

Middle Tennessee State University

Undergraduate Admissions and Standards Committee

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

Minutes

Monday, February 12, 2024

10:30-11:30AM

ZOOM

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

Voting Members Absent: **Sheri Selph** (CLA/Art and Design)

SGA Representative Members: Giselle Noel

SGA Representative Members Absent: Giselle Noel

Non-voting Members Present: **Amy Aldridge Sanford**, Vice Provost for Academic Programs; **Susan Myers-Shirk**, Director of True Blue Core; **Paige Brake**, Director of Education Abroad for **Robert Summers** ; **Laurie Witherow**, Interim Vice Provost for Enrollment Services; **Teresa Thomas**, Director of Enrollment Technical Services; **Mitzi Brandon**, Curriculum Specialist

Non-voting Members Absent: **Tyler Henson**, University Registrar/Assistant Vice Provost of Registration and Student Records and **Robert Summers**, Vice Provost for International Affairs

1. Call to Order (Manathunga)
The February 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 and recorded members and guests present or absent.
3. Approval of Minutes from December 4, 2023 (Manathunga)
A motion was made to approve the minutes. That motion was seconded and approved.

Old Business

1. Update regarding IB credits and the process of initial review
 - Amy Aldridge Sanford discussed the initial review process and the recent review of the IB proposal in Curriculog.
 - Curriculog is now utilized to enter proposals from originators.
 - Initial review takes place by ex-officio members. Their job is not to decide if proposals are philosophically a good idea; their job is to make sure that all mechanical issues are addressed before forwarding the proposal to the voting members of Admissions & Standards.
 - Recently, the ex-officio members of the committee made an initial review on the IB proposal from International Affairs.
 - Reviewers asked the proposer to consult with the discipline areas for their input about counting IB credit.
 - Teresa Thomas requested consulting with the discipline areas about recognizing the IB diploma or individual credits.
 - The ex-officio members hope to have the proposal back to the committee for the March 2024 meeting. The committee can log into Curriculog to review the proposal and its status now.

New Business

1. Cambridge Discussion
 - Teresa Thomas gave a short presentation about the history of Cambridge credit at MTSU.
 - Initially presented to TBR from Cambridge in 2021
 - MTSU compared examples to UTK and shared the findings with departments.
 - There were questions surrounding the role of the Admissions and Standards Committee, as well as uncertainty regarding the UK grading scaled being “inflated.”
 - As a response, it appears that MTSU has made their score requirements too high. The committee discussed how to address this concern.
 - Department chairs need to be educated on the scale.
 - Share the grading scales and all information brought forth by Teresa.
 - We could go back to the Chairs Council and present Cambridge and finish with our review of the list of exams for credit in the catalog.
2. A motion was made to revise the credit acceptance criteria for Cambridge exams. It suggested accepting AS Level and A Level scores of E or higher when the current

requirement is C or better and accepting AS Level and A Level scores of C or higher when the current requirement is B or better. That motion was seconded and approved by the committee. (See Cambridge International Exams [Credit by Examination | Middle Tennessee State University \(mtsu.edu\)](https://www.cambridgeinternational.org/credit-by-examination/middle-tennessee-state-university)).

3. A motion was made by the committee for Vajira to contact department chairs regarding Cambridge minimum grade level changes and any courses that can be added to the list. That motion was seconded and approved. Any recommendations **must** be approved by the Provost before any changes are made.
4. Even though it is past the deadline for changes to be made in the 2024-2025 undergraduate catalog, changes can be made on websites on a continuous cycle, especially if it creates an advantage to students. The month of May is when exams are usually taken by students and are then transferred to MTSU. If we **add** exams, then we can quickly get those posted and if any exams are taken away, then we need to get that information out to students immediately (Sanford and Thomas).

For the Good of the Order

- A rotation schedule will be set up to review the list of exams and policies on a regular basis by the fall.
- Credits from an established institution that is transferred in to MTSU will be sent by Thomas to the departments to decide what credit is accepted; anything else from newer institutions must go through the Undergraduate Admissions and Standards Committee.
- The next meeting of the Undergraduate Admissions and Standards Committee will be held on March 12, 2024, at 10:30 a.m. in CAB 112.

Adjournment (Manathunga)

- The February meeting of the Undergraduate Admissions and Standards Committee was adjourned at 11:10 a.m.