

Minutes of the Undergraduate Council
Andrews University
October 4, 2010
Approved November 1, 2010

Margarita Mattingly, chair; Tiffany Summerscales, vice-chair; Ben A. Maguad, secretary; Michelle Bacchiocchi, Marsha Beal, Verlyn Benson, Ann-Marie Jones, Kris Knutson, Shanna Leak, Keith Mattingly, Donald May, Lynn Merklin, Ruben Munoz-Larrondo, Lawrence Onsager, Ray Ostrander, Stephen Payne, Allen Stenbridge, Carmelita Troy, Dominique Wakefield, Gary Williams, Jeannie Wolfer

Members Present

Margarita Mattingly led out in the devotional with focus on Proverbs 11:14 and offered the prayer. She also welcomed the Undergraduate Council members and called the meeting to order.

Devotional, Invocation
and Welcome

Margarita Mattingly introduced the members of the Council and announced the various committees and subcommittees and their respective chairs. She noted that according to the Working Policy quorum is 9 whereas in the committee database it is stipulated as 14. There are several outstanding vacancies at this time: two from the College of Technology, one from the School of Architecture, and two under appointment by the President to represent the General Education Committee and the Honors Council. The current membership list was included on the agenda.

Introduction of
Members and
Subcommittees

It was noted that there is need to review the leadership of the Academic Policies Subcommittee since it has not met for the past two years and its chair, Martin Smith, is not able to attend Council meetings this semester due to class commitments.

Academic Policies
Subcommittee Report

Shanna Leak presented a brief report from the Admissions Subcommittee. The subcommittee meets every 1st and 3rd week of the month. Shanna handed out a document entitled 'Acceptance Guidelines for Undergraduate Admissions Committee' which needs Council approval.

Admissions
Subcommittee Report

VOTED to add the 'Acceptance Guidelines' to the Council agenda for discussion as Item #9.

UGC2010.10.04A

Donald May presented a brief report from the General Education Committee. The committee normally meets monthly. In the past, the primary focus of this committee was on assessment with specific focus on four classes: Religion, English, Communication and Fitness. There are currently some pressing issues that need to be resolved.

General Education
Committee Report

Tiffany Summerscales reported that the Honors Council normally meets once a year. It also meets once or twice a month to review honors students' proposals. Margarita Mattingly noted that no one has been designated yet to represent the Honors Council in the Undergraduate Council.

Honors Council Report

The Program Development and Review Subcommittee, chaired by Tiffany Summerscales, meets monthly. Its next meeting will be with the Graduate Program Review committee.

Program Development and Review Subcommittee Report

Ben Maguad presented the minutes from the last meeting.

Council Minutes

VOTED to approve the Council minutes dated May 3, 2010.

UGC2010.10.04B

Council membership was discussed with respect to different membership designations: regular, ex-officio, invitees. There was also some discussion on the function of the Undergraduate Council as the arm of the undergraduate faculty. The role of the Council is to advise administration, the general faculty, schools and their committees as well as coordinate undergraduate thrusts in pursuit of the University's mission, ensure parity of standards, provide a forum for communication, establish criteria, policies and procedures for requirements, activities and programs, and keep the undergraduate faculty informed of decisions made on its behalf. Members of the Council are 'independent voices' seeking what is best for the University and do not represent specific schools of the University. Should invitees who attend the meetings regularly be considered regular members?

Discussion of Council Membership

VOTED to recommend to the Office of the Provost the change of status of invitees who attend the Council meetings regularly from 'invitee' to 'regular'. The vote was close: 7 – affirmative; 6 – negative. Voting rights were not changed. The current list of 'invitees' who would be considered 'regular' advisory members of the Council include Marsha Beal (Distance Education), Shanna Leak (Enrollment Management), Lynn Merklin (Institutional Assessment), Najeeb Nakhle (International Student Office), Lawrence Onsager (James White Library), Stephen Payne (Integrated Marketing & Communication), Gary Williams (Academic Records), and Jeannie Wolfer (Teaching, Learning & Curriculum).

UGC2010.10.04C

Discussed the possibility of appointing a Council parliamentarian who would serve as advisor to the Council chair. This item will be placed on the November 2010 agenda at which time nominations will be accepted.

Council Parliamentarian

Discussed the proposal to form a Steering Subcommittee which will consist of the three officers (chair, vice-chair, and treasurer) of the Undergraduate Council and all the subcommittee chairs and which will

Steering Subcommittee Formation

help to generate agenda items for upcoming Council meetings. This proposal already had the approval of the Office of the Provost.

VOTED to approve the formation of a Steering Subcommittee consisting of the three Council officers and the chairs of the standing committees and subcommittees which will help to generate agenda items for upcoming Council meetings. [The proposal was approved with 13 members voting in the affirmative.]

UGC2010.10.04D

Allen Stembridge gave a second presentation on the proposal of the School of Business Administration to offer a Bachelor of Science degree in Business Administration.

BS in Business
Administration Proposal

VOTED to approve the proposal from the School of Business Administration to offer a Bachelor of Science degree in Business Administration. [The proposal was approved with 14 members voting in the affirmative.]

UGC2010.10.04E

Margarita Mattingly announced future meeting dates for the Council: Nov 1, Dec 6, Feb 7, Mar 7, Apr 4, May 2 and Jun 6. Agenda items for these meetings are to be submitted in writing by email or otherwise to the Chair or any officer of the Council.

Council Meetings

The Council took up an additional item that came from the Admissions Subcommittee pertaining to the acceptance guidelines for undergraduate admissions.

Acceptance Guidelines
for Academic
Admissions

VOTED to approve the new acceptance guidelines for undergraduate admissions as developed and presented by the Admissions Subcommittee. [The guidelines were approved with 14 members voting in the affirmative.]

UGC2010.10.04F



Margarita Mattingly, chair



Ben A. Maguad, secretary

2010-2011

OFFICERS

Margarita Mattingly, Chair
Tiffany Summerscales, Vice-chair
Ben Maguad, Secretary

MEMBERS

Niels-Erik Andreassen
Michelle Bacchiocchi
Marsha Beal
Verlyn Benson
Lorena Bidwell
Carey Carscallen
Emilio Garcia-Marenko
Jim Jeffrey
Ann-Marie Jones
Kris Knutson
Shanna Leak
Andrea Luxton
Keith Mattingly
Don May
Lynn Merklin
Ruben Munoz-Larrondo
Najeeb Nakhle
Lawrence Onsager
Ray Ostrander
Stephen Payne
Larry Schalk
Martin Smith
Allen Stenbridge
Charles Tidwell
Carmelita Troy
Kristen Von Maur
Dominique Wakefield
Gary Williams
Jeannie Wolfer

SUBCOMMITTEES

Academic Policies
Martin Smith, Chair
Admissions
Shanna Leak, Chair
General Education
Don May, Chair
Honors
Monique Pittman, Chair
Program Review & Development
Tiffany Summerscales, Chair

MEETINGS

Fall: 4Oct – 1Nov – 6Dec
Spring: 7Feb – 7Mar – 4Apr
Summer: 2May – 6Jun

**Andrews University
Undergraduate Council**

AGENDA

4 October 2010 - 3:30p - AD306

1 DEVOTIONAL & INVOCATION

2 WELCOME & INTRODUCTIONS

Members
Subcommittees

3 MINUTES

Undergraduate Council
- 3 May 2010 (*see Exhibit A*)

4 COUNCIL MEMBERSHIP

Proposed action: To recommend to the Office of the Provost the change of status of invitees who attend the Council meetings regularly from 'invitee' to 'regular'. The current list of 'invitees' who would be considered 'regular' advisory members of the Council include Marsha Beal (Distance Education), Shanna Leak (Enrollment Management), Lynn Merlin (Institutional Assessment), Najeeb Nakhle (International Student Office), Lawrence Onsager (James White Library), Stephen Payne (Integrated Marketing & Communication), Gary Williams (Academic Records, and Jeannie Wolfer (Teaching, Learning & Curriculum).

5 Council Parliamentarian

A parliamentarian serves in an advisory and consultative capacity for the Chair with regards to questions of order which the Chair must decide.
Proposed action: To nominate a Council Parliamentarian for the current academic year.

6 Steering Subcommittee

A Steering Committee would facilitate the work of the Council by collecting and evaluating proposed actions with regards to process, readiness, and priority.
Proposed action: To approve the formation of a Steering Subcommittee consisting of the three Council officers and the chairs of the standing committees and subcommittees which will help to generate agenda items for upcoming Council meetings.

7 BS in Business

At the last Council meeting, the School of Business proposed the introduction of a new program: BS in Business Administration. There was some discussion with regards to language, and it was voted to support the proposal with a final vote to be taken at the next Council meeting. (*see Exhibit B*)
Proposed action: To approve the proposal from the School of Business Administration to offer a Bachelor of Science degree in Business Administration.

Subtracted Agenda Item due to resolution of the matter elsewhere

8 JOINT SUBCOMMITTEE FOR PROGRAM REVIEW

Proposed action: To appoint a Joint Committee for Program Review that would coordinate and streamline Undergraduate and Graduate Program Reviews

Added Agenda Item

9 ACCEPTANCE GUIDELINES

The Admissions Committee proposed a new set of acceptance guidelines last April, increasing the minimum GPA to 2.5 for Level 1 through 3. (*see Exhibit C*)

Proposed action: To accept the Acceptance Guidelines for Levels 1 through 3, increasing the minimum GPA to 2.5.

EXHIBIT A

**Minutes of the Undergraduate Council
Andrews University
May 3, 2010**

Martin Smith, chair; Ben A. Maguad, secretary; Verlyn Benson, Shanna Leak, Keith Mattingly, Margarita Mattingly, Donald May, Lynn Merklin, Stephen Payne, Allen Stenbridge, Tiffany Summerscales, Gary Williams, Jeannie Wolfer

Members present

Emilio Garcia-Marenko

Regrets

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

Welcome and call to order

Stephen Payne offered the opening prayer.

Prayer

VOTED to accept the April 5, 2010 minutes.

Acceptance of minutes

Proposal: BS in Business Degree

Allen Stenbridge presented a proposal from the School of Business Administration (SBA) to offer a Bachelor of Science in Business degree. This degree does not add any new courses. No additional faculty is needed. All courses are currently being taught. The program does cover all required courses for a student to take the MCAT examination at the end of the third year and then complete the fourth year before going on to medical school. This degree will not be open to regular business students in the SBA. The program will have two advisors who both need to sign in order for the student to register for classes. This matter will be discussed in more details in the next regular meeting of the Council.

Proposed degree:
BS in Business

The proposed BS in Business degree covers all General Education courses required by BS/BA degrees at AU. It covers all science courses required and allows for flexibility for students to take additional science courses such as Anatomy and Physiology. It also covers all core business courses which include all prerequisites to enter the MBA program. Thus, it provides an option for those who may not be accepted into a medical school to pursue an MBA degree.

VOTED to support the proposal from the School of Business Administration to offer the Bachelor of Science in Business degree.

Martin Smith will send a copy of these minutes and the proposed BS in Business degree to the undergraduate faculty for comments. If there are no major concerns, Martin Smith will ask for a formal vote from members of the Undergraduate Council via e-mail.

Nomination of Member for the Program Review and Development Committee

This committee is functioning well and is meeting once a month. Two program documents are currently moving forward. An additional member is needed preferably from the School of Education. Jeannie Wolfer was asked to assist in the search for the new member.

Additional member
for PRDC

Martin Smith, chair

Ben A. Maguad, secretary

PRE-PROFESSIONAL STUDENTS

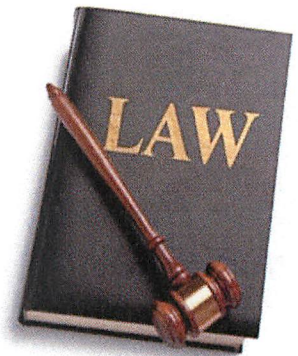
(pre-med, pre-dent, pre-law, etc)

NOTE

The School of Business Administration
plans to offer



B.S. in Business Administration Degree
that includes all courses required by
your pre-professional program
plus the business core, over a total of 4 years



Degree Breakdown

B.S. in Business Administration:

General Education as required for B.S.:
(could be adjusted for honors students)

55-60

Business Core:
(includes pre-requisites for the M.B.A.)

36

Electives (not already included in Gen. Ed.)
(as required for your pre-professional program)

33

Total number of credits

124-129

For more information:

Please contact Dr. Allen F. Stembridge, dean,
School of Business Administration at stem@andrews.edu or 269-471-3632.

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EXHIBIT C

Acceptance Guidelines for Undergraduate Admissions Committee

- Level 1 - All test scores in OK or higher and GPA is above 2.5 will be accepted as Regular (R)
- Level 2 - Only one test score is in the LOW level and GPA is above 2.5 will be accepted as Intervention (IV)
- Level 3 - Multiples test scores in the LOW level but no test score in the VERY LOW level and a GPA is between 3.5 and 2.5 will be accepted as Bridge (BR)
- Pending - Multiples VERY LOW scores and GPA below 3.0 (for fall 11 till Feb 1)
- Level 4 - Any test score that is in the VERY LOW level and a GPA below 2.0 will be Denied (DN)
- Multiple test scores in the LOW and VERY LOW levels and a GPA below 2.0 will be Denied (DN)

Committee will Review

- GPA of 3.5 and above with multiple test scores in the LOW level
- Any student that does not meet the above criteria
- International Students with Language Hold must have ACT/SAT score of 16(380) or retake after completion of Language Studies

LEVELS	ENGLISH (SAT Writing)	MATH (SAT)	READING (SAT Critical Reading)	SCIENCE	COMPOSITE (SAT M+CR)
OK	18 + (430+)	19+ (460+)	20+ (480+)	20+	20+ (940+)
LOW	17-15 (420-360)	18-16 (450-380)	19-15 (470-390)	19-16	19-16 (930-770)
VERY LOW	-14 (340-300)	-15 (370-350)	-14 (380-370)	-15	-15 (760-750)

*SAT Individual Scores will have different numbers because of different weight

**SAT Critical Reading is LOW, then counts as two LOW scores

***January a call to all still on Pending will be reviewed at first February meeting for a decision

Convert ACT to SAT							
Reading		Math		Composite		Writing	
SAT	ACT	SAT	ACT	SAT	ACT	SAT	ACT
800	36	800	36	1600	36	800	36
790	35	790	35	1560	35	800	35
770	34	780	34	1510	34	770	34
740	33	770	33	1460	33	740	33
710	32	740	32	1420	32	720	32
680	31	730	31	1380	31	690	31
650	30	710	30	1340	30	670	30
630	29	690	29	1300	29	650	29
620	28	680	28	1260	28	630	28
600	27	660	27	1220	27	610	27
590	26	650	26	1190	26	590	26
570	25	620	25	1150	25	570	25
560	24	590	24	1110	24	550	24
540	23	570	23	1070	23	530	23
530	22	560	22	1030	22	510	22
510	21	540	21	990	21	490	21
500	20	530	20	950	20	470	20
470	19	500	19	910	19	450	19
450	18	480	18	870	18	430	18
440	17	470	17	830	17	420	17
420	16	440	16	790	16	400	16
410	15	380	15	740	15	380	15
380	14	350	14	690	14	360	14
350	13	320	13	640	13	340	13
340	12	290	12	590	12	330	12
320	11	260	11	530	11	310	11

General Admission	Level	Math Index
17-19	Regular	14-15
16	Intervention	11-13
12-15	Bridge	7-10
4-11	Denied	3-6

High School GPA	Points
0.0-1.9	1
2.0-2.33	2
2.34-2.66	3
2.67-3.09	4
3.10-4.0	5
High School Math Classes	Points
1	0
2	1
3	2
4	3
5+	4
Math ACT	Points
1-11	1
12-14	2
15-16	3
17-18	4
19+	5