ASCRC Minutes 2/6/182:00 GBB 225

## Call to order

Members Present: B. Carpenter, D. Coffin, J. Eglin, N. Greymorning, M. Hendrix, J. Iverson, V. Lewis, T. Missett, G. Morell, D. Parcell, A. Sala, K. Sugden

Ex-Officio Present: J. Hickman, B. French N. Lindsay, T. Morgan, M. Welch

Members Excused: B. Hillman, B. Holzworth, V. Hopkins

The minutes from 1/30/18 were approved.

## Communication

* ASCRC briefly discussed President Bodnar’s talk and whether the Committee should send provide a response in terms of items under its purview that need attention, such as roadblocks for recruitment and retention. The way he tied retention to the budget was informative- a 10% increase in retention would provide $4 million in revenue.

The [BOR Information Dashboard](https://mus.edu/data/dashboards/default.asp) was linked to the agenda. It provides data for the MUS system and had slides showing enrollment and budgets. Chair Coffin suggests that we need to ask the Board of Regents and the Commissioner of Higher Education where UM fits within the system. The Board of Regents needs to better manage duplication of programs given the Montana’s population. All the campuses are depended on enrollment. Chair Coffin asked that members send him information that they believe ASCRC should send to the President. ASCRC has purview over the catalog and should not get derailed discussing other issues.
* The AP Coordinator from Sentinel High School will be invited to a meeting to discuss the new [AP Diploma](https://aphighered.collegeboard.org/courses-exams/ap-capstone). It includes 4 AP exams of the student’s choosing and a Capstone (AP Seminar and AP Research). [Admissions has received a few inquiries and asked the Writing Committee to consider granting credit for WRIT 201. The Director of Composition indicated that this was not a good match given the focus of WRIT 201 is on rhetorical reading and writing. The credit should depend on the type of research conducted by the student and will need to be decided on an individual basis. The policy for the full diploma could be similar to the IB language below.

“The University of Montana will offer a maximum of 30 credits (sophomore equivalent standing) to all incoming students who have received a Diploma with a score of 30 or better, with no individual exam scores lower than four. These credits will normally be distributed as electives, although students who desire credit for specific UM courses, may petition the Admissions Office.”]
* Members were reminded about the International Baccalaureate Symposium on February 28th from 5-7PM in the Gallagher Business Building Room 106. The event will include a panel discussion of eight speakers, each representing one perspective of IB programs: researcher, superintendent, IB principal, IB teacher, IB coordinator, IB parent, IB student, and IBEC coordinator. The event will be live-streamed for those that cannot attend in person. If members are interested in attending they should  [**RSVP**](https://www.surveymonkey.com/r/UM-IBSYMPOSIUM).no later than Thursday, February 22.

## Business Items

* The current catalog language that requires students to earn 150 credits for two degrees is below.

Students may elect to earn two or more bachelor degrees. .Those deciding to earn two or more degrees must complete all the requirements of the majors for each degree. In addition, students must earn for each degree a minimum of 30 credits beyond the number required for the first degree. The degrees may be earned concurrently or at different times.

This policy is the common standard used by most universities. The history of the requirement is uncertain. Associate Provost Lindsay could not find it in our accreditation requirements. If this is a University policy it could be waived by the Graduation Appeals Committee. The language should clearly differentiate between a dual major and dual degree and the different degree types. The Registrar researched other universities and found that the University of Idaho had succinct language. Chair Coffin will work with the Registrar to draft catalog language.

* The motion (appended) to change the catalog governing graduation was discussed, edited and approved. Banner only allows for one catalog year. However, advisors and students can perform “what if” analysis in degree works. Degree works is still in transition- only 70% of the degrees are in the system and not all advisors have attending training.
* The catalog Credit / No Crediting Grading language below may need to be revised so the intent and functionality are aligned. ASCRC asked its student members to discuss the possibility of changing the last day to change the grading option to the 45th day at the next ASUM meeting and report back. The Registrar’s Office receives hundreds of petitions. The Committee should be cautious about possible unintended consequences of this change.

#### Credit/No Credit Grading (CR/NCR)

Student Option: To encourage students to venture into courses where they might otherwise hesitate because of uncertainty regarding their aptitude or preparation, they may enroll in some courses on a credit/no credit basis. Freshmen and sophomores are discouraged from taking more than one course a semester on a credit/no credit basis.

No more than 18 CR credits may be counted toward graduation requirements at the baccalaureate level. Courses taken to satisfy General Education Requirements must be taken for traditional letter grade. Courses required for the student's major or minor must be taken for traditional letter grade.

A grade of CR is assigned for work deserving credit (A through D-) and a grade of NCR is assigned for work of failing quality (F). CR and NCR grades do not affect grade point averages. The grades of CR and NCR are not defined in terms of their relationship to traditional grades for graduate course work.

Election of the credit/no credit option must be indicated at registration time or within the first 15 class days on CyberBear. Between the 16th day and the  last day of instruction before finals week, a student may request a change from credit/no credit enrollment to an enrollment under the A-F grade system, or the reverse, by means of a Course Add/Change Form; note that not all such requests are approved. See instructions above.

The University cautions students that many graduate and professional schools and some employers do not recognize non-traditional grades (i.e., those other than A through F) or may discriminate against students who use the credit/no credit option for many courses. Moreover, students are cautioned that some degree programs may have different requirements regarding CR/NCR credits, as stipulated in the catalog.

* Chair Coffin received comments on the draft hardship withdrawal documents from Registrar Hickman. The recommendation is to take the burden off the students or their proxy and create a Cyberbear form that can be accessed by the various individuals that have approval authority and make it easier for the students to be reinstated. The next step is to discuss the recommendation with Business Services, Financial Aide and the Dean of Students. The recommendations will be difficult to implement quickly given the reduced staffing levels post VSO.
* ASCRC decided on March 2nd for the spring curriculum deadline. Units are having to rearrange requirements given the loss of adjunct and lecturer faculty. They were also told to wait to process changes due to the efforts of APASP. There may be some level I and II’s that will come out of the dean’s implementation plans.

## Adjournment

The meeting was adjourned at 4:00 p.m.

**Current UM Catalog Language:**

Catalog Governing Graduation

Students may graduate fulfilling University and departmental major requirements in any single University of Montana-Missoula catalog under which the student has been enrolled during the six years prior to graduation. (For example, the 2013-2014 catalog can be used through summer 2020). The student MUST meet major requirements under the same catalog under which the student is meeting University requirements (general education requirements); minor requirements may be satisfied under a different catalog within the six-year period. University or departmental requirements may change to comply with accreditation requirements, professional certification and licensing requirements, etc.

Students transferring to the University of Montana-Missoula may choose to graduate fulfilling requirements under the UM catalog in effect when they were enrolled at their original institution, provided the chosen catalog is not more than six years old at the time of graduation. Eligible students who choose an earlier catalog must notify the Admissions Office at the time of admission so their transfer work can be evaluated accordingly.

**Proposed new language and policy:**

Catalog Governing Graduation

1. New and transfer students are assigned the catalog in effect at the time of their initial enrollment at the University of Montana – Missoula.
2. From the time an undergraduate student enrolls UM, they have six full years to fulfill the curricular requirements stated in the catalog in effect when they enroll. (For example, the 2019-2020 catalog can be used through summer 2026). If a student does not complete the requirements in six years, they must select a subsequent catalog. This policy applies to all undergraduate students, including those who change curriculum and transfer students.
3. Students may elect to fulfill graduation requirements in any single University of Montana-Missoula catalog under which the student has been enrolled during the six years prior to graduation. Student must contact the Office of the Registrar or their academic advisor to request the change of catalog year.
4. Students must meet major, minor or certificate requirements under the same catalog in which the student is meeting university and general education requirements. However, if the start dates for programs are different, the student may use a single catalog or request (through the Registrar or their advisor) to use separate catalogs. No student seeking multiple degrees or certificates during the six-year period (that started upon their initial enrollment) may use more than two catalogs concurrently.
5. University or departmental requirements may change to comply with accreditation requirements, professional certification and licensing requirements, etc. The student may request a catalog change in that event, depending on the program.
6. Students should resolve issues or obstacles to fulfill graduation requirements with their academic advisor; and, they should be advised of their right to petition the UM Graduation Appeals Committee for exceptions should obstacles to completion of a degree/certificate arise.

Summary and rationale. The policy changes are: 1. Transfer students can no longer use catalogs from their previous institution. This policy was unique to UM in the MUS (to our knowledge) and caused considerable confusion, variation in standards, problems with advising and administrative burden. To provide more consistent academic standards, better application of Degreeworks, overall better advising and mitigate administrative burden, this provision has been changed.

2. The six-year term policy has not changed, nor has the right of the student to change catalogs. Indeed, with Degreeworks, they can now change through their academic advisor.

3. The multiple program policy (students seeking more than one degree/certificate) has not substantially changed. Students are encouraged to use a single catalog (for clarity and better advising) even if they seek multiple degrees or certificates. Should they begin multiple programs within their six-year term at different times, they can either use their current catalog, or request to use up to two separate catalogs concurrently. Moreover, they are now advised of their right resolve conflicts in their program(s) through the UM Graduation Appeals Committee.

**J-7-a.** Students may concurrently pursue two different majors leading to two different baccalaureate degrees (e.g., B.A. and B.S.Ed.) from UI by working to fulfill the general university requirements for one degree and the departmental and college subject-matter requirements for each. For exceptions to this regulation, see notes with the curricula in general studies and agricultural science and technology in Parts 4 and 5, respectively. Students who plan to pursue two degrees concurrently should develop a schedule of studies that combines the degree requirements and present it to the dean(s) of the college(s) concerned as early as possible, preferably before the end of the junior year.

**J-7-b.** Students who have earned a baccalaureate degree at UI and who wish to complete the requirements for a different major and receive a second baccalaureate degree must earn at least 16 credits as an undergraduate student in UI courses other than those offered by independent study after the receipt of the first degree and fulfill the departmental and college subject-matter requirements for the second degree. (See [B-9](http://uidaho.smartcatalogiq.com/en/2017-2018/University-of-Idaho-General-Catalog/General-Requirements-and-Academic-Procedures/B-Registration).) Students may return to UI and earn a second degree carrying the same name as one previously granted by UI so long as the requirements for a different major are satisfied and the students earn at least 16 credits as an undergraduate student in UI courses other than those offered by independent study after the receipt of the first degree. For exceptions to this regulation, see general studies in part 4. This regulation does not apply to students who were concurrently pursuing two different degrees under regulation J-7-a or to students who were concurrently pursuing two different majors under regulation J-8.

**J-7-c.** Students who have a baccalaureate degree from another recognized institution and who wish to earn another baccalaureate degree at UI, must earn a minimum of 32 credits as an undergraduate student in upper-division UI courses other than those offered by independent study after the receipt of the first degree and fulfill the departmental and college subject-matter requirements for the degree.

**J-8.** **Degree with Double Major.** Students may complete two different majors (curricula) offered under a particular baccalaureate degree and have both majors shown on their academic records and diplomas, e.g., Bachelor of Arts with majors in history and political science. Each of the majors must lead to the same degree. When majors leading to different degrees are involved, see the requirements applicable to the awarding of a second baccalaureate degree (J-7).