

Committee on Admissions and Standards

2:00 p.m.
February 11, 2013

Members in Attendance: Charles Milligan (Chair), Kelly Bloom (Sec), Jeanne Fain, Teresa Thomas, Sheila Otto, Vivian Alley, Elvira Casal, Joshua Harms, Martha Balachandran, James Robertson, Wendi Ding, Jeong Lee, John Lipinski (via phone)

Review/Approval of Revised Minutes October 22, 2012

- Minor grammatical, mechanical and typographical errors were corrected.
- Edits were made to statements about TN high schools requiring foreign language
- Motion was made, seconded, all voted in favor – minutes approved with changes discussed above
- Dr. Milligan made changes in the official document as discussion took place.

Approval of Minutes December 10, 2012

- Minor grammatical, mechanical and typographical errors were corrected.
- Motion made to accept minutes, seconded, all in favor – minutes approved

Review of Admission and Standards Committee Website

<http://www.mtsu.edu/provost/curr.php>

- The link above was provided to members prior to the meeting.
- The link directs users to a decision page where guidelines are posted to help users decide whether a proposal needs to go to the Curriculum Committee, the Admissions and Standards Committee, or both.
- Committee was able to review the website during the meeting
- It was noted that the Division of Student Affairs webpage has a similar link to the Admissions and Standards Committee page in the left side bar
 - This takes the user to a page which offers guidance on whether a proposal should go to A&S, Curriculum, or both.
- On the Admissions and Standards Committee page there is a link to committee members and contact information.
- Meeting dates are posted.
- Protocols are posted. A side note was discussed – new MTSU policy requires committees to have by-laws, which we have done with our protocols
 - Item placed on next meeting agenda to discuss a proposal to change wording of Protocols to By-Laws
- There is a link to page where meeting agendas will be posted.
 - The agenda for the current meeting was (and future meeting agendas will be) posted 14 days prior to meeting.

New Business

- Should we add a feedback form to the website? Dr. Milligan will look into creating one for next meeting.
- Proposal from psych was mentioned to extend residency requirements for students in minor. General agree was that this may be a curriculum issue, and we are not going to go out seeking changes that need to be submitted to us.
 - We need to keep an eye on clarifying website guide on how to choose which committee. Perhaps add some more specific examples. Dr. Milligan feels that it is administration's responsibility to track things to the correct committee.
 - The associate registrar has asked the question about whether the psych proposal needed to come to A&S. Suggestion was made that Teresa go back to Registrar, have them look at the charge and decide whether or not we need to consider the proposal. The registrar will have to ask the Provost office if this is needed for the proposal. If yes, we need it 14 days prior to March 18th meeting.

Adjournment

- Meeting adjourned at 2:36 PM.