**Associate/Assistant Deans Council**

**Agenda for October 18, 2022**

**Upcoming Meetings:**

**November 15, 2022**

**CONTINUED AGENDA ITEMS**

**SR-22-23-01 BAPC** **– Changing “Dead Week” to “Pre-Finals Week”**

* Originally, we had been told it would not be considered by faculty senate until September meeting.
* It was pushed through the May faculty senate meeting, the BOG meeting this summer and the President has signed the recommendation.

**Graduate Studies**

Carl Mummert

* Online ETD training and MU BERT Report
* Permission for undergraduates to take graduate courses form

**Labelling “8-Week” Courses - Update**

Kelli Prejean

* Sonja, Sherri, Billy, Karen, and Kelli met on October 11.
* Sonja and Billy discovered a way to change to change the names of the terms without changing term descriptions in Banner that would affect historical data.
* Outwardly to the public, it will now say “1st 7 WEEKS” or “2nd 7 WEEKS.”
* Brian Morgan will make adjustments to BERT reports and course schedule.
* MyMU referenced term dates instead of a term name.
* Academic calendars (through Spring 2024) and fall important dates are now already changed to say 7.

**NEW AGENDA ITEMS**

**College Recruiting**

Kelli Prejean

* What is each college’s infrastructure for recruiting students and each AD’s role in that plan?

**Reminder about Registration Time Change**

Sarah Davis

**Academic Improvement Plans**

Sarah Davis

* Changing procedure with Office of the Registrar
* Potential name change

**Summer Reporting and Final Graduation List**

Sonja Cantrell

**Experiential Experiences**

Christina McDavid

**Revision to Minors Policy**

Greg Michaelson and Kelli Prejean

**ADDITIONAL DISCUSSION**

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**BUDGET AND ACADEMIC POLICY COMMITTEE**

**RECOMMENDATION**

**SR-22-23-XX** [This number will be generated in the Faculty Senate office]

Recommends the adjustment of language in the Marshall University Undergraduate Catalog related to Minors by allowing students to earn minors in the same department, but not in the same subject area. See attachment for proposed edits.

**RATIONALE:**

The proposed edits to the Marshall University Undergraduate Catalog related to Minors would align the policy with what is specified by the WVHEPC, Title 133, Series 11 (see [§133-11-3](https://www.wvhepc.edu/wp-content/uploads/2020/01/Series-11-HEPC-SOS-Final-File-Version-2020-01-13.pdf)).

There are several examples at Marshall where major and minor programs have been housed in the same department to alleviate budgetary constraints and to foster faculty research synergies. However, while these programs would be quite complementary (and in said cases, students would be encouraged to pursue these minors), the current catalog language prevents them from doing so. Examples include students majoring in Electrical Engineering and minoring in Computer Science and students majoring in Accountancy and minoring in Legal Environment. The proposed language would expand opportunities for students to declare minors whilst also ensuring students cannot declare minors in the same program as their major.

**FACULTY SENATE CHAIR:**

APPROVED BY THE

FACULTY SENATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DISAPPROVED BY THE

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**UNIVERSITY PRESIDENT:**

APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**COMMENTS:**

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Current Catalog Language

# Minors

A minor is a program of study outside the major department requiring at least 12 semester credit hours for completion. All courses in the minor must be taken for a grade except for approved study abroad courses. With the exception of college-approved interdisciplinary minors, each academic department/division designates the specific courses or range of courses required for each minor it offers. Please consult the department description in the catalog for requirements.

Students declaring or changing an academic major and/or minor can declare or request the change prior to the beginning of the term or through the schedule adjustment period to be effective for that term. For a fall or spring semester, the schedule adjustment period is the first week of the semester. For Summer 1, the schedule adjustment period is the first three days of the term. For the remaining summer terms (Intersession, Summer 2, and Summer 3), the schedule adjustment period is the first day of class. Exact dates for each schedule adjustment period are provided in the official academic calendar available at <https://www.marshall.edu/academic-calendar/>. Any declaration or change after the schedule adjustment period becomes effective for the next term of enrollment. Untimely declaration or changing of majors and/or minors may affect financial aid eligibility.

Proposed Catalog Language

# Minors

~~A minor is a program of study outside the major department requiring at least 12 semester credit hours for completion.~~ A minor is earned in a specific subject area of study and requires at least 12 semester credit hours for completion. A student may not earn a minor in a subject area in which he/she is earning a baccalaureate major. All courses in the minor must be taken for a grade except for approved study abroad courses. With the exception of college-approved interdisciplinary minors, each academic department/division designates the specific courses or range of courses required for each minor it offers. Please consult the department description in the catalog for requirements.

Students declaring or changing an academic major and/or minor can declare or request the change prior to the beginning of the term or through the schedule adjustment period to be effective for that term. For a fall or spring semester, the schedule adjustment period is the first week of the semester. For Summer 1, the schedule adjustment period is the first three days of the term. For the remaining summer terms (Intersession, Summer 2, and Summer 3), the schedule adjustment period is the first day of class. Exact dates for each schedule adjustment period are provided in the official academic calendar available at <https://www.marshall.edu/academic-calendar/>. Any declaration or change after the schedule adjustment period becomes effective for the next term of enrollment. Untimely declaration or changing of majors and/or minors may affect financial aid eligibility.