

9-26-2011

Scholastic minutes 09/26/2011

Scholastic Committee

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University of Minnesota, Morris
Scholastic Committee 2011-2012, Meeting #3

The Scholastic Committee met at 10:30 on Monday, September 26, in Imholte 217.

Present: Page (Chair), Berberi, Braegelmann, Christensen, Dingley, Donovan, Ladner, McBrady, Ng, Robinson, Wyckoff, Zych-Herrmann

Guest: Bart Finzel, Dean

1. The Minutes of September 19 were approved.

2. Report from the Chair

- The committee urgently needs a vice-chair, either a volunteer from the current membership or nominations for someone from the broader UMM community
- At a meeting last Friday with the director of admissions, the Chair set October 31 as the first of multiple meetings during 2011-2012 with the director to present data requested by the committee.
- The Chair informed the committee that she had reassured the retention coordinator (also serving as dean's designee) that any discussion of duties related to the office, not the individual in the position, and of the offer from the dean's designee to recuse to allow fuller discussion, if the committee wished.

3. Discussion with Dean – Before addressing issues raised by the committee and the chart that accompanied the agenda, the chair invited the dean to introduce his perspective on the position of assistant dean. Finzel stated that the responsibilities of the assistant dean were to be divided among administrative offices: Retention, Advising (eventually utilizing master advisors trained in the program that was proposed several years ago), and the Dean's Office. He expects the process will take 10-12 months. Reasons for eliminating the position include:

1. There is no need for an extra reporting layer administratively (supervision of offices).
2. The short time available to locate a replacement made it impractical.
3. The assistant dean position was 90%, which took sizable resources.
4. Philosophically, two big reasons for the position were to provide continuity and institutional memory. The nature of the position (part-time, rotating among existing faculty) provides little of either. Instead, these things should be built into the institution and reside in professional staff in administrative offices. If after time this philosophy is not working, change is possible.

The committee considered issues A-E below and the reassignment of duties when the position of Secretary of the Committee was eliminated in spring 2009. There are six areas highlighted in the chart that involved the assistant dean that correlate to A, B, C, and E. The discussion kept returning to the need for an information hub (logically Advising) to which students could go for help or for referral to the expert in the area in which the student needs assistance. An FAQ from the student perspective would be helpful in determining the location of the clearinghouse. The student run-around is to be avoided, but instant gratification can be a disservice; they are better served with accurate information. If information is based on policy, the same accurate information can be forthcoming from all sources.

- A. What did Jeff Ratliff-Crain do on behalf of the committee (Fall 2009 chart of proposed duties below). What do we wish to retain, what do we wish to relinquish?
- B. Retain: Scholastic delegates to the Registrar the responsibility for processing withdrawals after the deadline.
- C. Retain: Exceptions to participate in commencement ceremony (Delegate to OTR)
- D. When educational policies are approved, SCEP and Scholastic request that the Dean communicate these policies to the campus.
- E. Relinquish: Liaison among offices (for example, Advising, ACE, Academic Assistance, Disabilities) is an Assistant Dean duty.

Scholastic Committee Executive Secretary Duties

- List taken from document appended to minutes in 2009;
- Third column based on conversations in SC up to 9/20/2011 and Chair conversation with Dean

Duty of Secretary (up to 2009)	Delegated to... (2009-2011)	Who should do now? (No Secretary, no Assistant Dean)
1. Assist students in writing petitions	<ul style="list-style-type: none"> • Executive Staff (i.e., Dorothy DeJager) 	
2. Approve petitions for certain, well-defined, common set of requests (approved by SC beginning of year)	<ul style="list-style-type: none"> • Chair • Vice Chair • Executive Staff 	
3. Withdraw after essential deadline (but before end of classes)—W after end of classes handled by Assistant Dean	<ul style="list-style-type: none"> • Assistant Dean, who reports to SC each semester 	Registrar
4. Data collection	<ul style="list-style-type: none"> • Executive Staff (report on academic progress) • Academic Alert provides report • Chair solicits data from Admissions and others 	
5. Formulates new policy, presents it to the committee for discussion and prepares it to go to Assembly	<ul style="list-style-type: none"> • Chair 	
6. Answers questions, identifies issues, and when possible takes action to resolve problems regarding the academic policies and <i>regulations</i> of the college	<ul style="list-style-type: none"> • Executive Staff • Registrar • Assistant Dean • Chair • SCEP Representative 	Executive Staff Advising Chair Registrar Retention Office Consult policy
7. Interprets all-university policy or tweaks it to fit UMM practices and procedures (with Assembly approval). Stays current with university policy and appraised committee of changes	<ul style="list-style-type: none"> • Full Committee • SCEP Rep • Registrar 	
8. Ensures disciplines/ programs/ individuals conform to academic policy	<ul style="list-style-type: none"> • Chair • Dean • Division Chairs 	

9. Educates new advisors about academic policy and how SC can help problem-solve for students	<ul style="list-style-type: none"> • Chair for Academic Progress Requirements • Registrar for APAS 	
10. Oversees the Academic Progress system and monitors and interprets statistics related to probation and suspension	<ul style="list-style-type: none"> • Executive Staff manages PB and suspension, collects data for us • Full Committee—analysis of what it means 	
11. Convenes and sits on suspension appeals committee in summer	<ul style="list-style-type: none"> • Chair • Membership approved by SC each year. Members not required to be on SC 	
12. Collects and analyzes student quality/success data SC wants to consider and disseminates data to SC, Admissions, Administration, Assembly, etc.	<ul style="list-style-type: none"> • SC would like a database from which to generate the same information every year. Maintenance by the Retention Office is fine. Retention Office will collect the data, and they will disseminate to SC. SC will disseminate to campus 	
13. Acts as a liaison with Admissions, Academic Assistance, Disability Services, Registrar, Academic Alert, Triage, VCSA, Continuing Ed, etc. and works with these entities to provide problem solving, programs, workshops, information, etc. for students	<ul style="list-style-type: none"> • Assistant Dean 	Dean's Office
14. Works with individual students and sometimes parents on advice related to getting off of probation/ suspension	<ul style="list-style-type: none"> • Executive Staff—most questions come in summer, FERPA concerns • Assistant Dean 	Executive Staff SSSC Advising (MasterAdvisers) Registrar Retention Office
15. Advises individual faculty on how to proceed with individual students and how to solve academic policy problems	<ul style="list-style-type: none"> • Executive Staff • Assistant Dean 	Executive Staff Advising Office Registrar Retention Office
16. Works with individuals who have left UMM to allow them to graduate and acts as liaison to the disciplines	<ul style="list-style-type: none"> • Registrar (informs students of graduation requirements left to complete) 	

	<ul style="list-style-type: none"> Retention Office can work with Transfer Specialist and Executive Staff to help students meet remaining grad requirements 	
17. Devises and writes prior learning internships for students who have prior experience that can be applied towards a degree and acts as a liaison with disciplines to ensure the best use of the internship within the major	<ul style="list-style-type: none"> Undetermined—needs more discussion with SC 	
18. Waive college writing requirement when appropriate and works with English discipline on the standards of the waiver	<ul style="list-style-type: none"> Full committee reviews standards and will be treated as an “automatic” petition, <u>with discipline approval</u>. If standards of the waiver should be changed, English can bring that to the full committee for discussion. Executive Staff will act as liaison between student and English faculty for portfolio review 	
19. Writes annual report	<ul style="list-style-type: none"> Chair 	
20. Correspondence to other committees	<ul style="list-style-type: none"> Chair 	
21. Takes Minutes	<ul style="list-style-type: none"> Executive Staff 	
22. Determines the award of credit for military service school experience, CLEP, AP, IB	<ul style="list-style-type: none"> These are transfer credits processes by Transfer Specialist. All-U guidelines are tracked by SC 	
23. Advises on readmission to UMM for Readmits previously suspended students (SSSC)	<ul style="list-style-type: none"> Chair Vice Chair Assistant Dean Executive Staff facilitates communication and helps provide documents/data 	<ul style="list-style-type: none"> Chair Vice Chair Executive Staff Dean’s Designee (XO)
24. Serves as convener, tie-breaker, minute taker, liaison with the University Legal Counsel and UMM for the	<ul style="list-style-type: none"> VCSA Office communicates with SC Chair SC sets subcommittee of 	

<p>Academic Integrity Subcommittee. Prepares cases for the subcommittee and presents them.</p>	<p>two faculty and two students at the first meeting of the year</p> <ul style="list-style-type: none">• Senate Academic Integrity Council (SAIC) rep chairs hearing committee	
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Submitted by Dorothy De Jager