**Admissions and Academic Policies Committee**

**Minutes**

**Oct. 31, 2008**

**Members present:** Caroline Blair (ACAC), Krista E. Clumpner, Gerri Daniels (Admissions), James Drosen, Mary Etchison, Jim Gadzinski (ACAC), Chris Greer (Dean of Students), Jeanne Lorentzen, Keith Kendall, Gary Mcdonnell , Steve Smith, William Tireman (Chair)

**Guest:** Sam Graci

**Absent:** Mary Raymond (ASNMU), Kristi Robinia, Kim Rotundo (Registrar)

**Call to order:** 1:31 p.m. by Chair Tireman.

**Approval of Agenda:** The agenda was accepted with the addition of a guest speaking on the September 19, 2008 appeal decision; no voiced opposition.

**Approval of Minutes**: The minutes of 19 September 2008 were accepted, motion by K. Kendall seconded by J. Lorentzen ; no voiced opposition.

**Sept. 19 Appeal:** Dr. Sam Graci (Business) discussed his involvement with the appeal decided 19 September 2008. Dr. Graci wished to comment on perceptions of the situation although he did not disagree with the decisions made. Dr. Graci feels that he went above and beyond in making accommodations for the student involved. Since the student was given an incomplete he has a year to complete the tasks even though the instructor verbally gave a semester deadline. The default is a year if no paperwork indicates differently. No indication of additional paperwork was found so the timeframe defaulted to one year.

After Dr. Graci left, the committee discussed two issues concerning the appeal process: confidentiality of the AAPC deliberations, and confusion as to how incomplete grades are determined and processed. The committee members agreed that our deliberations should be treated as confidential.

Regarding the incomplete grade policy discussions focused around how the processes work. If the faculty member sets a specific time limit that must be stated on the form. It was felt that the faculty need to be reminded about the procedures and policy regarding what must be the stipulations for giving an “I”. Recommend that K. Rotundo send something out with the grading email she sends out. J. Drosen suggests changes to the policy – from 1 year to a semester and removing the ability to place an “I” on the electronic grading page. J. Gadzinski reminded the committee that these two changes were debated during the Winter of 2004 and the AAPC determined to keep them. J. Lorentzen moved that we table discussion of the problem of incompletes until next semester with the recommendation that the Registrar sends out a reminder to the faculty on the process along with the communications regarding grading. The motion was seconded by M. Etchison. The motion was **PASSED** with J. Drosen recorded as voting against.

**Appeals:** Six appeals were considered:

* **Appeal 1:** was dismissed, out for a year, no significant change in situations; J. Gadzinsky move to deny J. Lorentzen seconded; **PASSED – Appeal denied**.
* **Appeal 2:** was suspended, able to return S09, getting assistance with identified problem, has provided documentation, has letters of support; J. Lorentzen move to support S. Smith seconded; **PASSED – Appeal accepted**.
* **Appeal 3:** was suspended, able to return S09, problems are stated but not documented, no letters of support, has not responded to email or phone; J. Lorentzen move to deny, seconded by K. Kendall, reason lack of documentation; **PASSED – Appeal denied**.
* **Appeal 4:** was dismissed, out for a year plus, problems stated but not documented, no letters of support, no responses; C. Greer moved to deny, J. Lorentzen seconded; **PASSED – Appeal denied.**
* **Appeal 5:** suspended, able to return S09, some documentation but not all, no response; J. Lorentzen moved to deny, K. Kendall seconded; **PASSED – Appeal denied**.
* **Appeal 6:** suspended, able to return F09; some documentation but not all, has letters of support, if support is given by the committee can she be advised that she can’t afford to get off track, and needs really effective advising; J. Lorentzen moved to accept, C. Greer seconded; **PASSED – Appeal approved with stipulation that she be given an advisor in ACAC as well as her regular academic advisor who should also be notified of conditions**.

The Committee members agreed that they would prefer not to hear those appeals, without documentation of their statements, in the future.

**Unfinished Business:** none

**New Business:**

* **Non-degree applicants policy change:** We have received a request from the Associate Provost’s office to strike out the 3rd bullet under the non-degree applicants. This would basically remove the limitation of 16 credits. J. Drosen suggests limiting the number of non-degree credits that might be applied toward the degree program. There are other policies in place that would cover this. J. Lorentzen moved and K. Kendall seconded a motion to remove the statement “Non-degree students may enroll under non-degree status for a maximum of 16 attempted credit hours without going through the freshman/transfer admission process.” from the policy. **PASSED**. Chair Tireman will ask Senate Chair Andy Poe if this needs to go before the Senate.

**Good of the order:**

* There is a new email list for all Senate Committees. Our committee’s list is SENAAPC@nmu.edu.

**Adjourned:** 2:55 p.m.

**Next meeting:** Nov 14, 2008 at 1:30 p.m.

Respectfully submitted,

Krista E. Clumpner

Substitute for K. Robinia (Acting AAPC Secretary)