

2-24-2014

## Scholastic minutes 02/24/2014

Scholastic Committee

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**Scholastic Committee  
2013-14 Academic Year  
February 24, 2014  
Meeting Seventeen Minutes approved**

**Present:** Jennifer Goodnough, chair, Marcy Prince, Chad Braegelmann, Jennifer Herrmann, Judy Korn, Hilda Ladner, Roland Guyotte, Steve Gross, Laddie Arnold, Andrew Sletten, Nic McPhee, Brenda Boever, guest Chlene Anderson, online learning coordinator

**Absent:** Clare Dingley, Saesun Kim, James Wojtaszek, Peter Wyckoff

**1. Minutes review and approval**

February 10, 2014 minutes approved with one abstention

**2. Chair's Report**

In March, Scholastic Committee (SC) meetings are scheduled for Tuesdays at 8:30 a.m.

SC members of the Student Academic Integrity Committee participated in an Academic Integrity hearing.

Dean Finzel has not responded to the SC's request for Curriculum Committee representatives for the SC subcommittee on international students' academic progress.

McPhee shared that the Writing for the Liberal Arts (WLA) ad hoc group has been working on a proposal to revise the WLA general education requirement to reflect a cohort emphasis similar to the Intellectual Community (IC) requirement. As proposed, if a new Morris student has 12 or more post high school credits, including four credits of writing, the student could be exempt from WLA. McPhee noted that the wording hasn't been decided.

McPhee was asked why the ad hoc group decided to pursue the cohort emphasis. His response was that he would defer that question to the Dean and the English faculty. Part of the argument is that writing is a community activity, especially editing in peer groups, etc.

Korn shared that her first response to the proposed revision is in regard to "four credits of writing." Two writing transfer courses that are designed as "I and II" need to be completed in order to be accepted as the general education requirement at Morris. So, under a four-credit module, a student may have only taken "Writing I" and would be exempt from WLA per the current proposal under discussion.

If the ad hoc group and/or the English faculty are proposing new course content, the Curriculum Committee will review. If the ad hoc group and/or the English faculty are proposing means to meet the spirit of the requirement or an exemption to the WLA gen ed, Scholastic Committee will review. It was noted that the WLA review process with the ad hoc group and the English faculty has revealed that ENGL 1601 isn't all that different than writing courses offered at other colleges.

Under the current proposal under discussion, if a student takes a college writing course during high school, he/she will not be eligible for WLA exemption, but if another student takes the same course after high school and transfers with 12 or more post high school credits, that student will be exempt.

McPhee shared that part of the ad hoc committee discussion seeks to explore beyond the WLA requirement: "What is a Morris degree if students take too many credits before college as high school students?"

**3. SCEP Report**

February 19, 2014, SCEP meeting report tabled

**4. Petition # 1236**

Petition approved, "spirit of the requirement" and hardship, with seven yes, two no, and one abstention.

**5. Petition #1237**

Petition approved, “spirit of the requirement,” with nine yes, one abstention.

#### **6. Nondegree student dismissal report**

The SC oversees academics for PSEO students. Two years ago, the SC approved a 2.5 GPA as grounds for PSEO dismissal with the caveat that staff closely working with PSEO have flexibility given each student’s situation. Boever, Office of Academic Advising coordinator, and Bryan Herrmann, Office of Admissions director, review day-school PSEO student GPAs after each semester and track progress. (See Addendum One.) The two consult and then plan for each individual circumstance. Chlene Anderson, online learning coordinator, communicates with the online students (See Addendum Two).

Typically, PSEO students do well. Those who stay for two years, between six and ten in a two-year time period, rarely fall below 2.5. Students who do fall below 2.5 rarely stay at 2.5 GPA. PSEO students really don’t fall into one category. There are more women in the program, but variation is high in regard to part time, fulltime (about half), sciences versus the humanities, etc.

PSEO has fallen in the last few semesters to between 25 and 35, perhaps due to more college in the schools opportunities and encouragement to stay at the high school, which increases state reimbursement. Some larger schools are moving towards all AP courses with certified teachers at their high schools. About half of the PSEO students are local Morris students. The rest from throughout the state, for example: Mora, Red Wing, Rochester. Some live on campus or with area relatives.

PSEO students in the University system are not always advised at the high school level that their college grades impact their University careers. This information is in the Morris advising handbook, the online handbook, and the College in the Schools handbook, but the students should hear this information on the high school side, too. Brenda serves as adviser for the on campus students.

Anderson speaks to Morris Area High School Students about their University grades at the beginning of the CIS history course, and Gross, faculty coordinator for the course, speaks to the students about studying history at the college level.

Anderson notes that if the students don’t do well in the fall, they usually don’t ask to come back in the spring. She sends a letter with information for applying for spring that clearly states the 2.5 “rule” at the bottom.

Anderson shared an example of contacting a high school in which she was aware that a number of students were academically struggling. She recommended that the students withdraw, but the high school did not wish for the students to do so. Of a group of 12, three students failed and three students earned Ds, which will be permanently recorded on their University of Minnesota transcripts.

It was asked if the high school’s recommendation was due to reimbursement confusion, but she said that no money would have been changed at that point in the semester. Withdrawing is a foreign concept at the high school level.

#### **7. Religion courses review committee update**

Korn contact Peh Ng, chair of the Division of Science and Math, and Pieranna Garavaso, chair of the Division of Humanities, for volunteers to serve on a private college religious courses review committee. Stephen Crabtree volunteered from Science and Math. Garavaso and Julie Eckerle volunteered from Humanities. Gross and Korn will serve on the committee as well. It is expected that this group will meet only as necessary. Korn will request syllabi from students whose religion courses from private colleges may be acceptable for transfer and convene the group as needed. The committee will report numbers and trends to the SC.

Respectfully submitted,  
Judy R. Korn  
Scholastic Committee Executive Staff

## **Addendum One**

**February 24, 2014**

### **Report to Scholastic Committee on non-degree dismissal – day school students**

(In response to the revised educational policy in effect, Fall semester 2012)

#### **Fall 2012**

Total # PSEO students 36

Students below 2.5 3

PSEO Breakdown: One student with 2.2 did not return for Spring 2013. A student with a 2.33 (C+ in one course) was allowed to enroll online for one course in Spring 2013. One student with a 2.33 was limited to one course for Spring 2013.

Additional non-degree students: One Student was admitted as non-degree with stipulation that a 3.0 was necessary to change to degree seeking status: student earned 1.7 and was not allowed to return for Spring 2013.

One non-degree earned a 2.5 but was supposed to earn a 3.0 in order to switch to degree-seeking status. The student chose not to return for Spring 2013.

One non-degree registered for two online courses. Failed both of them and did not return for Spring 2013.

#### **Spring 2013**

Total # PSEO students 29

GPA below 2.5 1\*

PSEO Breakdown: The student technically didn't fall below 2.5, but earned a 2.6 but took an Incomplete for one course in Spring 2013 in response to health concerns. Because of this, we recommended a course reduction to 12 credits which would allow time to work on the incomplete. The student was monitored closely, worked the professor of the course and received assistance from the Writing Center to make progress on the Incomplete.

#### **Fall 2013**

Total # PSEO students 23

GPA below 2.5 5

PSEO Breakdown: 3 students chose to not return to UMM for Spring '13 (1.4, 1.66, and 2.0 term GPAs). After discussion with Bryan Herrmann, the other 2 were allowed to return with modified course plans. One student (2.16 term GPA, 2.53 CUM) was allowed to register for just one course that was needed to satisfy HS graduation requirements, the other 2.38 term GPA, 2.74 CUM) dropped heavy science course load and taking GER courses.

## **Addendum Two**

### **Disclosure of Policy to Pre-enrolled and Enrolled Students:**

1. Policy listed on the Online Learning [website checklist for PSEO students](#). This link is provided to the students in their registration confirmation letters and their course welcome letters.
2. Policy listed on page 20 of the [Online Learning PSEO Student Guide](#). A link to the guide is provided in the student registration confirmation letter sent via email and U.S. mail.
3. Policy listed in the "Beginning of Semester" email sent Bcc to all PSEO students (UMM email and alternate email) and their high school counselors. (*Example 1 below*)

- Note referring to policy is placed at the bottom of all spring registration confirmation letters going to students currently enrolled in fall classes. (*Example 2 below*)

### **Implementation of the Policy**

**PSEO** When fall semester grades are posted, I review the UMM record of all PSEO students who were enrolled in fall semester online classes and are planning to continue online classes in spring semester. If there is a student who is no longer eligible, Bryan and I review that case and request Scholastic Committee approval to register the student as needed.

#### ***AY 13-14***

All enrolled fall PSEO students who registered for spring semester were eligible after fall grades posted.

#### ***AY 12-13***

Only one fall PSEO student who submitted a Request to Register form for spring was no longer eligible (special situation) after grades posted. The student had an uneven record from AY 11-12 (just as the policy was being implemented). Bryan and I reviewed the academic record, and then requested and received approval from Scholastic Committee for the student to take one course with the stipulation that the student would need to receive a B or higher to enroll for spring 2013. The student did not meet the criterion and never submitted the required PSEO Notice of Student Registration form for spring, so the student was never enrolled for the spring semester. This is the excerpt from that student's fall registration confirmation letter:

After reviewing your UMM transcript, the UMM Admissions Office and the Scholastic Committee have approved for you to take one course during the fall 2012 semester. You will need to receive a B or higher in that course in order to enroll for the spring 2013 semester.

**CIS** I review the high school registration list for students enrolled in UMM/MAHS CIS classes to see if anyone has a previous UMM record before registering them for college credit. If there is a student who is not eligible, I contact the high school CIS coordinator, and they work with the student to find another course. The student is not enrolled.

#### ***AY 13-14***

All fall CIS students on the high school list who had an AY 12-13 UMM record were eligible for the course.

#### ***AY 12-13***

After receiving a class list from the high school, I discovered one fall CIS student with an AY 11-12 UMM record who was not eligible for the course. I contacted the high school CIS administrator. The administrator contacted the student, and the student dropped course.

### **EXAMPLE 1:**

From: **onlineed UMM Online Learning** <[onlineed@morris.umn.edu](mailto:onlineed@morris.umn.edu)>

Date: Tue, Jan 7, 2014 at 2:38 PM

Subject: PSEO Students: Your UMM Online/Independent Study Course starts Monday, January 13; please complete these tasks soon!

**TO:** UMM Online Learning/Independent Study PSEO Students

**FROM:** Chlene Anderson, Online Learning Coordinator

**CC:** High School Counselors for UMM Online PSEO Students

**Hello Online/Independent Study PSEO Students:**

Course welcome letters for each online course for which you are enrolled were sent to your University-assigned email account today.

## IMPORTANT ITEMS !!!!

### PSEO ONLINE STUDENT CHECKLIST

Review the [PSEO Online Student Checklist](http://z.umn.edu/onlinepseochecklist) at <http://z.umn.edu/onlinepseochecklist> **before the first day of class!**

### ADVICE

Advice from previous online students includes:

- *Log into everything every day!*
  - [University email](#) – instructor may be sending you email
  - [myU portal](#) – shows all your courses and provides Moodle links to your courses
  - [Moodle](#) – the site where all online courses are housed
- *Print out your course syllabus (in your course's Moodle site) and read it carefully (you will not be able to print the syllabus until the instructor turns on the site).*
- *Mark all important assignment due dates and tests on a calendar.*
- *Read your textbook.*
- *Keep up in your classes, don't get behind – check the site every day!*
- *Start early on assignments.*
- *Email your instructor right away when you have questions. Don't wait.*

Review the [Online Learning Program PSEO Student Guide](http://z.umn.edu/ummonlinepseo) at <http://z.umn.edu/ummonlinepseo>.

### TEXTBOOKS

If you are an **online UMM PSEO student only**, textbooks for your University of Minnesota, Morris Online Learning course have been sent to the home address you provided.

If you are an **on-campus UMM PSEO** student taking an online course, your online textbook has been added to your on-campus textbooks. If it was not, check back at the bookstore.

If you live in Morris, your online textbook is available at the bookstore. Please let them know you are an online PSEO student when requesting the book so you are not charged.

### INITIATE YOUR STUDENT ACCOUNT

All students new to the University of Minnesota need to initiate their Internet ID account. **Make sure you initiate your student Internet account now, if you haven't done so already**, using the account initiation letter that was sent to you via U.S. mail when you registered.

**Note: Your Internet ID account only needs to be initiated once**, so if you have taken classes at the Duluth, Crookston, Rochester, or Twin Cities campus of the University you will use the same Internet ID and password at Morris.

**Directions:** Go to <http://www.morris.umn.edu/onestop/initiate/> and follow the directions to initiate your account.

*If your account does not initiate when you enter your birth date, student ID, and social security number, try it again leaving the social security number blank (you may not have provided this to us and the computer can't match it in the system).*

**If you have technical difficulties while activating your Internet ID, contact:** UMM Computing Help Desk, Hours: 8 – 4:30, M-F, phone: [320-589-6150](tel:320-589-6150), email: [ummhelp@morris.umn.edu](mailto:ummhelp@morris.umn.edu)

**SEND ME AN EMAIL USING YOUR UNIVERSITY-ASSIGNED EMAIL ACCOUNT**

**Email** a short statement such as, “I have initiated my University-assigned email account.” from your University-assigned email account, **if you haven’t done so already**. This helps our team identify potential technical difficulties prior to the first class session.

**CHECK YOUR UNIVERSITY-ASSIGNED EMAIL ACCOUNT OFTEN**

UMM Email <http://www.morris.umn.edu/webmail/>

You are responsible for all information sent to your University-assigned email account. This is the [University’s official means of communication](#).

**OPT-IN TO A UNIVERSITY GOOGLE ACCOUNT**

Once you have initiated your University-assigned email account, you may wish to opt-in to a University-Google account, **if you haven’t done so already**.

1. Go to [www.umn.edu/myaccount](http://www.umn.edu/myaccount) (you may need to enter your student Internet ID and password).
2. Click *Google Account Options*
3. Click all the check boxes
4. Select Morris as the domain, if you have multiple domains available.
5. Click *Submit*.
6. Wait about one hour.
7. Go to [www.morris.umn.edu/webmail](http://www.morris.umn.edu/webmail)
8. Click on the *Gmail* link to create the University Google mail account. It should work in a few minutes. Sometimes the Gmail side gets ready quickly; other times it has taken a while.

If you continue to have a problem opting-in to a Google account, please contact Mark Van Overbeke at [markvo@morris.umn.edu](mailto:markvo@morris.umn.edu) or [320-589-6378](tel:320-589-6378).

**COURSE ACCESS**

Make sure you understand how to find your course before the first day of class. View the page <http://onlinelearning.morris.umn.edu/onlinecourse/>.

Visit your **myU portal** [<https://www.myu.umn.edu/>] to locate access to your online course. Log into your portal with your University Internet ID and password. You will find the link to your online course(s) in the “My Courses” tab (the Moodle link may shown until your instructor turns on the course site). You can also check your University-assigned email account from your portal.

myU Portal (course link) <https://www.myu.umn.edu> (“My Courses” tab)

Moodle <https://ay13.moodle.umn.edu/my/>

**VIEW ORIENTATION MATERIALS**

- [View an orientation to myU »](#)
- [Moodle Student Guide](#)

**CHANGE PERSONAL INFORMATION, ALLOW PARENT/GUEST ACCESS, CHECK YOUR ENROLLMENT SUMMARY, CHECK YOUR GRADES**

Student One-Stop <http://www.morris.umn.edu/onestop/>

### YOUR PSEO STUDENT ACCOUNT

**A hold is placed on all PSEO student records. It is a registration hold locking you out of the electronic registration system.** Its purpose is to prevent you from adding or dropping classes without our assistance. The reason for the hold is because we must report PSEO student registrations to the students' high schools and to the Minnesota Department of Education. It also serves as a protection for you to make sure you have a conversation with your high school counselor before dropping a course because it may affect a high school graduation requirements.

**Please disregard any student bill you may see in your student account. I send the names of all PSEO students to the Business Office before classes start, and they manually remove PSEO student bills.**

### PROCTORED EXAMS

Some Morris Online Learning courses include a proctored (supervised) final exam and/or one or more proctored mid-course exams. If your course has proctored exams, you will need to arrange for a volunteer proctor (often your high school counselor). For more information, visit <http://onlinelearning.morris.umn.edu/exams/>.

The following **Spring 2014** Online Learning courses require one or more proctored (supervised, closed book) exams:

- None

You must complete and [submit the online Proctor Identification form](#) to identify your proctor(s) by the end of the first week of your course.

### DEADLINES

#### **Spring 2014 Deadlines for Online Learning Courses**

January 13, 2014 First day of instruction

January 20, 2014 Campus closed for MLK Day

**January 27\*, 2014 Last day to drop without "W" symbol; Last day to change grade basis.**

March 24\*\*, 2014 Last day to drop classes

May 2, 2014 Last day of instruction

May 5–8, 2014 Finals

*\*Last day to withdraw without receiving a "W" on your transcript.*

*\*\*The following withdrawals are allowed after the deadline. Students will receive a "W" symbol on their transcript. For more information and to obtain forms, visit the Office of the Registrar's website.*

1. Students may completely cancel out of college up to the last day of instruction.
2. Students may use a one - time discretionary withdrawal up to the last day of instruction.
3. In accordance with the University of Minnesota Grading and Transcript Policy, students may withdraw for extenuating circumstances. Supporting documentation must be present.

NOTE: Exemptions to these deadlines require Scholastic Committee approval and are not guaranteed. Scholastic Committee approval begins in the Office of the Registrar, 212 Behmler Hall.

### **WITHDRAWING FROM A COURSE**

Any cancellation must be submitted in writing and cannot be made over the telephone. If you wish to cancel a Morris online course, you must formally drop or withdraw by [emailing the Morris Online Learning Office](#) using **your University-assigned email account**. The email must be received before midnight on the day of the deadline. [Official Morris cancel/add policies are available online](#). The essential deadlines for the Morris Online Learning program can be found at [Online Learning Deadlines](#).

Please note that a change in your registration status should be made by the deadlines to drop a course without a designation of “W” (withdrawal) on your transcript. A drop occurs within the first 10 days of instruction and will not appear on your transcript. A withdraw occurs after 10 days of instruction and will appear on your transcript.

To cancel, please [email](#) the following information using your University-assigned account.

- your name
- your student ID number
- cancel statement:
  - “I wish to cancel out of the Morris Online Learning Course Number (for example, PSY 1051):  
Course Name (for example, Introductory to Psychology).”

### **GPA REQUIREMENTS, CREDIT REDUCTION, AND DISMISSAL**

#### **Dismissal**

Postsecondary Enrollment Option (PSEO) students are required to maintain a 2.50 cumulative and term grade point average in their University of Minnesota, Morris (UMM) courses. Students who fall below this criterion will be prohibited from taking Morris courses (dismissed) for one semester. However, students may file a written appeal of the dismissal decision with the Scholastic Committee by the specified deadline. Typically, the strongest appeals are those in which the student presents documentation of extenuating circumstances beyond their control.

#### **Credit reduction and drop-down**

Students who receive a grade of “C+” or lower (including a grade of “N”) in one or more courses or do not fulfill the terms of an academic contract, yet remain above the 2.5 GPA criterion, may be advised to decrease their enrollment during the following term at the discretion of the Scholastic Committee (or its designees). It is important that students understand that the Scholastic Committee and its designees have the right and responsibility to act in what they believe to be the student’s and the program’s best interests.

#### **EXAMPLE 2:**

From: **onlineed UMM Online Learning** <[onlineed@morris.umn.edu](mailto:onlineed@morris.umn.edu)>  
Date: Fri, Nov 15, 2013 at 2:49 PM  
Subject: Copy of UMM registration confirmation letter coming via U.S. mail  
To: <snip><snip><[stpaul.k12.mn.us](mailto:stpaul.k12.mn.us)>  
Cc: <snip><snip><[spps.org](mailto:spps.org)>

November 15, 2013

<snip>  
<snip> Street  
<snip>, MN <snip>

Dear <snip>:

Welcome back to the University of Minnesota, Morris Online Learning Program! Your request to register for Online Learning at the University of Minnesota, Morris has been approved. We are excited to have you rejoin the UMM community and participate in the PSEO program.

You are **REGISTERED** for the following **Spring 2014** Online Learning course(s):

- **ENGL 2121, sec 098 (67043): Topics in Writing: Introduction to Creative Writing (4 credits) (A-F Grading)**
- **GEOG 2001, sec 098 (67044) Problems in Geography (4 credits) (A-F grading)**

**You will continue to use your current University-assigned student ID number, Internet ID, and email account.** You will access your online courses using your University-assigned Internet ID and password. If you have problems with your University-assigned Internet ID or email, please contact the UMM Helpdesk at [320-589-6150](tel:320-589-6150).

**Your next step is to complete the PSEO student checklist at <http://z.umn.edu/onlinepseochecklist>.** Completing and understanding the information on the checklist ***before the first day of class*** is crucial to succeeding in online courses.

The Online Learning Program PSEO Student Guide can be found at <http://z.umn.edu/ummonlinepseo>.

**The first day of class is January 13.** I will send a course welcome letter to your University email account one to two weeks before class starts. The Morris campus bookstore will send your textbook(s) to your home address one week before the start of the course.

Respectfully,

Chlene Anderson  
Online Learning Coordinator

Enclosure

cc: <snip>, Counselor, <snip> r High School

**Note:** In the event that your UMM GPA falls below 2.5 after Fall 2013 grades are submitted (December 24), you will be ineligible to take Spring 2014 Online Learning courses and your registration will be canceled. (For more information, see the policy regarding Academic Probation and Suspension at <http://www.morris.umn.edu/committees/scholastic/policies/nondegreeddismissal/>.)