

## **Academic Policy Committee**

### **Final Report to Faculty Senate Academic Year 2014/2015**

#### **Membership**

##### Non-voting Members:

Lenore Koczon, VPAA

Rebecca Porter, Registrar

Kris Warmoth, Dean of the Center for Extended Learning

##### At-large Faculty:

Jynette Larshus

Nikki Medalen

John Webster

##### College-elected Faculty:

Erik Kana, College of Education and Health Sciences – Chair of AP Committee

Linda Olson, College of Arts and Sciences

Gary Ross, College of Business

##### Student Member:

Taylor Foley

#### **Meetings Overview**

October 16, 2014 – Organizational meeting

February 3, 2015 – Discussion and action regarding Credit Hour Policy and Non-degree Seeking Policy. Planning for upcoming meetings.

February 17, 2015 – Discussion of strategy for reviewing academic policies.

March 10, 2015 – Discussion and action on Grade Appeal Process Policy.

March 24, 2015 – Discussion and action on Grade Appeal Process Policy. Discussion on 60-credit at MiSU Policy.

April 21, 2015 – Discussion and action on 60-credit at MiSU Policy. Discussion of “Dead Week” the week before finals.

May 7, 2015 – Selection of Linda Olson to chair the Academic Policy Committee for the 2015/2016 academic year.

Meeting minutes attached

Submitted by Erik Kana

Academic Policies Committee  
Thursday, October 16, 2014, 1:00 p.m.

**Members Present:**

Lenore M. Koczon, *Vice-President for Academic Affairs*  
Rebecca Porter, *Registrar*  
Kris Warmoth, *Dean, Center for Extended Learning*  
Linda Olson, Arts and Sciences

**Members Absent:**

Erik Kana, Education and Health Sciences  
Gary Ross, Business  
John Webster, Faculty at large  
Nikki Medalen, Faculty at large  
Jynette Larshus, Faculty at large  
Student Representative

The meeting of the Academic Policies Committee was called to order for the purpose of electing a chair and considering our first business of the year as charged.

The open times for all are either Wednesday at 11:00 a.m. or Thursday after 1:00 p.m.

**Discussion:** Charged to review policies to set up a schedule so that outdated policies are updated so that the best information is available.

Part of this discussion includes developing a policy for who makes policy, a larger campus discussion. Will the committee have the ongoing charge of reviewing policy, necessitating a change in the bylaws, or should all charges be forwarded through the current system.

Charge to the Academic Policies Committee to create a schedule to review policy, which may develop into a policy that details how often we should be reviewing and updating policies.

Academic Policies Committee  
Minutes from meeting of February 3, 2015

Members Present: Erik Kana, Jynette Larshus, Nikki Medalen, Linda Olson, Rebecca Porter, Gary Ross, John Webster

**1) Student representative.**

Erik Kana will check with the Faculty Senate President to see if a student has been appointed to our committee.

**2) Credit Hour Policy change proposal.**

Linda Olson moved to accept, Jynette Larshus seconded.

Discussion highlights: lab time definition wording, remove historical sentence at the beginning of the current policy, punctuation and formatting issues.

Amendments approved.

Motion carried unanimously.

**3) Non-degree Seeking Credit Policy change proposal.**

Linda Olson moved to accept, Gary Ross seconded.

Discussion highlights: formatting and language issues.

Amendments approved

Motion carried unanimously.

**4) Review of academic policies.**

Discussion highlights: Is this committee able to or charged with initiating change to academic policies? Where is academic policy? Most academic policies are spelled out in the catalog, student handbook, and faculty handbook. Would an electronic academic policy library be possible?

At the next meeting, the committee will begin reviewing academic policies in the catalog. Rebecca Porter will send PDF of catalog to committee members.

Next meeting will be Tuesday, February 17<sup>th</sup>, at 11:30 a.m.

## **Academic Policies Committee – February 17<sup>th</sup>, 2015 – Meeting Minutes**

**Members Present: Erik Kana, Nikki Medalen, Linda Olson, Rebecca Porter, Gary Ross**

**1. General discussion regarding which policies we should review:**

Rebecca Porter talked about what's in the student handbook.

- ✓ Student complaint policy: SBHE Policy which isn't in our perview.
- ✓ University admissions background checks: SBHE
- ✓ Class attendance policy
- ✓ Communications proficiency impact policy: SBHE
- ✓ Academic honesty – could be reviewed by this committee
- ✓ Class attendance policy – could be reviewed by this committee

**2. Discussion regarding developing a policy library so that the policy is always available and in a central location.**

**3. Prioritizing our reviews:**

Committee members will ask chairs, deans, and advisers what policies need review

**4. We will start our review with grade appeal procedures / discrepancies between faculty handbook and catalog.**

**Next Meeting: March 10, 2015.**

## **Academic Policies Committee**

Meeting Minutes: March 10, 2015, 11:30 a.m., Swain Hall

Members in Attendance: Erik Kana, Jynette Larshus, Linda Olson, Rebecca Porter, Gary Ross, John Webster

### 1. Review of the grade appeals process policy

- ✓ Faculty handbook says within four weeks of grade posting, appeal process needs to be started by student contacting instructor.

Moved, seconded, and passed: To recommend changing timeline to 16 weeks from the date of the posting of the grades.

- ✓ Faculty handbook requires faculty to document outcome of first contact with student.

Moved, seconded, and passed: To recommend eliminating that requirement.

### 2. Further academic policies to review

- ✓ Committee members will survey deans, faculty, and advisers to determine policies that need review. Suggestions gleaned in this process will be discussed at upcoming meeting(s).

### 3. Next Academic Policies Committee meeting – Tuesday, March 24<sup>th</sup>, 11:30 a.m., Swain Hall.

## **Academic Policy Committee**

**Tuesday, March 24<sup>th</sup>, 11:30 a.m.**

**Members Present: Erik Kana, Rebecca Porter, Gary Ross, John Webster**

**1. Discussion regarding 60 credits at 4-year institution graduation requirement at Minot State University.**

Rebecca Porter reported that there are some limited situations where transfer students have difficulty meeting this requirement. Looking at other North Dakota universities, both UND and NDSU have similar policies. DSU, VCSU, and MaSU do not have policies that address the number of courses at the university, but instead have policies addressing the number of credits in upper-division courses.

**2. Re-visiting the grade appeal process**

Discussion regarding adding department chairs to the process of grade appeals. Currently, a student with a concern about a grade meets with the faculty member and then meets with the dean. Motion to clarify policy in this way: Fourteen days for student to meet with chair after meeting with faculty member. Another fourteen days for student to meet with dean after meeting with chair. Moved & seconded. Passed unanimously.

Next meeting: April 12, 2015 (postponed)

**Academic Policy Committee**

**Tuesday, April 21, 2015, 11:30 a.m.**

**Members present: Nikki Medalen, Jynette Larshus, Linda Olson, John Webster, Rebecca Porter, and Gary Ross**

1. Minutes from March 24, 2015, meeting were approved.
2. John Webster moved and Linda Olson seconded that the minimum number of credits that must be completed at a four-year institution be 60 for all baccalaureate programs. Motion carried.
3. Discussion on a request that MSU establish a “dead week” the week before final exams. The North Dakota University System would allow this. This idea had been proposed and discussed last year. No motion was proffered.

Meeting adjourned.

**Academic Policy Committee**

**Thursday, May 7, 2015, 11:00 a.m.**

**Members Present: Erik Kana, Lenore Koczon, Linda Olson, Rebecca Porter, Gary Ross, Kristen Warmoth, John Webster**

Linda Olson was nominated to serve as chair of the Academic Policy Committee.  
Unanimously approved.