

4-13-2017

## Scholastic minutes 04/13/2017

Scholastic Committee

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### Recommended Citation

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**Scholastic Committee**  
**2016-17 Academic Year**  
**April 13, 2017**  
**Meeting Twenty Minutes**

**Present:** Roland Guyotte (chair), Brenda Boever, Jennifer Goodnough, Leslie Meek, Steve Gross, Joe Beaver, Dan Magner, Judy Korn, Ray Schultz, Ruby DeBellis, Parker Smith, Josiah Gregg, and Emily Trieu, Merc Chasman

**Absent:** Emma Kloos

**Guests:** Jess Larson and Stephanie Ferrian

**1. Approve minutes of March 30, 2017, meeting**

Approved

**2. Chair's Report**

Roland Guyotte will send the syllabus preferred name statement to the Steering Committee to be included at the next Campus Assembly meeting.

**3. SCEP Report**

SCEP may be looking at adding MyU as an official means of communication.

SCEP will also review student account holds on transcripts and diplomas. National conversation indicates it may not be in the school's best interest to withhold a student's transcript or diploma due to an unpaid student bill. If student are facing financial difficulties, withholding their transcript or diploma may keep them from being able to change their circumstances.

SCEP continues to review the Grading and Transcript policy in regards to lapsing incomplete courses. The committee would like a systemwide consensus on the amount of time allowed to complete an incomplete. Many instructors are incorrectly using X and K symbols instead of an I symbol for students who have not completed a course. There's been discussion about creating an approved list of courses that can use X and K and limit the use of these symbols to only courses that need them. The X symbol is to be used for continuation courses that are two semesters long and are continuing into the next semester. The K symbol should be used for courses that are still in progress. The problem with assigning an X instead of an I is that an X will never turn into an F or N. I symbols will turn into an F or N after one year.

Jennifer Goodnough volunteered to be on the SCEP working group reviewing the A-F grade definitions. One grading policy is preferred because of the shared transcript. The Twin Cities seems more aware of the need for system input regarding this topic.

There is discussion about requiring the course syllabus be made available in course guide. It is believed to be beneficial to students in that they have a better sense of how many tests and papers will be required. There is some resistance from faculty who are concerned about the course syllabus being their intellectual property and many others who find course guide difficult to navigate. About 30 percent of students use course guide which may not seem like a large number of students at Morris, but that equates to about 10,000 students on the Twin Cities campus.

The Makeup policy was approved on Monday, April 17, 2017, after its 30-day review and will go into effect fall semester. The new policy does not change much for the Morris campus, but now many Twin Cities faculty want to be added to the Morris exception.

Every campus has a 20-credit maximum rule (policy at Morris) enforced by PeopleSoft. The committee would like to see more information on the process and criteria students need to complete to be able to go over the credit maximum. It was noted that there was no change in the average GPA of students exceeding the credit maximum. There also does not appear to be a problem with students receiving incompletes. It was noted that if students are allowed to take more than the credit maximum they more likely to stay on track and graduate in four years.

The take home point when discussing HIPAA and FERPA in regards to student counseling and health service records is that FERPA trumps HIPAA on the Morris campus. This means that student records can be release in response to a subpoena or court order. The University statement will say the University will treat your records like HIPAA even though it's not required.

#### **4. Study Abroad Presentation**

Jess Larson and Stephanie Ferrian provided an update from the Study Abroad office. The Morris Study Abroad office is bringing more short-term faculty led program development back to Morris instead of relying on the Learning Abroad Center and other coordinate campuses. The reason behind the move is because there was a conflict with the Learning Abroad Center (LAC) and how they treat the program. Morris faculty want to own and implement their own content. Faculty want the freedom to set student outcomes. The LAC was moving toward a model where they drive curriculum. Morris faculty believe curriculum is the purview of faculty and programs should be designed with students and expertise in mind.

The LAC is a large, almost business-like entity that doesn't offer the level of advising/support as the Morris Study Abroad office. When students visit the Morris Study Abroad office they are advised on programs that best fit the student and what the student needs to fulfill academically. The study abroad offices at the Crookston and Duluth campuses provide similar support to Morris.

The International Programs Committee selects the short-term programs offered the following year. The programs are chosen based on certain criteria.

1. Does the program fulfill major requirements?
2. Is it a language intensive program?
3. Does it satisfy general education requirements?

The pool of students who can participate gets smaller if the program requires many prerequisite courses.

Some programs being offered this year include:

- Nina Ortiz is leading a program in Nicaragua and Costa Rica which can satisfy an anthropology elective and the International Perspective general education requirement. They are looking to offering a methods course, but not during its first iteration.
- Barbara Burke will be leading a program in Latvia in June that can satisfy a CMR elective and the International Perspective general education requirement.

- Jim Cotter is doing a semester-long program at Brunnenburg Castle. The program offers courses taught by Professor Cotter that can satisfy an environmental science course, elective, and general education requirements.
- July in Paris is a language intensive program that has been offered for several years and can satisfy the language requirement.

Most students participate in programs in western Europe.

- 116 students participated in study abroad last year.
- 69 attended short-term programs
- 5 attended year long programs

Students determine which semester they study abroad depending on course sequences and when the classes they need are offered. One semester is not more popular than the other. About 25 students participate in study abroad per semester.

The profile of students studying abroad through Morris is quite different from many other study abroad offices. The Morris Study Abroad office has a higher number of low-income, first-generation students participating in study abroad programs. Morris also sees a higher number of male students and students who are in their senior year. Students studying abroad during their senior year can use study abroad resident credits from programs through the LAC to count toward the residency requirement.

It was noted that there is a perception by students that if they visit the Morris Study Abroad office they will be pushed to participate in a Morris program. Many students looking at programs through the LAC are not receiving the support and assistance they would like to see. The LAC website does not offer much information about the requirements needed to participate in programs. The lack of information available has turned some students away from studying abroad. The Morris Study Abroad office assured the committee that they do not only support Morris programs. One of their biggest marketing materials is an LAC study abroad program book. One reason they may suggest a Morris program is because Morris might be the more economical solution. Larson and Ferrian encouraged advisers to call the Study Abroad office when visiting with students who have questions about studying abroad.

There is concern that students who do not receive support from the LAC are dissuading other students from participating in programs. The Study Abroad office is still coming out of a transition stage and is looking to meet with student representatives to provide more information on the new changes and to clarify protocol.

Affiliated/Non-affiliated programs have been recently discussed. LAC affiliated programs have been vetted and have been found to be physically responsible, academically responsible, and safety responsible. Non-affiliated programs have not been vetted. The LAC and Morris Study Abroad offices do not offer support for non-affiliated programs. Students must sign a contract acknowledging they are aware they will not receive any support from the study abroad office. The Twin Cities does provide students with a checklist of items they will need to complete. The reason behind the discussion is the requirement from the Minnesota legislature regarding safety reporting. The legislature requires the LAC and Morris Study Abroad office to work with students and ask if there was an assault, medical incident, or hospitalization while away.

Semester at Sea is a non-affiliated program sponsored by Colorado State University. While Morris can accept credits from a Semester at Sea program, some National Student Exchange Coordinators do not believe it is a good program.

While the Study Abroad office does not provide support for students participating in non-affiliated programs, all students should get prior approval for their courses. The Office of the Registrar will determine if the credits are from an accredited institution, if they will transfer to Morris, and if they can satisfy general education requirements. Discipline coordinators can approve courses for substitution or for use in the major. Prior approval guarantees how courses will transfer to Morris.

The Office of the Registrar would like to be included early on in the process when faculty-led, short-term programs are being developed so that they may vet the institution and determine credit conversions.

The Study Abroad office is working on entering comments in APLUS for advisers to see when meeting with students. Brenda Boever will look into whether ACE comments can be viewed by advisers.

Respectfully submitted,

Angie Senger  
Office of the Registrar