

MAO–Minutes
August 27, 2001

Members present: Anthony, Cooksey, Dixon-Fyle, Hernández, Hollander, Miranda, Ypma.

1. On the first meeting for the academic year 20012002, MAO welcomed its new members, Susan Anthony, Mac Dixon-Fyle and Julie Miranda. Members then elected a new chair, Mac Dixon-Fyle. Teri Hernández agreed to serve as secretary and to take minutes.

2. The committee discussed a list of issues (old and new) to place on MAO's agenda for the Fall semester:

a) Biology 130/135: Plants in Human Cultures: These courses have the same description and title; the difference in number comes from the lab component (130 without a lab; 135 with a lab: 135L). Members of the committee felt that a change in title and course description would best reflect the absence of the lab component. The recommendation was communicated to the Biology Department.

b) Discussion of the Jazz Studies Minor that was referred to CAPP in the Spring.

c) Jeff Hollander announced that the Music School will also bring several other music related issues for MAO's consideration this Fall.

d) Kelly Hall will address MAO (next meeting?) on the implementation of the Internship Program. Possible discussion of several proposals by the Task Force on Internships (Limit independent study courses while students are off campus except for the course associated with the internship program; not allow internship or service learning credit from other schools; policy to accept distance learning courses) also should be on the agenda this fall.

e) Ellie Ypma suggested that, since this is a "calendar year", revision of some policies may be in order. Some she suggested are: comprehensives, incomplete grades, group credit for AP exams, graduation with honors.

3. Members discussed MAO's agenda for the first faculty meeting on Sept. 10:

a) Remove from the table CLST 161 to meet group 2 and HIST 221 to meet group 4.

b) Remove from the table the changes in name and membership to the By Laws regarding the Scholastic Standing Committee.

c) Announcement: Remind faculty that new course proposals that affect the Spring Semester need to be in by the week of the 17 th (no later than the 19 th).

4. MAO agreed to meet on the 17th and the 24th of September.

5. The meeting was adjourned at 3:45.

Management of Academic Operations Meeting Minutes September 17, 2001

Present: Susan Anthony, Patricia Cooksey, Nancy Davis, Mac DixonFyle (chair), Richard Feicht, Jeffrey Hollander, Scott Ross, Ellie Ypma
Absent: Teri Hernández, Julianne Miranda
Invited Guest: Kelley Hall

I. Minutes of August 27, 2001

The minutes from the August 27 meeting were approved with no changes.

II. Independently Designed Internships

Kelley Hall (Academic Affairs) presented a thorough overview of the process by which independently designed internships will be administered. This program, approved by the faculty in April 2001, is a new offering at DePauw, intended for students for whom other internship opportunities are not possible or appropriate. Kelley handed out copies of the guidelines, deadlines, online application form (and printouts of this form for advisor and faculty sponsor), and online learning contract form.

The next step for MAO will be to consider course proposals for the two credit Internship (UNIV 299) and one credit readings course (also likely to be in University Studies). Kelley also shared copies of a new internship webpage (the page is called *Internships at DePauw*), which lists all available internship possibilities and includes links to other sources of information, such as the International Center's database of off campus study programs, the Winter Term homepage, and the fellows program homepages.

III. School of Music Proposals/Issues

A. MAO approved a proposal to change the credit for MUS 920, Arranged Class Piano, from "variable" to .25, by analogy to MUS 901910, all of which carry .25 credit. (It was noted parenthetically that the 1996 legislation changing credit for MUS 901910 to .25 had never been completely implemented.) This proposal will need faculty approval.

B. MAO approved a proposal for a zero credit experimental Dance Ensemble (MUS EXP) for the spring semester. This proposal does not need faculty approval.

C. MAO endorsed the vote by the faculty of the School of Music to lower the GPA

requirement for the BMA degree program from 2.5 to 2.0. The rationale for the original 2.5 GPA requirement was murky, and there appear to be no compelling reasons to keep it. The new GPA requirement would apply to the major with a general music emphasis and the major with an emphasis in music/business, but not to the BMA double major, which will continue to carry the minimum GPA requirement of 2.8 expected of all double major students.

JH noted that exceptions have had to be made to permit BMA students with GPAs between 2.0 and 2.5 to graduate, and urged that the change be instituted immediately, so that exceptions are not necessary this year.

It was felt that CAPP should consider this recommendation (or at least have the option of returning it to MAO to bring forward to the faculty), so MAO will pass along a summary of our discussion.

IV. Incomplete Grade Policy

The current policy on incomplete grades allows students to complete their course requirements within the first eight weeks of the following semester. The Academic Standing Committee believes that eight weeks is an inappropriately long period. MAO carefully considered the current policy and the implications of possible changes in policy, and concurs with this judgment. The current policy probably does more harm than good, in that it may have a negative impact on a student's success in the semester following the incomplete grade.

After much discussion, the members of MAO agreed that an appropriate length of time to complete course requirements would be two weeks into the new semester. (By this we actually mean ten class days, because the fall semester begins on a Wednesday.) Exceptions to the new policy could be granted by petition; as with the current policy, the burden of providing adequate documentation for an exception falls to the student. The committee also decided that there should be a limit on the amount of time an incomplete grade belonging to a withdrawn student could remain on the transcript. We felt that a year would be an appropriate limit, after which the grade would convert to an F or, if the student is able to provide appropriate documentation, a W.

Several members of the committee urged that the language of the incomplete policy more clearly indicate the specific situations under which an incomplete grade is warranted. EY will draft a revised policy for the committee's review.