COMMITTEE: Admissions & Retention Policies

MEETING DATE: 11 November 2016

PERSON PRESIDING: Jay Newhard

REGULAR MEMBERS IN ATTENDANCE: Amy Frank, Johannes Hattingh, Gregory Lapicki, Jay Newhard, Daniel Shouse, Beth Thompson

EX-OFFICIO MEMBERS IN ATTENDANCE: Amber Thomas

OTHERS IN ATTENDANCE: none

ACTIONS OF MEETING
Minutes approved unanimously.

Agenda Item: Baccalaureate Degree Requirements

Discussion: Committee reviewed the memo drafted by Jay Newhard outlining committee recommendation that no changes be made to the baccalaureate degree requirements.

Action Taken: Memo was unanimously approved.

Assigned additional duties to:

Agenda Item: Independent Study

Discussion: Committee has been tasked with updating the undergraduate catalog to conform with UNC guidelines concerning syllabi and considering whether the university should have a standard form for independent study.

UNC Policy 700.6.1 [R] Section III dictates that syllabi must include “expected student learning outcomes, number of hours of expected work, grading information, and scheduled meeting times with faculty member”. In memo presented to Newhard; this policy was presented as generalized syllabus requirement, which would have required updating the ECU undergraduate catalog’s current description of syllabi requirements. Thomas noted that this policy only applies to non-standard courses and does not apply to conventional courses. The committee will draft a separate section specifically concerning Independent Study for the undergraduate catalog.

The committee also considered whether the university should have a standard form/learning contract for independent study; the committee agreed that this was a good idea. Independent study courses currently fill two main roles: a mechanism to offer small courses below enrollment requirements (particularly to graduate
students) and independent research projects. Thompson noted that we may want to consider different forms depending on the format of the independent study course. HCAS already uses a standard form for independent research that can be used for the committee to consult. Thompson noted that HCAS submission system is clunky and time-consuming and this might be an opportunity for the committee to make suggestions about implementation of the form.

Action Taken:

Assigned additional duties to: Subcommittee formed (Amber Thomas and Johannes Hattingh) to compile sample templates for the committee to consider at the next meeting.

NEXT MEETING: 5 December 2016

ITEMS TO BE DISCUSSED:
1. Permission to take courses elsewhere policy
2. Updating the undergraduate catalog