

MINUTES
ACADEMIC STANDARDS & POLICY COMMITTEE
10/31/2008

PRESENT: Baldwin, Mullins, Nelson, Crawford, Melsa

1. The Committee agreed to schedule a regular monthly meeting based on UM Calendar availability. The next meeting should be scheduled approximately the 2nd or 3rd week of November and another in December. Nelson was directed to schedule the meetings.
2. The Committee reviewed the work plan draft of prior year carry-over items. Nelson clarified that these were not all issues that the Committee should address nor that they were necessarily problems or concerns. These are simply questions/comments/items that have been brought up at the Committee at some time or other.
3. After considerable discussion the Committee set the following work plan priorities for the year.

2008 – 2009
WORK PLAN

FIRST PRIORITY ITEMS:

1. Review implementation of revised “Conditional Admission” policy. (Request report from Sara Kaiser)

Students who do not meet the requirements for regular admission may still qualify for UMC’s Conditional Admission program. Students who wish to be considered for conditional admittance are encouraged to apply early as the Conditional admit program has a limited number of spaces available, Conditional Admission is designed to give entering students the best chance to succeed at college.

In addition to the regular enrollment process, Conditionally Admitted students must:

- a) Register for a maximum of 13 credits their first semester.
- b) Be automatically registered in GNED 1000* Seminar for New Students and attain a final grade of at least a “C”.
- c) Meet with their academic advisor and complete the *Academic Action Plan (AAP)*.
- d) Meet with staff of the Academic Assistance Center (AAC) for additional guidance and preparation.
- e) Return the completed *AAP* and all related paperwork to the Academic Assistance Center and the Office of the Registrar by the end of the first week of the semester.
- f) Beginning with the first week of classes and for the entire semester, spend a minimum of two hours per week in study at the Academic Assistance Center. This study time may be augmented or replaced by meeting with a tutor for two hours per week. Participation and attendance will be verified.

Failure to Complete Specific Requirements

- **#2.** Students who do not meet this requirement will be required to re-register for the course their next semester of enrollment until successfully completed.
- **#3, #4, and #5.** Failure to complete the *AAP* will result in a “*hold*” being placed on the student’s academic record. Students forfeit the right to register for next semester’s classes during their regularly scheduled queue time and are required to register during the “open” registration period after all other returning students have registered.
- **#5 and #6.** Students academically suspended who did not complete these requirements shall not be eligible for the automatic readmittance provision of the Academic Contract.

2. Receive report from the Athletic Director regarding:

Athletic Events during Study Day and Finals Week

In those instances where post-season competitive events occur during study day or finals week, the Academic Standards and Policy Committee shall consider them approved (that is, without requiring explicit action on the part of the Committee) subject to the following conditions:

- a) The event is in logical progression in the sport, leading from in-season competition to conference or regional championships and then to national championship competition; and,
- b) The coach or other staff member in the athletic program shall demonstrate to the Vice Chancellor for Academic Affairs that satisfactory alternative academic arrangements have been made; and,
- c) The event is conducted under the aegis of the NCAA or the appropriate national sport governing body if it is not the NCAA.

The Athletic Director will annually report in writing to the Academic Standards and Policy Committee, early in the fall semester: (a.) on the arrangements that are made pursuant to paragraph 2, above; (b.) on the number of student-athletes who missed any study day or any part of final examinations during the preceding year; and (c.) on the academic performance of those student-athletes.

Post-season or other athletic events that are invitational in nature, rather than a natural progression to a championship, and which would take place during study day or finals week, require the specific approval of the Academic Standards and Policy Committee before participation may occur.

Subject only to the exception noted in this policy, no travel or competition is permitted from the period beginning with, and including, study day and ending with the last day of final examinations. Home events may be scheduled in the evening of the last day of final examinations if the examination schedule is concluded by 1800.

- *approved by the Academic Standards & Policy Committee, 03/26/2008*
- *approved by the Faculty Assembly, April 25, 2008*

SECOND PRIORITY ITEMS:

3. **Student registration in courses not applicable to degree to improve GPA.** Review need for policy to address issue of students (all students? on academic contract?) who register for credits not applicable towards *progress to degree* solely to improve grade point average.
4. **Per the Faculty Assembly Meeting of September 19, 2008 --** have the Policies and Standards Committee review the Semester Schedule Time Pattern & Rules.
(copy enclosed)
5. **Instructor participation in submitting mid-term grade alerts.** Instructor participation in submitting mid-term grade alerts is voluntary. The Spring 2008 mid-term alerts report is summarized in the following table. Is participation sufficiently high given our retention/graduation rates?

Midterm Alerts Submission - College/Academic Group Summary					Report Run Date: Friday, 10/1		
UMNCR, Spr 2008 CCAA - UMC-Academic Affairs					Data as of 10/1		
This report excludes College in the High Schools classes.					Midterm Alerts Submission - Campus Sum		
Department	Subject	Total Graded	Total Sections	% Sections w/ Midterm	Total Enrollments	Total Midterm Alerts	% En

		Sections	w/ Midterm Alerts	Alerts			Stu w/ M A
Total for UMC-Agriculture		69	13	18.84%	709	116	
Total for UMC-Arts, Humanities, Soc Sci		118	40	33.90%	1847	398	
Total for UMC-Business		74	39	52.70%	1206	561	
Total for UMC-Natural Resources (NR)		38	15	39.47%	542	193	
Total for UMC-Math, Science, Tech (MST)		99	39	39.39%	1399	420	
Grand Total		398	146	36.68%	5703	1688	

THIRD PRIORITY ITEMS:

6. Consider adopting a policy similar to the UM-Twin Cities campus. *(NEW ADDITION TO LIST)*

Admission to a Major

"All students will be required to declare a major or be accepted into a program before or upon the completion of 60 semester credits. Students will be required to declare a major no later than at the end of the term in which they complete 60 or more credits. Once a student has completed 60 credits, he or she will not be allowed to register until he or she declares a major. Once a student has completed 60 credits, advisers shall impose an "adviser hold" on a student's registration until the student has declared a major or been admitted to a program."

7. **Eligibility for resident students to enroll in online classes.** Review the need for a policy establishing minimum requirements for students enrolled in traditional on-campus classes (not distance only) to take online (E90) classes. The following motion was passed by AS&P and Campus Assembly in May 2006: *"Any student who [is] on academic contract shall not be allowed to take an on-line course."* Chancellor Casey did not implement this policy change requesting further study of the issues involved.

REFER TO ONLINE QUALITY COMMITTEE:

8. **Online courses and academic standards.** Crawford requested that this be a future agenda item.
9. **Identification on UMC's transcript of "online courses" and "College-in-the-High School" courses.** Crawford requested that this be a future agenda item.
10. **Requirements for online academic contract students:** Should contract requirements be different for students enrolled in one or more distance courses? Is there an online alternative to GnEd 1900? How should weekly contact requirements with adviser and counselor be fulfilled? What constitutes "perfect attendance" in an online course? Should some minimum amount of work (percentage) be required to be completed? What alternative exists to the paper "Academic Contract Weekly Report Form" for online students?

4. Committee adjourned.

The following policy is effective starting Spring Semester 2009

**UNIVERSITY OF MINNESOTA, CROOKSTON
SEMESTER SCHEDULE TIME PATTERNS AND RULES**

NO CLASSES WILL BE SCHEDULED ON THURSDAYS BETWEEN 12:00 AND 2:00 P.M.
LECTURE CLASSES

- All daytime lecture classes will begin on the hour, with the exception of Four-Credit Class Option B (7:40 a.m.).
- Evening classes may begin at 5:00 p.m. or later and are not restricted by days of the week or time blocks.
- Exceptions to these rules may be proposed to the Senior Vice Chancellor for Academic and Student Affairs for approval.

One-Credit Class Options

- Meet for 50 minutes any one day per week, beginning on the hour, at any hour (except between 12:00 and 2:00 p.m. on Th).
- Note: One-credit classes meeting twice a week follow the rules for two-credit classes. One-credit classes meeting three times a week follow the rules for three-credit classes.

Two-Credit Class Options

- Meet for 50 minutes on M and W, or W and F, or M and F, beginning on the hour, at any hour.
- Meet for 50 minutes T and Th, beginning on the hour, at any hour (except between 12:00 and 2:00 p.m. on Th).
- Meet for 100 minutes on T or Th, beginning at 8:00 a.m., 10:00 a.m., ~~12:00 p.m.~~, 2:00 p.m., or 4:00 p.m.

Three-Credit Class Options

- Meet for 50 minutes on M, W, F beginning on the hour at any hour.
- Meet for 75 minutes on T, Th, beginning at 8:00 a.m., 10:00 a.m., ~~12:00 p.m.~~, 2:00 p.m., or 4:00 p.m.

Four-Credit Class Options

- Meet for 50 minutes on M, F, and two other days, beginning on the hour, at any hour (except between 12:00 and 2:00 p.m. on Th).
- Meet for 70 minutes on M, W, F, 7:40 a.m. to 8:50 a.m., or beginning at 3:00 p.m. or later.
- Meet for 100 minutes on T and Th, beginning at 8:00 a.m., 10:00 a.m., ~~12:00 p.m.~~, 2:00 p.m., or 4:00 p.m.

Five-Credit Class Options

- Meet for 50 minutes M, T, W, Th, F beginning on the hour, at any hour (except between 12:00 and 2:00 p.m. on Th).

LABORATORY CLASSES

- Laboratory classes will be scheduled in consultation with Department Heads and the Senior Vice Chancellor for Academic and Student Affairs.