

Middle Tennessee State University

Undergraduate Admissions and Standards Committee

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

Minutes

Monday, September 11, 2023

10:30-11:30AM

CAB 207

Voting Members Present: **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)

Voting Members Absent: **Tammy Donham**, (CME, Recording Industry)

SGA Representative Member Absent: Giselle Noel

Non-voting Members: **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**, Associate Vice Provost for Admissions and 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

Introduction:

1. Call to Order (Manathunga)
The September meeting was called to order by the Chair, Vajira Manathunga, at 10:30 a.m.
2. Roll Call (Fults)
Darlene Fults called the roll for both voting and non-voting members.
3. Member Introductions (Manathunga)
All members present introduced themselves. New members include Samuel Haruna, Virginia Hemby-Grubb, Claire Cook, and Christoph Rosenmuller.

Committee:

4. Committee Protocols-Policy 32 (Manathunga) - attached
 - a. <https://www.mtsu.edu/admin-std/protocol.php>
Vajira Manathunga displayed the committee protocols for the Admissions and Standards Committee.
 - b. <https://www.mtsu.edu/policies/governance-and-compliance/032.php#Admissions%20and%20Standards>
Vajira read over the committee protocols and policy 32 to the committee and suggested that some revisions were needing to be made and vote on during the next meeting in October.

Last Year:

5. Approve Minutes from April 10, 2023 (Manathunga) – attached
A motion was made to approve the minutes. That motion was seconded and approved.
6. Final Report and recap from AY 2022-23 (Manathunga)
Vajira briefed the committee with a recap from activities during the 2022-2023 academic year, as well as upcoming discussions and tasks for AY 2023-2024.
7. Dantes List (Thomas)
Christoph Rosenmueller made a motion to send the list to Enrollment Technical Services (Teresa Thomas). That motion was seconded and approved.
Teresa Thomas updated the Admissions webpage with Dantes (DSST) <https://www.mtsu.edu/how-to-apply/credit-by-examination.php>.
8. How to submit proposal through Curriculog (Brandon)
Mitzi presented the steps to submit a proposal through curriculog <https://mtsu.curriculog.com/>.

This Year:

1. Committee Charge (Sanford)
Amy Aldridge Sanford was present as the Provost's liaison to this committee and warmly greeted and thanked everyone for serving this year.
2. Elect Vice Chair & Secretary (Manathunga)
Vajira opened the discussion for nominations or volunteers to serve as vice-chair for AY 2023-2024. Claire Cook (CBHS – Human Sciences) volunteered to serve as vice-chair and then serve as chair of the Undergraduate Admissions and Standards Committee for AY 2024-2025. The committee also elected Darlene Fults, Coordinator of Academic Affairs, as Secretary for the committee. A motion was made to approve. That motion was seconded and approved.

3. Discuss CLEP (Manathunga)

Vajira called on volunteers from the committee to collect information for each of the CLEP exam areas and will create a database to keep track of the findings for other Tennessee colleges and peer institutions. CLEP areas that will be reviewed are History and Social Sciences, Science and Mathematics, World Languages, Business, Composition and Literature, along with input from college advisors on campus.

4. For the Good of the Order

The next meeting of the Admissions and Standards Committee will be held on Monday, October 30, 2023, at 10:30 a.m., in CAB 112.

5. Adjournment (Manathunga)

The meeting was adjourned at 11:35 by the Chair, Vajira Manathunga.