

Middle Tennessee State University

Undergraduate Admissions and Standards Committee

Website: <https://www.mtsu.edu/admin-std/>

Minutes

Monday, October 30, 2023

10:30-11:30AM

CAB 112

Voting Members: Samuel Haruna (CBAS/Agriculture); Vajira Manathunga, Chair (CBAS/Mathematical Sciences); Virginia Hemby-Grubb (JCOB/Marketing); Claire Cook (CBHS/Human Sciences); Sheri Selph (CLA/Art and Design); Tammy Donham (CME/Recording Industry); Meredith “MA” Higgs (UC/University Studies); and Christoph Rosenmuller (CLA/History)

SGA Representative Member Absent: Giselle Noel

Non-voting Members Present: Amy Aldridge Sanford, Vice Provost for Academic Programs; ~~Susan Myers-Shirk, Director of True Blue Core~~; Robert Summers, Vice Provost for International Affairs; Laurie Witherow, Interim Vice Provost for Enrollment Services; Teresa Thomas, Director of Enrollment Technical Services; Mitzi Brandon, Curriculum Specialist and Tyler Henson, University Registrar/Assistant Vice Provost of Registration and Student Records

Non-voting Members Absent: Susan Myers-Shirk, Director of True Blue Core

1. Call to Order (Manathunga)
The October meeting of the Undergraduate Admissions and Standards Committee was called to order at 10:30 a.m. by the Chair, Vajira Manathunga.
2. Roll Call (Fults)
The Secretary, Darlene Fults, called the roll for all voting and non-voting committee members.
3. Approval of Minutes from September 11, 2023 (Manathunga) – attached
A motion was made by Claire Cook to approve the minutes. That motion was seconded and approved by Tammy Donham.

Old Business

1. Committee Protocols-Policy 32 (Manathunga and Sanford) – attached (with revisions)
 - a. <https://www.mtsu.edu/admin-std/protocol.php>

- b. <https://www.mtsu.edu/policies/governance-and-compliance/032.php#Admissions%20and%20Standards>

The committee was presented with proposed changes to protocols to update the following:

- a. The secretary of the committee may be a faculty or staff member.
- b. All proposals for consideration by the Undergraduate Admissions and Standards Committee are now submitted through Curriculog.
 - i. A motion was made by the chair to discuss bulleted point number 5 in the protocols regarding *Robert's Rules of Order*, removing the portion of the current wording, "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," as well as "In the event no quorum is present, the meeting shall be adjourned and all items will be held over until the next scheduled meeting." This combined bulleted points 5 and 8. A motion was made to approve these revisions. That motion was seconded and approved. MA Higgs abstained. There were not any "no" votes.
- c. Amendments to protocols
 - i. A motion was made to accept all amendments to the protocols,--*Robert's Rules of Order*, Curriculog submissions, the number of days (5) the chairperson has to submit the agenda in Curriculog, and the number of days (5) relevant proposals will be posted on the website before a meeting. The committee voted on and approved the amendments. Virginia Hemby-Grubb abstained. There were not any "no" votes.

New Business

1. Discuss CLEP findings (Committee) – spreadsheet from Vajira
Vajira shared a spreadsheet of findings from the committee.
 - a. history and social sciences, all peer institutions
 - b. composition and literature
 - c. science and mathematics
 - d. business
 - e. college advisors on campus
 - f. world languages
2. Vajira Manathunga discussed Policy 10.7: policies for awarding credit. Vajira contacted the SACSCOC liaison, Mary Hoffschwelle. Credit by exam (CLEP) does fall under this committee. See New Standards of Practice. SACSCOC website.
3. A motion was made by Tammy Donham and seconded by Claire Cook, for the Chair, Vajira Manathunga to inquire with the chairs in all departments about the credit given

for CLEP and the other 14 CLEP exams that MTSU does not offer. That motion was seconded and approved by the committee.

4. The Department of World Languages, Literatures, and Cultures offers internal placement exams at no cost to the students that place them at the proper level of foreign language proficiency. Dr. Olaf Berwald, department chair, will be invited by the Provost's Office to attend a future Admissions and Standards Committee meeting to discuss their process.
5. Teresa Thomas stressed the importance of honoring complete general education blocks to form more consistency for students.

For the Good of the Order

1. Teresa Thomas requests verification on Cambridge exam.
2. A motion was made to discuss IB program credit information and diploma with Dr. Robert Summers (International Office) and any representatives at our December meeting. Cambridge will be discussed after International Baccalaureate (IB). That motion was seconded and approved by the committee.
3. Vajira Manathunga wrapped up the meeting by requesting that all members do research on other IB programs and/or diplomas in the state of Tennessee and peer institutions.

Adjournment (Manathunga)

The meeting was adjourned at 11:28 a.m. The next meeting of the Undergraduate Admissions and Standards Committee will be held on Monday, December 4, 2023 at 10:30 a.m. in CAB 112.

Committee Protocols

- Adopted protocols shall be reviewed at the first organizational meeting each year for reaffirmation, modification, or cancellation.
- At the first organizational meeting of the academic year, the vice-chair of the previous year shall assume the position of committee chair. The committee shall select a vice-chair and a secretary for the year. The chair and vice-chair shall be on the committee as faculty. The secretary may be either a faculty or staff member serving on the committee.
- The vice-chair shall serve as chair in the event the chair is unable to attend. The vice-chair shall also move into the position of committee chair in the next academic year. If the vice-chair is unable to serve as chair during the next year, a new chair shall be elected at the first organizational meeting of the year. The new chair shall be on the committee as faculty.
- At the first organizational meeting, the committee shall approve a meeting calendar for the academic year. Other meetings may be held if necessary.
- The 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 member present to that meeting only. The votes of student members will be counted, but their presence will not contribute to the quorum. Ex officio members will not vote.
- Proposals will be submitted through Curriculog where committee members will be able to access and view them. If a proposal has not reached the committee 14 days before a meeting, the proposal may be discussed but will not be acted upon until the next meeting.
- Five (5) days prior to the next scheduled meeting, the chairperson will send an agenda noting existing proposals in Curriculog to be reviewed. The meeting agenda and relevant proposals will further be posted on the Admissions and Standards website at least 5 days before a meeting. No proposal will be voted on if it has not been posted for 5 days before a meeting. Committee members are encouraged to disseminate the committee's website address to all faculty members within their respective colleges.

Amended and adopted by the MTSU Undergraduate Admissions and Standards Committee on Monday, October 30, 2023.