

**Admissions and Credits Committee
January 30, 2020**

Members Present

Edward Beason
Barbara Jared
Christopher Kohl
Shirley Laird for Andrew Smith
Carol McGee
Robert Owens
Dennis Tennant
Tom Timmerman

Members Absent

Andrew Alley
George Chitiyo
Brent Drexler
Dennis Fennewald
Thomas Heard
Jessica Oswalt

Guests

Brandi Hill
Jerri Winningham

Approval of Agenda

Dr. Owens presented the agenda to the committee members. Professor Jared made the motion to approve and Mr. Beason seconded the motion. Motion passed unanimously.

Approval of September 25 Minutes

Mr. Beason made the motion to approve the minutes as presented and Mr. Kohl seconded the motion. Motion passed unanimously.

Admissions and Credits Committee Procedures

A draft of the Admissions and Credits Committee procedures was shared with the members. This draft was presented by the subcommittee tasked with reviewing and recording changes. The procedures have not been revised in 20 years. Additional changes were recommended by the members of the full committee.

Dr. Rob Owens recommended that we clarify the requirements on line five in the purpose. Mr. Beason suggested “problems concerning admission, readmission and academic credits to be applied toward degree requirements.” Discussion was held by the committee and the decision was made to

insert "University" before admission and to add "and certificate" after degree. Dr. Owens asked if there were any other items that the members saw which may need to be adjusted.

Barbara Jared had a question regarding 5. B. 2. "Academic Council may recommend items to this Committee". She questioned the statement being in the procedures because the committee is usually recommending items to the Council. Ed shared some of the discussion held by the subcommittee on why that had been added. Barbara shared that the standing committees such as Admissions and Credits and University Curriculum Committee that report to Academic Council forward agenda items to the Council. Discussion was held by the committee. Dr. Johnson shared with the members that the admission criteria was pushed down to this committee. Dr. Owens suggested that we strike "Academic Council" and replace with "Academic Department" and Barbara agreed with the change. Additional discussion was held. Dr. Johnson suggested that the statement read "Academic chairs or deans may recommend items to this Committee." Barbara suggested leaving Academic Council. Dr. Owens asked the committee members again if there was anything else that needed to be revisited with the whole committee.

Ed questioned the minimum of eight faculty members listed under III. A. He questioned including "School." This was added to include the School of Nursing. Dr. Johnson shared with the committee why the changes were made under officers for the chairperson and executive officer.

Ed questioned a portion of the statement under VI. C. regarding subcommittees "the Director of Undergraduate Admission, or his/her designee, with all obtaining voting privilege." He suggested changing the wording to "the Director of Undergraduate Admission, or his/her designee will serve as a voting member." Dr. Owens questioned the Director of Undergraduate Admission having a vote when a subcommittee member who made a recommendation did not. Discussion was held. The procedures will be revised with the changes presented and sent to the members prior to the next scheduled meeting.

The revised Academic Council procedures will be reviewed prior to finalizing the procedures.

Last Day for Students to Drop and Add without Advisor's Signature

Ms. Brandi Hill, Registrar, shared with the committee members the discussion that had been held within the subcommittee and with the professional and faculty advisors including Simone McKelvey. The greatest concern in all the discussion is the contact with the advisor. The Registrar's staff will pursue improving the process to make it more efficient. Hill's suggestion is the creation of a workflow that would automate the paper form and the flow be initiated by the advisor. The subcommittee will provide a formal recommendation to the committee at the next scheduled meeting as an informational item. Dr. Owens suggested that once the workflow was implemented for the process to be revisited.

The meeting adjourned at 3:45 pm.