

Chair file

Minutes: Academic Program Division
Tuesday, October 3, 2000 at 4:00 PM
Room 1074, Cushwa Hall

Members present: Jane Shanabarger, David Stephens, Nancy Sweeney, Janice Elias, Tenika Holden, Ray Ray Shaffer, Kathylynn Feld

Members absent or excused: Beverly Gray, Patricia Hoyson, Shakir, Husain

Kathylynn Feld was selected to serve a chair of the committee for the school year 2000-2001.

Discussion regarding the proposed Proposal for Minor Approval included the following changes:

*List the educational outcomes provided to the student through this minor" would replace " briefly described the background, skills, experiences and content that would be provided to a student who Complete this minor." Add the following statements to the Directions listed: "If the minor is interdisciplinary, all participating departments and colleges must indicate approval of the proposal." And "If there are prerequisites required for courses in the minor they are to be listed as part of the minor or an alternative method of satisfying the prerequisites should be stated."

*In addition, several committee members discussed the question which department, major or minor department, will be responsible for approving substitution of courses within the minor. In addition on the minor curriculum sheets, the student's major department is responsible for approving and signing off on The minor.

Janice Elias distributed the attached "Catalog and Schedule Deadline 2001-2002 Guidelines" to all members present.

Kathylynn Feld will review available times for meetings to assure sufficient attendance of voting members to conduct business.

Meeting adjourned at 4:50PM

Inter Office Correspondence

To: Academic Program Division of 2000 - 2001
Beverly Gray, Psychology, Arts and Sciences #1622 1st
Patricia Hoyson, Nursing, Health and Human Services #1448 1st
Shakir Husain, Civil Environmental & Chemical Engineering, Engin. & Tech. #1742 1st
Jane Shanabarger, Communication & Theater, Fine & Performing Arts #1852 1st
David Stephens, Geography, Arts and Sciences, #2301 2nd
Nancy Sweeney, Teacher Education, School of Education #3517 2nd
Janice Elias, Administrative Appointment, #1560 *
Tenika Holden, Student Representative #6034 1st
Tammy King, Criminal Justice, Health & Human Services #3278, Chair of Curr. Com.*

* non voting members

From: Kathylynn Feld, Health Professions, Health & Human Services, #1760 3rd
Acting Chair of the Academic Programs Division

Date: September 25, 2000

Re. First Meeting will be Tuesday, October 3, 2000 at 4:00 PM
In the Conference Room of the Department of Health Professions
Enter through Room 1074 of Cushwa Hall

Agenda

1. Selection of the chairperson of the Academic Programs Division
Remember Q2S conversion is over.... We won't be meeting two or more times a week.
2. Urgent need to approve the form for minor proposals. A sample for is attached to this memo.
3. Review the form and process for program proposals
4. Selection of a meeting time or two when the majority of the committee can meet.

IF YOU CAN OR CANNOT ATTEND THIS MEETING PLEASE CALL ME AT #1760. At this time we must have at least 5 voting members present.

Proposal Form for Academic Minor

Program Division No. _____ Submission Date _____
 Department Submitting Proposal _____

Name of Minor Concentration _____

Specify the courses that make up the minor. A minor has a minimum of 18 sh. At least 1/3 of the total number of hours in minor must be upper division.

Note: A specific sequence or pattern of courses must be indicated. While some electives may be allowed, the minor must demonstrate that it has an academic focus.

Course Dept & Catalog Number	Course Title	Number of Semester Hours

Indicate: *intensive courses: writing, oral or critical thinking
 And/or capstone courses _____ Total No. of SH _____

Briefly describe the background, skills, experiences and content that would be provided to a student who complete this minor.

Approval:
**Before submitting to APD*
 Department chair _____ Date _____
 Dean _____ Date _____
**Before circulation to departments*
 Academic Program Division Chair _____ Date _____
**After circulation*
 Academic Senate Chair _____ Date _____

If a proposal is returned to the department, a second signature page with changes must be submitted with the original proposal.

Chairfeld

Interoffice Correspondence

To: Academic Program Committee
Beverly Gray, Psychology, (A & S) #1622 (1st)
Patricia Hoyson, Nursing, (HHS) #1448 (1st)
Shakir Husain, Civil, Environmental, & Chemical Engineering (E&T) #1742 (1st)
?????? WCBA
Jane Shanabarger, Communication & Theater, (FPA) #1852 (1st)
David Stephens, Geography, (A&S) # 2301 (2nd)
Nancy Sweeney, Teacher Education, (Ed) # 3517 (2nd)
Janice Elias, Administration (ex officio)
Tenika Holden, Student 480 - 6034
Tammy King, Criminal Justice, (HHS) # 3278 Chair, UCC, ex officio

From: Kathylynn Feld, Health Professions, (HHS) #1760, Chair

Date: September 5, 2000

Re: First Meeting

With the exception of Williamson School of Business, the above listed are the members of the Academic Programs Division for the academic year. The first order of business is to schedule a meeting, elect a chairperson for the year and develop a form for approving minors.

Please return the schedule form immediately. X out the times you are not available. I will then arrange for the first meeting and we can proceed from there.

Please review the enclosed minor form, which was developed in part by Robert Hogue, Computer Science and be ready to discuss the form.

Proposal Form for Academic Minor

Program Division No. _____
 Department Submitting Proposal _____

Submission Date _____

Name of Minor Concentration _____

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Note: A specific séquence or pattern of courses must be indicated. While some electives may be allowed, the minor must demonstrate that it has an academic focus.

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Total No. of SH _____

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 Department chair _____ Date _____
 Dean _____ Date _____
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 Academic Program Division Chair _____ Date _____
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 Academic Senate Chair _____ Date _____

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