

Committee on Admissions and Standards

2:00 p.m.
December 10, 2012

Members in Attendance: Charles Milligan, Ginny Vesper, James Robertson, Joshua Harms, Jeanne Fain, Sheila Otto, Vivian Alley, Elvira Casal, Jeong Lee, Kelly Bloom, and John Lipinski (via phone)

Agenda

Approval of Minutes October 22, 2012

- The minutes from the past meeting were discussed at length and certain clarifying details were added to the 'new business' section.
- Revised minutes are attached.

Approval of Admission and Standards Committee Website

<http://www.mtsu.edu/stuaff/AdminStd.php>

- We need some clarification on when to go to our website vs. curriculum
 - We thought Dr. Sells was going to add a page before this one, plus on our page and on the Curr page, we need to have a FAQ to help people figure out where to go.
- We also need to update the protocols on website so they have the same information
- Motion made to approve existence of website. Seconded – approved unanimously
- Some links need to be updated on the website (ie. Checklist)
- We also need to do a final check of documents posted on website to make sure they contain the same information as the protocols.

Approval of Admission and Standards Committee Protocols

- Previously we scheduled meetings when items arrived for consideration. That has caused some problems. The new protocols call for a set meeting schedule and deadlines for submission of proposals.
- There was much discussion about the deadlines for having proposals to committee members. Details on decisions are included below.
- New protocols call for prior dissemination of proposals. Proposals must be to committee chair 14 days prior to meeting. Proposals will be distributed to committee members and college Deans 10 days prior to meeting. Proposals will be posted on A&S website 7 days prior to meeting.
- See attached protocol document for changes made during meeting.

- There was also some question on what a quorum is and what we want to use.
- There was discussion about whether ex-officio members can vote. It was decided that they will not vote.
- A motion was made and seconded to approve protocol changes pending final review of verbiage by committee via email. Vote approved.

Meeting Calendar

- Decision was made to remove January meeting to give us time to implement protocols

Election of Chairperson

- Dr. Milligan was reaffirmed as Chair.

New Business

- No new business

Adjournment

- Meeting adjourned at 3:20 PM.

Admission and Standards Committee Protocols

Adopted protocols shall be reviewed at the first organizational meeting of the committee each year for reaffirmation, modification, or cancellation.

At the first organizational meeting, the Admission and Standards Committee shall select a Chairperson and Secretary. The Chairperson and Secretary shall be on the committee as faculty.

At the first organizational meeting the committee shall establish a meeting calendar for the academic year. Other meetings may be held if necessary.

The Admission and Standards Committee shall be governed by the latest edition of Robert's Rules of Order. Any rule may be suspended by a consensus of the majority members present for that meeting only.

Proposals and agenda items must be submitted to the Admission and Standards Committee Chairperson at least 14 days prior to the meeting that it will be voted on. If a proposal or agenda item is not received 14 days before a meeting, the proposal may be distributed and discussed but will not be acted upon until the next meeting.

10 days prior to the next scheduled meeting, the chairperson will send proposals and supporting materials to all members of the committee and college deans. The meeting agenda and relevant proposals will further be posted on the Admissions and Standards website at least 7 days prior to meeting. No proposal will be voted on if it has not been posted for 7 days before a meeting. Committee members are encouraged to disseminate the committee's website address to all faculty members within their respective colleges.

In order to act on any agenda item, the Admission and Standards Committee shall have a quorum, defined as 51% of the faculty members assigned to the committee. The votes of student members will be counted, but their presence will not contribute to the quorum. In the event no quorum is present, the meeting shall be adjourned and all items will be held over until the next scheduled meeting. Ex officio members will not vote.

MTSU Admissions and Standards Committee
Monday, October 22, 2012 – COE 202
2:00 PM
Minutes

Members in Attendance: Charles Milligan (Chair), Kelly Bloom (Sec), Deb Sells, Jeanne Fain, Teresa Thomas, Sheila Otto, Ginny Vesper, Vivian Alley, Elvira Casal, Melinda Thomas, John Harms, Martha Balachandran

I. Opening Comments

All departments now have a charge to do a retention plan, so this could impact our workload in the spring. We are trying to clarify and streamline the process in anticipation of this, and will also set regularly scheduled meetings and deadlines.

II. Approval of minutes from September 11, 2012, meeting

- Minutes approved with no discussion

III. Update on discussion with Curriculum Committee(CC) re: roles and responsibilities

- Dr. Sells has created a test web site to mirror the Curriculum Committee's website. It starts with an opening page to help people clarify where their proposals need to go. It should be ready for view at our next meeting.
- The only overlap we identified between A&S and CC is related to admissions and standards for admission into and retention in majors. Something should be sent to A&S if it is a change that will affect a student's path to graduation, ie. changing GPA for graduation above and beyond graduation requirements for the University as a whole.
- A question was asked about changes in class prerequisites for admission to a major or program. This is something that needs to be explored.
- It was noted that proposals that come to A&SA are all cases in which the proposal exceeds university standards already in place.
- Based on discussion today, Dr. Sells will work to place some examples of cases that come to A&S on the website to help clarify.
- Question asked: Are there comparable TBR forms in the system that we could use? This will keep us from reinventing the wheel. Dr. Sells will look into this, as well as into CC forms that can be adapted.
- Sheila and Elvira will work with Charles on adapting or developing necessary forms – due by mid-November.
- Update on website
Included in notes above.

IV. Old Business

- No other old business.

V. New Business

- MTSU Admission Policy changed based on TBR Admissions Policy Revision
 - TBR has changed a policy related to checking for high school deficiencies.
 - Currently MTSU checks for 14 units, looking for specific courses such as foreign languages. This could impact a student's acceptance or requirements at MTSU.
 - The new TBR policy checks for 16 units, but specific courses are not singled out as requirements.
 - TBR believes removing restrictions on which specific courses should be taken this opens the door for more non-traditional students.
 - Proposed revision to MTSU policy would place us in line with TBR policy and with other TBR institutions. Our new policy would be that students would be required to have met the graduation requirements of their home states.

- Dr. Sells pointed out that ACT and high school GPA are better predictors of retention and graduation rates than specific courses taken, and that adopting this policy will make us more competitive with other TN schools.
- This policy will take effect for students entering spring 2013 or after.
- Question was asked: *How would current students be affected?* Dr. Sells replied that a separate process, through the president's office, would be needed in order to make the policy retroactive for current students.
- Since students can now satisfy deficiencies along with general education requirements, the only area that will be affected would be foreign languages.
- Concern was expressed about the impact on foreign language programs and preparation of students.
- We were reassured that since TN still requires the foreign language as part of their 16 units. Most of our students will still have taken two years of foreign language.
- GED students may not have had foreign language, but other TN graduates will.
- Students from other states will have as much foreign language as required for graduation from their states.
- Question was posed: *How well-known is this proposal? Have departments had a chance to weigh in?* It was admitted that the proposal had not been shared with foreign language departments. However, based on numbers currently enrolled in courses to satisfy FL deficiencies, Teresa Thomas does not feel it will make a significant impact on programs
- A motion was called for, and a motion was made to accept the proposal under the TBR policy. All those present voted in favor, with one abstention.

VI. 2012-2013 Admissions Catalog Revision

- Catalog changes are necessitated by acceptance of changes to align with TBR policy. These were made available for review. There was no discussion, and these changes were determined to be encompassed in the vote to adopt the TBR policy above.

VII. Others?

- No other items were presented.

VIII. Items for the good of the order

- Next meeting set for Monday, December 10th at 2 PM in COE 202.
- Meeting adjourned at 2:33 PM.