

**Admissions and Standards Committee**  
**5 December 2013**  
**3:00**

Members Present: Dwight Brooks (Chair), Angela Barlow, Jim Calder, Teresa Davis, Joshua Harms, Brian Robertson, Kathleen Therrien (Secretary), Sheila Otto, Joshua Young, Gabriell Gassaway. Also present: Teresa Thomas, Ann Reaves, Mitzi Brandon. Voting via email: Virginia Dansby, Jid Lee.

I. Approval of minutes of 31 October meeting

- The minutes were reviewed by the Committee
- Motion to approve was made and seconded; Committee voted to approve
- Minutes will be posted to the website

II. CIS Minor change proposal

- The floor was opened for discussion of the proposed change: CIS would like to require that 9 hours of the 15-hour minor be taken within the MTSU CIS department
- It was noted that the change would be effective with the Fall 2014 catalog and would not be retroactive
- Ms Thomas circulated information about how many students would be affected
  - It was noted that per the information she had gathered, only 2 students who graduated in the past 3 years would have been impacted by the change, and those students had 6 hours in CIS
- Proposal was noted as reasonable and in line with other minors; discussion affirmed that the requirement to take 9 hours of the minor at MTSU was seen by the Committee as reasonable
- It was noted that the cover memo gave a different date for the proposal's enactment than the proposal itself
  - The Committee stipulated that its approval is for an effective date of Fall 2014
- Motion to approve the proposal; motion seconded
- With effective date of Fall 2014 stipulated, the proposal was approved by the Committee

III. Discussion of the creation of the position of Vice-Chair

- Dr Brooks explained to the Committee that the idea of selecting a Vice-Chair had been proposed after the 31 October meeting
- Question was raised whether the Vice-Chair would automatically become Chair the next year; after a brief discussion, the answer was affirmed as yes
- It was noted that the Vice-Chair would need to be a new (first-year) member of the Committee since faculty serve 2-year terms
- A quorum having been affirmed, motion was made to begin the process of creating the position
  - Before the motion was seconded, question was raised whether it is within the Committee's purview to change its composition/structure
- After some discussion which determined that it is possible to change the Committee structure and debated how such a change could best be accomplished, a friendly amendment was made to the motion
- Amended motion was made to revise the Committee protocols to include and define the new position and to put the revised protocols on the agenda for the next meeting
  - It was suggested that when and if the revised protocols are approved, the Committee could then move to the actual selection of a Vice-Chair
- The question was raised whether officers needed to be tenured
  - The concern was raised that a new responsibility might not be in the best interest of those working toward tenure

- Counterpoint was made that members could refuse the position and that some might welcome the chance to serve in such a capacity
- It was suggested that the Vice-Chair could fill in for the Chair if the Chair were unable to attend a meeting
- Question was raised whether the election of the Vice-Chair should be delayed until the second meeting of the year, since the Vice-Chair will be a new member
  - It was noted that new members might wish to become a bit more familiar with the duties of the Committee before taking office
  - After discussion, it was determined that it would be reasonable for the position to be filled at the first meeting
- Suggestion was made that the revised protocols stipulate that if the Vice-Chair could not serve as Chair the following year, a new Chair could be elected at the first meeting
- Reworked motion that the protocols be revised to include and define the position of Vice-Chair, with stipulations re: moving into the position of Chair, filling in for the Chair in case of his/her absence, and electing of a new Chair in the case that the Vice-Chair cannot move into that position included, was moved and seconded
- The motion was approved

#### IV. Selection of next meeting time

- Floor was opened to discussion of the next meeting time/the Committee's meeting schedule
- There was discussion of whether and how meetings could be scheduled in relation to Curriculum Committee meetings
  - The windows for submission of proposals to the Committee were re-iterated to confirm the time frame necessary for proposals to be considered
  - There was debate whether such inter-committee coordination was actually necessary
  - It was noted that most proposals do not take effect immediately, so some time gap between meetings should not be problematic
  - It was noted that many proposals come in at the end of the year
- It was proposed that the Committee meet on the first Thursday of every month to create a routine
  - 6 February 2014 was proposed as next meeting date
- It was noted that Thursday afternoons will no longer work for one faculty Committee member
  - General discussion affirmed that several members' schedules will be changing
  - Proposal was made to poll Committee members to find the best time and/or use a computer program to determine possible meeting times
- Committee affirmed that for the time being, the next meeting is set for 6 February; that time can be changed if a better time is found after reviewing schedules

#### V. Adjournment

- Motion to adjourn was made, seconded, and approved
- Meeting was adjourned at approximately 3:40