

Academic Council Minutes

March 3, 2009

3:00 pm.

South Administration Conference Room

Chair: Donna Dillingham-Evans

Present: Kathy Bailey, Karen Bauer, Sue Bennett, Steve Bringhurst, Bill Christensen, Mo Eckroth, Louise Excell, Brent Hanson, Victor Hasfurther, Don Hinton, Gary Koeven, Tom McNeilis, Pam Montrallo, JD Robertson, David Roos, Brenda Sabey, Daphne Selbert, Becky Smith, Dennis Wignall, Dewen Denning, Sheila Bastian

Excused: Carole Grady, Frank Lojko, Rick Palmer

Absent: Carlene Holm, Julie Stender, Stephanie Brady

Visitors: Martha Talman, Dana Kelvington

Agenda Items	Motions	Vote Results	Action/Discussion
Academic Council Minutes (February 3, 2009)	M: Mo Eckroth S: Don Hinton	APPROVED	MOTION BY MO ECKROTH, SECONDED BY DON HINTON, TO APPROVE THE MINUTES OF THE ACADEMIC COUNCIL MEETING HELD ON FEBRUARY 3, 2009.
Curriculum Committee Minutes (January 27, 2009) February 10, 2009)	M: Don Hinton S: Becky Smith	APPROVED	MOTION BY DON HINTON, SECONDED BY BECKY SMITH, TO APPROVE THE ACTIONS TAKEN AND RECORDED IN THE MINUTES OF THE CURRICULUM COMMITTEE MEETINGS HELD JANUARY 27, 2009 AND FEBRUARY 10, 2009.
OLD BUSINESS (Action Items)			
Program Reviews	M: Don Hinton S: Brenda Sabey	APPROVED (All Three)	Louise Excell reviewed the following program reviews: Louise said the purpose of program reviews is for the program itself, to be able to look at what the program is doing and to make plans to continue to improve that program. MOTION BY DON HINTON, SECONDED BY BRENDA SABEY, TO APPROVE THE THREE FOLLOWING PROGRAM REVIEWS, AS PRESENTED.

Agenda Items	Motions	Vote Results	Action/Discussion
			<p>Composition Program Review</p> <ul style="list-style-type: none"> •Summary •Response <p>Communication Program Review</p> <ul style="list-style-type: none"> •Summary •Response <p>Medical Radiography Program Review</p> <ul style="list-style-type: none"> •Summary •Response <p>The above program reviews will be sent forward for an institutional response and then to the Board of Trustees for their approval. Finally, all three program reviews will be sent to the Board of Regents as an information item.</p>
<p>Freshman Orientation Classes for Fall Semester 2009</p>			<p>Sue Bennett asked if the campus is moving towards standardizing the freshman orientation classes for fall semester 2009. Sue said she needs to know how many sections to offer, when to offer them, how many hours of credit they are worth, what is the workload for the instructor, how many credits do students receive, are we using a campus-wide textbook and are there common elements in the orientation classes.</p> <p>Donna informed Council members that a meeting is scheduled for Thursday, March 5th to discuss Freshman Year courses for the Fall Semester Class Schedule.</p>
<p>Required Elements for All Syllabi</p>			<p>Sue Bennett asked for clarification on the "required elements for all syllabi." Sue said she thought we had agreed to post a link on our syllabi to direct students to the web page. She said some people think we still need to list all of the requirements on the syllabus itself. Sue asked if the following statement couldn't be used to be covered:</p> <p>Other Important College-Wide Information:</p> <ul style="list-style-type: none"> • Interested in getting help from the College Writing Center, or from

Agenda Items	Motions	Vote Results	Action/Discussion
			<p>the OWL (Online Writing Lab)?</p> <ul style="list-style-type: none"> • Are you required to read your D-mail e-mail account? • Wondering when the drop date is for a class? • If decide you no longer want to attend class, will your teacher drop you from a class? Or is that your responsibility? • Do you think you might have a disability or impairment that will hinder your ability to learn? • What happens if you cheat on an exam or plagiarize on an essay? <p>Regarding these issue – and more – please go to the following DSC web site:</p> <p>http://new.dixie.edu/reg/faculty/index.php?page=Syllabus</p> <p>http://new.dixie.edu/reg/faculty/?page=Syllabus ****</p> <p>At this site, you will receive important, helpful information that can help you in all of your classes. You are required to know this information, so be sure to go to the above link. Ask your professor or advisor for clarification if you do not understand the information.</p> <p>David Roos said it would be a simple matter of creating a website with this information. David feels the link to the syllabus should be on the homepage under “My DSC”. David’s concern about putting the syllabus link on the homepage is that we’re getting the links backed up again. If syllabus information was under “My DSC” it would be under college catalog.</p> <p>Donna told David that would be extremely helpful from an accreditation point of view. If we have a website with all the common elements listed, it would be easy to update and disseminate to our students.</p> <p>Donna said the ADA and plagiarism statements are the only two required elements that she knows of that must be on every syllabus.</p> <p>Tom McNeilis is to take this issue back to the senate for</p>

Agenda Items	Motions	Vote Results	Action/Discussion
			<p>recommendations. They need to decide what are the most important issues that need to be on the syllabus, where this information should be located, which elements need to be on the paper syllabus and which elements need to be online. The senate is to submit their recommendations to the Academic Council for review.</p>
<p>First Year Experience Curriculum Form</p>			<p>Don explained this course is for full-time, degree seeking entering freshmen. Non-degree seeking freshmen and not required to take this course. This course is a requirement, but not a degree requirement. The course will not count towards a student credits, but is an elective. The advisement office will send out letters to entering freshmen telling them about the course. Students who enter as a sophomore, junior, or senior will not be required to take this course. Transfer students with less than 24 credits will not be required, but will be “recommended” to take this course.</p> <p><u>Concerns expressed:</u></p> <p>Meeting two days a week. It is a scheduling problem for classroom space. Some felt it would be better if taught only one day per week.</p> <p>Funding for instructors. Since we are facing budget crunches, which may not allow funding for “lecture/advisor” positions that would be helpful in teaching these courses.</p>
<p>New Business (Information Items)</p>			
<p>Independent Study Policy (and Contract Form)</p>			<p>Martha Talman reviewed the following policy proposal:</p> <p style="text-align: center;">Dixie State College of Utah Proposed Policy: Independent Study February 2009</p> <p>I. Independent study is designed to provide students the opportunity to earn academic credit for learning experiences not available through formal classes offered at Dixie State College.</p> <p>a) Independent study courses should be academic in focus.</p> <p>b) Independent study courses have various names in different</p>

Agenda Items	Motions	Vote Results	Action/Discussion
			<p>academic departments, including but not limited to independent study, directed study, independent research, and independent problems.</p> <p>c) The following types of learning experiences are not allowed as independent study:</p> <ul style="list-style-type: none"> i) Internships or practica. ii) Paid or unpaid (volunteer) work for the College or other entity. iii) Fulfilling a General Education requirement. iv) Extra work associated with a regular course. v) Individualized work of a course listed in the College catalog. <p>II. Eligibility</p> <ul style="list-style-type: none"> a) The student must have declared a baccalaureate major or emphasis in the requesting department. b) The student must have successfully completed at least 60 credits. c) The student must have a cumulative GPA of 3.0 or higher. d) The development of the project and product is the responsibility of the student. e) The department chair and/or dean or associate dean have the right to approve or deny any request for independent study for reasons including staffing, budget, appropriateness of project, etc. f) No student may register for more than eight (8) credits of independent study (or similar course under a different departmental title) in a single semester. g) No more than 15 total credits of cooperative work experience, internships, and independent study may be counted toward a baccalaureate degree. <ul style="list-style-type: none"> i) This does not include credit by examination, prior experiential learning, or petition. ii) Further restrictions may exist in specific programs. <p>III. Student Procedure for Independent Study Enrollment</p> <ul style="list-style-type: none"> a) Complete and sign the Independent Study Contract. b) Agree to terms with instructor, and obtain instructor signature.

Agenda Items	Motions	Vote Results	Action/Discussion
			<p>c) Receive department chair approval and signature.</p> <p>d) Acquire the approval and signature of the associate dean (if other than department chair) or the dean.</p> <p>e) Take the completed form to the Registrar's Office for enrollment and processing <u>no later than the end of the third week of the semester.</u></p> <p>f) Forms received after the end of the third week of the semester will not be processed and enrollment will not occur.</p> <p>IV. Recordkeeping</p> <p>a) The signed contract will also serve as the ADD card for the course.</p> <p>b) The Registrar's Office will maintain archival copies of the contracts.</p> <p><u>Concerns:</u></p> <ul style="list-style-type: none"> • Approval/methods of these classes. Up to now, there has been no record of what the requirements were for these courses or what the student did to complete the requirements. Institutionally we need to be keeping track of this information. • Confusion about the difference between independent study and an internship. • 1-C3 of the proposed policy: Independent study courses are not allowed to fill a General Education requirement. • Do Independent Study courses have to be taught by full-time faculty or can adjunct faculty teach these courses?
Graduation Policy			<p>Martha said our graduation policy was out of order with our degree requirements and needed revising. She asked Council members to read this proposal carefully and to make sure their departments had the chance to review the proposal as well.</p>

Agenda Items	Motions	Vote Results	Action/Discussion
<p>Conditional Enrollment for International Students</p>			<p>David Roos reviewed the following policy revisions:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Policy: ADMISSION TO THE INSTITUTION</p> </div> <p>5-2 ADMISSION TO THE INSTITUTION</p> <p>Etc....</p> <p>2.7 International Student Applicants</p> <p style="padding-left: 40px;">2.7.1 International student applicants must meet the following requirements prior to the semester they wish to attend and be in compliance with all federal regulations:</p> <p style="padding-left: 80px;">2.7.1.1 Submit an international student admissions application with a non-refundable application fee.</p> <p style="padding-left: 80px;">2.7.1.2 Submit TOEFL scores or Michigan Proficiency Test scores that meet the minimum institutional requirement. Test scores must be sent directly from the testing center to the Office of the Registrar. Students not meeting the minimum test score requirement will be admitted conditionally, must enroll in the appropriate ESOL level courses, and will be limited in registering for other college coursework. Upon completion of ESOL level IV, the student will be admitted as a degree-seeking student and allowed to take regular college</p>

Agenda Items	Motions	Vote Results	Action/Discussion
			<p data-bbox="1360 235 1528 261">coursework.</p> <p data-bbox="1215 313 1955 456">2.7.1.3 Submit a financial statement, in U.S. currency, verifying the institution's minimum requirement for educational and living expenses per year.</p> <p data-bbox="1215 505 1955 570">2.7.1.4 Submit official transcripts of all educational institutions attended.</p> <p data-bbox="1215 618 1955 761">2.7.1.5 Submit a statement of good health signed by a licensed physician. The state of Utah requires all international students be tested for tuberculosis.</p> <p data-bbox="1215 810 1955 875">2.7.1.6 Submit two letters of recommendation from certified school officials.</p> <p data-bbox="1215 924 1955 1066">2.7.1.7 After all requirements are met, an I-20 eligibility form will be sent to the student. A student must register for college within 60 days after receiving the I-20 form.</p> <p data-bbox="1215 1115 1955 1406">2.7.1.8 Upon arrival, international students are required to provide proof of Tuberculin Skin Test (TB), proof of health insurance, and must complete the College Placement Test (CPT). International students are required to purchase the Group Hospitalization, Medical Evacuation, and Repatriation Insurance Plan provided through</p>

Agenda Items	Motions	Vote Results	Action/Discussion
			the institution at the time of registration.
Adjourned: 4:35			