COMMITTEE: Admissions & Retention Policies

MEETING DATE: 13 March 2017

PERSON PRESIDING: Jay Newhard

REGULAR MEMBERS IN ATTENDANCE: Jay Newhard, Daniel Shouse

EX-OFFICIO MEMBERS IN ATTENDANCE: John Fletcher, Jayne Geissler, Gregory Lapicki, Amber Thomas, Troy Nance (rep. of student body)

OTHERS IN ATTENDANCE: Joseph Thomas

ACTIONS OF MEETING
Minutes of 06 February 2017 approved unanimously.

Agenda Item: Designation for Courses with Zero Textbook Costs

Discussion: Committee heard a presentation from Joseph Thomas regarding placing a designation in the catalog for courses that have zero textbook costs. Designation would be placed by section. Geissler suggested difficult to manage because of method courses are rolled for each new term. Geissler suggested a term by term list of sections with zero textbook costs could be produced. Thomas asked if this was in part to support increased utilization of library resources. Newhard was concerned because of potential unfairness to instructors teaching sections with the zero textbook cost designation and other instructors teaching the same section without the designation. Committee discussed this recommendation but was not able to vote because of lack of a quorum.

Action Taken: NA

Agenda Item: Permission to Take Courses Elsewhere Policy

Discussion: Geissler recommend that a form be utilized but not required.

Action Taken: Geissler will work with Angela Anderson to revise the current form.

Agenda Item: Independent Study Courses

Discussion: Newhard suggested that any changes to the independent study courses might also have to be made in the faculty manual and the Undergraduate Catalog. Current policy was written to plug loop holes these courses. Thomas stated reasons for independent study courses were to provide required classes when course might not have sufficient demand. She recommended that any standard form include a calendar and how work will be tracked and graded. Newhard suggested that the words utilized to describe this document should be “learning contract” as opposed to syllabus. Shouse questioned the process for enrollment and the need for an application. Newhard made a motion and it was seconded by Shouse to approve a revised form.

Action Taken: The committee did vote to approve, however there was not a quorum.

NEXT MEETING: 3 April 2017