

Idaho State University  
**Academic Standards Council**  
Minutes

Wednesday, April 9, 2008

3:00 PM

Faculty Senate Conference Room  
Rendezvous Building, Room 301

In Attendance: A. Frantz, B. Frantz, Livingston Friedley (Chair), Johnson, Krumwiede,  
Mickelsen, Selvage, Steiner, Swetnam  
Excused: Adkison  
Absent: Rankin, Slack, Wabrek  
Non-voting: Hertz, McKenzie, Wallace (Recording Secretary)

1. **Minutes from February 27, 2008 – deferred**

The minutes will be emailed to the Council members for approval by email vote when they are completed.

2. **Announcements**

a. Alan Frantz – Advisory Council Update

Frantz attended the Faculty Senate Advisory Council in Margaret Johnson's stead on March 31, 2008. He presented a few of the questions from the draft questionnaire about the Early College Program. He reported that the Advisory Council views **quality assurance as the main focus** for this Council in its work on the Early College Program. They also wanted to know how the high school teachers involved felt about the program and whether they were getting adequate support, materials and supervision from the University. The departmental liaisons should be asked whether they are getting what they need as well.

Council members reported a few difficulties experienced by high school teachers and ISU liaisons. There were also problems reported regarding the timeliness of liaison contracts, the lack of adequate time to do the required observations, the amount of pay versus the work required and how travel costs were handled. Alan Frantz mentioned that travel costs were not included in the contracts, though a few members stated the usual travel rules should apply. The Council felt that **the contracts should clearly state how travel costs to Boise and elsewhere would be dealt with.**

3. **Old Business**

a. Laura McKenzie, Registrar –

1) **Technical credit clarification**

McKenzie asked the Council for guidance regarding some transcript issues she has encountered. She had drafted some questions regarding elective technical course credits and the academic renewal policy for the members to review. Johnson asked for clarification about **Item 1.b.** McKenzie replied that there have been two competing ways of interpreting and handling professional/technical credits and she would like the Council to help her decide which method should become the policy to be consistently applied in the future. One way has been for the review committee to lump professional/technical credits taken at other institutions and apply them to an academic

course such as HRD 220 and recording those credits (up to a maximum of 18 credits) as having been completed on the ISU transcript.

Alan Frantz reminded that there were additional credits granted for work experience. The problem is most apparent with the Human Resource Training and Development program because the program requirements allow a large number of nonrelated technical and professional workshop credits to be applied toward an academic Bachelor of Science degree. (McKenzie cited two courses, HRD 210 and HRD 310, that allowed up to 16 credits apiece, for a total of 32 credits on the transcript). This means that a total of up to 58 academic credits could be granted for work experience and professional/technical credits. The question she had was that **if that many professional/technical credits have already been applied toward an academic degree, is the student still allowed to use an additional 8 credits of technical electives toward the academic degree?**

Alan Frantz pointed out that additional technical credits (up to 14) can be applied toward upper division elective credits in the HRTD program as it currently stands. Thus, a student can potentially receive up to 72 credits for professional/technical and work experiences. He said this same issue had been discussed a few years ago and at the time it had been decided that the Council sets university-wide policies, and should not delve into program-specific policies. It was enough at that time to tighten the language in the catalog and revisit the issue again in the future, as is happening now.

Since there is no written policy that states otherwise, McKenzie has requested additional documentation before granting the 14 additional upper division credits, thereby limiting transcripts to **a maximum of 58 non-academic credits** applied toward an academic program (26 technical credits from HRD 220 and the 8 elective credits under discussion, plus 32 work experience/competency based credits in HRD 210 and HRD 310). The Council agreed this was a sensible decision and wise practice. Alan Frantz suggested rewriting the policy's language again to clarify the interpretation and ensure consistent application in the future.

Alan Frantz pointed out that **Item 1.a.** regarding when to apply the technical credits to the transcript is a problem because the credits are often used to pad transcripts for financial aid or athletic purposes. On the other hand, once the student has taken the class, he has earned the credits.

**McKenzie and Alan Frantz will draft some clarifying language to address these issues.**

## 2) Academic renewal clarification

There was some ambiguity as to whether a distinction should be made between technical credits and academic credits when granting academic renewal to returning students. McKenzie has been getting conflicting information from proponents on both sides of the issue and would like guidance from the Council as to whether she should allow technical credits to be applied toward academic programs and vice versa. After some discussion, the Council members felt that since academic renewal is granted only once and students have to do well in their chosen program, **no harm would be done by leaving the policy as it is and not distinguishing between technical and academic credits in this particular circumstance.**

b. Steve Adkison – draft questionnaire for Departments and Faculty regarding ECP/CEP  
*Adkison was delayed in another meeting – this item was deferred until next time.*

c. JoAnn Hertz – ECP/CEP Student Participation questionnaire

The revised questionnaire incorporated the suggestions made by the Council last time. No further discussion or comments were made.

**ACTION:** The Council informally deemed the questionnaire completed and agreed to **forward it as written to the Faculty Senate** for their consideration and approval.

d. Alan Frantz – Academic Policies/Curriculum Statement:

Livingston Friedley questioned whether the proposed statements should be part of the Manual of Administrative Policies and Procedures (MAPP) or simply added to the front of the undergraduate catalogue. Frantz felt it would be more effective to add a statement to the catalog now so it can be easily found and referenced. The Council felt the shorter statement of the two was more to the point and less cumbersome. If additional information is needed about the curriculum approval process it can be added later. McKenzie pointed out that the new ERP computer system will change some of the particulars so it would be better not to be too specific about the process. The shorter statement read:

**Academic Policies**

Academic Policies fall under the purview of the university faculty. As such, all catalog entries and changes regarding academic policies in this section entitled *Academic Information* must be approved by a) the Academic Standards Council, b) the Faculty Senate, then c) the appropriate administrative levels prior to publication and enforcement.

**ACTION:** Alan Frantz moved to **approve Item 1) Academic Policies statement as written above to be added to the General Information section** on page 25 of the Undergraduate catalog. Seconded by Johnson. **Passed** unanimously.

e. Dan Selvage/Bonnie Frantz- Scholastic Appeals Board procedural changes  
*not discussed – this item was deferred until the next meeting.*

The next meeting is scheduled for **3:00 p.m. Wednesday, April 30, 2008.**

**6. Adjournment:** 4:03 p.m.

Respectfully submitted,

Catherine Wallace  
Administrative Assistant 1  
Faculty Senate Office

Approved by Academic Standards Council: September 10, 2008  
Accepted by Faculty Senate: September 15, 2008