE
Faculty: Arts and Sciences	Markovic, John		Yes	2010	F	CAS
Academic Deans						
Technology, College of	Benson, Verlyn		Yes			Dean
Arts & Sciences, College of	Mattingly, Keith		Yes			Dean
Business, School of	Stembridge, Allen		Yes			Dean
Faculty: Architecture						
Architecture, School of	Von Maur, Kristen		Yes	2009		
Faculty: Arts and Sciences						
Behavioral Sciences	Kendall, Dana		Yes	2010		Resigned CAS
English	Pittman, Monique		Yes	2010		Appointed
Religion	Munoz-Larrondo, Ruben		Yes	2011		CAS
Nursing	Schmidt, Gisela		Yes	2009		CAS
School of Education						
Teaching, Learning, & Curriculum	Wolfer, Jeannie		Yes			Dean
Invitees:						
Distance Education	Beal, Marsha		--			
International Student Office	Nakhle, Najeeb		--			
James White Library	Onsager, Lawrence		--			
Enrollment Management	Payne, Stephen		--			
Academic Records	Williams, Gary		--			
Ex Officio Members:						
Office of the Provost	Knight, Heather		Yes			
Office of the Provost	García-Marenko, Emilio		Yes			
General Education	May, Donald		Yes			
Affiliation & Extension Programs	Tidwell, Charles		Yes			

The Council reports to the General Faculty and advises the Provost. 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 2008-2009 are:

September - No meeting

October 6

November 3

December 1

January - No meeting

February 2

March 3

April 6

May 4

June 1

July and August - no meetings

July and August - No meetings

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Ex-Officio

Faculty

Provost

Assoc. Provost

Gr. Ed. Director

Dean Affiliations

Dean CAS

Dean CoT

Dean ~~SBPA~~

Dean SoA

Dean SoE

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/.

Martin Smith

From: Martin Smith**Sent:** Friday, April 03, 2009 4:30 PM

: Alice Williams; Allen Stenbridge; Ben Maguad (maguad@andrews.edu); Carmelita Troy; Charles Tidwell; Dana Kendall; Don May; Emilio Garcia-Marenko; Gary Williams; Gisela Schmidt; Heather Knight; Jeannie Wolfer; John Markovic; Keith Mattingly; Kristen von Maur; L Monique Pittman; Lawrence Onsager; Marsha Beal; Martin Smith; Michelle Bacchiocchi; Najeeb Nakhle; Ruben Munoz-Larrondo; Shanna Leak; Stephen Payne; Tiffany Summerscales; Verlyn Benson

Subject: Undergraduate Council Agenda

Colleagues,

The Undergraduate Council agenda for the remainder of this school year is as follows:

1. Program Review follow-up
2. Proposal for BT International Aviation Relief degree
3. Election of officers for 2009-2010

Regarding #1, Alice Williams is currently on vacation, so this item will have to wait until May.

Regarding #2, the Aeronautics Dept. is not yet ready to make the proposal, so this item will wait until May as well.

Therefore, the April 6 meeting is cancelled and the next meeting will be May 4.

Now that accreditation is behind us, we can anticipate that Program Review will be a high priority item for both the University Administration and the Council for the 2009-2010 school year. We can also anticipate some new initiatives from the General Education Committee and the Admissions Committee. Another item we need to follow through with is an improved method of disseminating Council information to the General Faculty. We began a program last year – (D2L site, student labor from Gary Williams office to help keep things organized), but we have not followed through with this. Improving our communication with the General Faculty will go a long way to restoring the respect and authority of the Council. So in regards to #3 the new Chair should be prepared for all of this. Any volunteers?

Thank you.

Martin Smith

Martin Smith

From: Alice Williams [alicew@andrews.edu]
Sent: Wednesday, April 29, 2009 11:43 AM
To: Martin Smith
Subject: RE: Program Review committees

Confirmation of Program Review Committee membership would be very helpful. Perhaps you could also mention that protocols for reviewing the documents are being drafted. Erich's description of review panels would be valuable information for the Council.

And it might be well to ask whether there are programs—perceived to be strong or weak—that the Council members would like to see scheduled for review in the next couple of years and/or programs willing to volunteer to be reviewed. We do need to be developing a schedule of when programs are reviewed, partly to demonstrate that we have a plan and partly so programs can begin planning for their reviews.

Thanks so much,
 Alice

The common bond of godly people is good will. Pr. 14:9b

From: Martin Smith [mailto:msmith@andrews.edu]
Sent: Wednesday, April 29, 2009 10:52 AM
To: Alice Williams
Subject: RE: Program Review committees

Hello Alice,

I will plan to make a Program Review report at the 5/04 UG Council meeting - mainly to confirm our Program Review membership. Are there anything else I should report on – protocol, Erich's description of review panels, etc.?

Martin

From: Alice Williams [mailto:alicew@andrews.edu]
Sent: Monday, April 27, 2009 2:48 PM
To: Erich Baumgartner; Emilio Garcia-Marenko
Cc: Martin Smith
Subject: RE: Program Review committees

Thanks so much to all of you for the helpful information, comments, etc.

I met with the Architecture administration this morning, so they are on the way. SPLAD and Art/DGME are in process. I'm still trying to make contact with the Computer Science people.

HJK suggested we not add any new programs to the list while we get the review process up and running and the current programs under review moving forward.

I am doing some light editing of the protocol and schedule. Can't find my electronic copy of the early draft of an evaluation form/rubric for review committee members, so am drafting something new adapted from a session I went to last week at the HLC Annual Meeting.

Martin, I still need an updated list of Undergraduate Council Program Review committee members.

Thanks so much,
 Alice

5/4/2009

The common bond of godly people is good will. Pr. 14:9b

From: Erich Baumgartner
Sent: Friday, April 24, 2009 7:33 PM
To: Emilio Garcia-Marenko
 Alice Williams; Martin Smith
Subject: RE: Program Review committees

Thank you, Emilio. This is helpful. Yes, it should be brought to the council so we can get input and affirmation.

Erich

From: Emilio Garcia-Marenko
Sent: Friday, April 24, 2009 12:10 PM
To: Erich Baumgartner; Alice Williams; Martin Smith
Cc: Gary Burdick
Subject: RE: Program Review committees

Good morning, friends.

Here are two pieces that might be helpful:

1. On September 3, 2008, the Graduate Council voted the following as members of the Graduate Program Review Committee for 2008-2009: Erich Baumgartner, chair; Jack Stout, Charles Tidwell, Gary Burdick and Roy Villafañe.
2. On October 1, 2008, the Graduate Council voted the following as additional members of the Committee: Alice Williams, Wayne Perry and Faith-Ann McGarrell. With these additions, we now have 8 members in the Committee.

Your proposed action plan sounds great to me, Erich. It seems to me that it is a good idea to share these plans with the Council. The last meeting of the Graduate Council in 2008-2009 takes place May 6. I am not going to be here. Gary Burdick will chair the meeting. I am copying this exchange to him, with the request to include this as an agenda item for that meeting.

Thank you very much for your proactive involvement on this important matter.

Sincerely yours,

Emilio Garcia-Marenko

Emilio Garcia-Marenko
 Associate Provost and University Registrar
 Interim Dean, School of Graduate Studies
 Professor of Family Ministries
 Andrews University (www.andrews.edu)
 Berrien Springs, MI 49104-0800
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 E-mail: egm@andrews.edu

From: Erich Baumgartner
Sent: Friday, April 24, 2009 11:41 AM
To: Alice Williams; Emilio Garcia-Marenko; Martin Smith
Subject: RE: Program Review committees

Alice,

Welcome back. I was not in the meetings that voted on the graduate committee's membership. But I was told that Roy Villafane and Alice Williams are both now part of the Graduate Program Review (GPR) Committee. I had requested also that Wayne Perry be added, but heard that he had preferred to stay in the undergraduate committee. I think we need to increase the number of members a bit more to have a large enough pool to work with if program review becomes an annual routine.

5/4/2009

Here are some of my initial thought. Let me know if you think that this would work:

No decision has been made how large the actual panels reviewing a given program should be. We had agreed to encourage the whole group – consisting of all Graduate and Undergraduate Program Review Committee members – to work through at least the few programs this year together. That effectively killed the process. But the decision on a number is important in order to project if we have an adequate number of people serving on the Graduate PR committee.

We have about 36 programs (or clusters, eg: MA, EdS, PhD, EdD) to review. The actual number will be smaller since some programs can be reviewed together. Some also have undergraduate programs to be reviewed in tandem with the graduate programs. If we assume a 6 year-rotation for 30 programs that would mean still mean graduate programs a year or 2-3 per semester, excluding summers. That is maybe more than we should try to do. So my suggestion is that we set a limit for next year of 2 graduate program reviews per semester to get a pattern established. That would mean 4 teams. Here is how we could do it realistically. Each team would consist of 5 members and would do its work semi-autonomously in consultation with the GPR Committee:

2 members of the GPR Committee	-- need 8
1 add. member drawn from Grad Council	-- need 4
1 non GC member appointed by GC PRC	-- need 4
1 non GC member selected by program reviewed	-- need 4
<hr/>	
5 members	

In case of UG programs reviewed at the same time the UG Program Review Committee would add 2 members of their own to the committee to make it a total of 7 combined.

If we know we can draw from the membership of the graduate council for the third graduate council member the GPR committee would not have to be so big and could do with 8 members. This gives us the number of members that we have to have to do our work. I suggest that Graduate Council speedily give us that number of people to work with.

One more thing, I have really lost touch and do not know which programs are working on their review. PT did it last year and we never finished our part, Leadership did it this year and is waiting for our review. Which other programs are in progress and which programs need to be put into the list for next year? Since we agreed that programs need adequate notice we need to let them know now if they will go through review next fall or spring. In addition we should probably attempt an overall plan for the review of every graduate program taking into account the specific characteristics of each program such as accreditation cycles, links to UG programs, and other elements.

Greetings,

Erich

Erich W. Baumgartner, Editor
Journal of Applied Christian Leadership
 269.471.2523 Fax: 269.471.6560
<http://www.andrews.edu/services/jacl/>

From: Alice Williams
Sent: Thursday, April 23, 2009 11:30 AM
To: Emilio Garcia-Marenko; Martin Smith
Cc: Erich Baumgartner
Subject: Program Review committees

Fls,
 I've looked at the online committee listings for Graduate and Undergraduate Council Program Review committees, but am not convinced they are accurate. This is what I found. Please provide me with updated lists or confirm that these are accurate. I'm

5/4/2009

hoping to set up a meeting next week or the week after to do some orientation and set up review committees for the PT and Leadership documents.

Undergraduate Committee (updated on 06/16/07?!)

Sallie Alger

 Caesar

Emilio Garcia-Marenko

Betty Gibson

Alan Mitchell

Ray Ostrander

Wayne Perry

Ranko Stefanovic

Roy Villafane

Alice Williams (must have been added later)

“to be announced”

Graduate Committee (no date indicated)

Erich Baumgartner (has agreed to continue for a short time longer)

John Stout

Charles Tidwell

Randall Younker

Gary Burdick

Roy Villafane

The latter list seems short in the light of requests to increase membership and it’s interesting that Roy is on both lists.

Thanks so much,

 C. Williams, Ph.D.

Director, University Assessment

Coordinator, University Accreditation

The common bond of godly people is good will. Pr. 14:9b



5/4/2009