

Announcements
Due to the fact that Georgia State University had a remarkable enrollment year, there will be a reception for the Admissions Staff from the Associate Provost and the Faculty on Admissions and Standards on Friday, September 14, 2001 at 3:00 in the Rialto Theater Lobby. George asked that faculty please mark their calendars and to please try to attend. President Carl Patton will attend.

The next Admissions and Standards meeting will be November 8 at 2:30.

George needs two faculty to serve on the Scholarship Committee.

Approval of minutes of April 23, 2001.
The minutes of the April 23, 2001 meeting were approved as distributed.

Enrollment and Admissions Update
Bill Fritz and Diane Weber presented the New Student Enrollment Report and an overview of the enrollment for Fall 2001. This was the largest enrollment ever with the largest freshman and transfer enrollment. Bill Fritz noted that diversity remains stable even with increasing standards.

Diane reported a 10% increase in applications and SAT scores increase by 17 points. She indicated the Admissions staff processing speed had increased dramatically and they had more applications and accepted students earlier.

Banner Update
An update on Banner was provided by Bill Fritz and Cherise Peters. Bill presented information he is disseminating widely across campus. There are enough changes for Fall 2002 to be broader than Banner, a single proprietary software. The vision for the campus is to have the best implementation ever and leadership development. As leader of the project, Bill indicated decisions would be based on student friendly, faculty friendly, staff friendly and not harming credit hours.

Two additional teams have been formed, the Student Perspective and the Faculty Perspective. Nominations to be on teams should be sent to Kurt Keppler or George Rainbolt.

The issues the Implementation Team are dealing with widely across campus include the possibility of eliminating the current printed schedule and having a Print on demand version and developing a GoSOLAR Handbook for Fall 02:Guide to on-line Services which would include:

- A Student Quick Start Guide
- A Handbook for Students
- Custom Printed Schedule of Classes
- Print-on-Demand Schedule of Classes
- A Faculty Quick Start Guide
- Faculty Handbook
The Faculty Perspective Team will take the charge for developing the information in the Faculty Quick Study and Handbooks.

A presentation of Banner will be available in November. Also, there is a link on the GoSolar Web page (http://www.gsu.edu/~wwwban/resources.html) that has screen shots to see what Banner looks like.

**Motion to limit students on warning to 13 hours**
This item was tabled pending further data.

**Motion on Transfer of Credit for Degrees Previously Awarded**
The motion on transfer of credit for degrees previously awarded was approved. This motion clarifies and codifies current practice and supercedes other university level policies.

For those students seeking a baccalaureate degree, transfer credit for degrees previously awarded by other institutions will be granted as follows:

1. Students who hold
   -- a baccalaureate from a regionally accredited institution of higher education in the United States, or
   -- the equivalent of a baccalaureate from a regionally accredited institution of higher education in the United States (as certified by GSU or a GSU-approved agency such as Silny), or
   -- an associate's degree designed to transfer to a baccalaureate program from a USG institution will be granted credit for all of Areas A-E of the core and the Regents' Test.

2. However, there are two exceptions to the policy stated in 1.
   Students seeking a baccalaureate degree in Biology, Chemistry, Computer Science, Geology, Mathematics, Physics, Science Education or Math Education who do not hold a baccalaureate degree in one of these fields will only be granted credit for all of Areas B, C, and E. They will be granted credit in Areas A and D on a course-by-course basis. Students seeking Bachelor of Science in Nursing will only be granted credit for all of Areas A, B, C and E. They will be granted credit in Area D on a course-by-course basis.

3. Students who hold any other associate's degree, such as an associate's degree from a non-USG institution or an associate's degree not designed to transfer to a baccalaureate program will be granted transfer credit on a course-by-course basis.

Discussions at the next Advisor's meeting will include how to implement this new policy and reviewing of the Catalog statement to make sure the policy is articulated. Tim and George will get together to develop a list of policies this policy will supercede.

**Motion on Declaring Majors**
The motion on declaring majors was approved as amended. This policy seeks to set provide a natural point for students to declare their major—during the sophomore year. Also, in order to improve retention, it is appropriate that students get advisement when they declare or change majors.

All students must declare a **degree and major by the time** they earn 60* hours. Students who transfer to GSU with more than 60 hours must declare a major before registering for their second semester at GSU. Students are encouraged to wait until they have 30 hours before declaring a major. Colleges and departments may require students to declare a major earlier than indicated in 1 and 2. To declare or change a major, students must consult with the official who advises majors in the department in which they wish to major. This motion shall become effective when the Banner module necessary to enforce it comes on line. This policy will be enforced by placing a hold on a student's registrations. The Director of the Student Advisement Center is authorized to grant exemptions to this policy.

Since the Admissions Office accept students at whatever major students indicate, possibly the Admissions application...
will need to be change to reflect accepted as an undergraduate student. The application form will need to be design to capture accurate information.

*The policy will start at 60 hours to see how it goes, if needed it can be moved back to 42 hours.

Motion on Clustered Final Examinations
The motion on clustered final examinations as recommended by the University Senate was approved with another minor revision. Also, a recommendation will be made to the EMG that there be a policy requiring information to be on syllabi be consolidated on a website.
The policy on final examinations shall be revised as follows:

A student shall not be required to take more than two examinations within one 24-hour period during the published final examination period. More than two examinations within 24 hours are referred to as clustered examinations. A student is considered to have an inappropriate clustering of final examinations when more than two examinations fall within 24 hours (for example, examinations at 8:30 a.m., 11:30 a.m., and 6 p.m. on the same day, or examinations at 6 p.m. on one day, and at 8:30 a.m. and 2:30 p.m. on the following day); the student is not considered to have an inappropriate clustering of examinations if the third examination in sequence begins at the same time on the subsequent day as the first examination (for example, 6 p.m. on one day, and 2:30 p.m. and 6 p.m. on the following day). Students who have three or more clustered examinations may request of one professor that the examination be rescheduled according to the following procedure:
If a final examination was rescheduled and thereby created a "cluster," the instructor of the rescheduled examination will provide a special administration for the adversely affected student.
If one or more of the clustered examinations is a "common examination" with an established conflict resolution time, the student will request to resolve the conflict by taking one of the common examinations in the conflict resolution time. If two or more of the examinations are "common examinations" the student may choose which "common examination(s)" is to be rescheduled.
If one of the clustered examinations is not a common examination or the result of rescheduling, the instructor of the middle examination(s) will provide a special administration for the adversely affected student.

Students must inform the instructor, in writing and at least 14 days before the beginning of the final exam period, that a clustered examination situation exists with respect to that instructor's course and that the student will need to take the final examination as a special administration. If a student fails to inform the instructor, in writing and at least 14 days before the beginning of the final exam period before the mid-point of the session, the instructor is not required to provide a special administration of the final examination.

Once a student has taken an examination, he or she cannot request a reexamination on the basis of this policy.

Revised BBA Curriculum and College Residency Requirements
The Committee approved the Robinson College of Business' request to count Math 1070 toward the minimum university and college upper division residency requirements in those instances where a student would be required to take additional hours to satisfy the upper division residency requirement due to a program change. The Robinson College of Business has revised the BBA curriculum effective fall 2001 to replace an upper-level required class (DSc 3100) with Math 1070.

CLEP Changes and Recommendations for New Scoring Policy
The Committee approved the recommendation from the Testing Office that for policy in setting credit-granting cut scores, GSU adopt the American Council on Education (ACE) recommended computer score of 50* across all subject exams allowed for credit. Based on the composition of the new norm group, the recommendation would disallow any plans for continuing to use percentile scores for determining cut scores. The new norm group is comprised of a higher level of students and does not represent a full academic range of students as reflected in past norm groups for this exam program.

ACE now recommends granting credit for computer scores of 50 or above for all subject exams (50 is a scale score).
According to the College Board, "The score of 50 does not represent a percentile; this score is equivalent to a mean C in the corresponding course." (Note: percentile information will be available to students, but will not be printed on the examinees' individual score reports.) In the past, GSU has used a 50th percentile or above as the required credit-granting score. The 50th percentile was somewhat close to, although not exactly in line with, the former credit-granting scores recommended by ACE (the actual percentile scores varied by test).

*Recommended cut off scores for foreign language exams will vary by subject and level (French 50/52 for 6/12 hours; German 50/63 for 6/12 hours; and Spanish 50/54 for 6/12 hours). Departments should send proposals to Admissions and Standards that would like higher standards. Gretchen will email George a list of departments with higher standards than recommended and George will ask them to review the new policy.

**Special Procedures for International Students, Students with non-U.S. Academic Credentials and Students Who Are Non-native Speakers of English**

The Committee reviewed the motion on Special Procedures for International Students, Students with non-U.S. Academic Credentials and Students Who Are Non-native Speakers of English and decided to send back to the subcommittee.

This motion attempted to clearly defines the three different things that have previously been designated with the term "international student"; clarify the issue of confusing and contradictory statements of policy in the Catalog and on the web and repeals all the contradictory policies; and clarify and codify existing policies and practices.

Dave Bledsoe will write up special rules for Financial Aid. The Committee should share this material with others in their office and provide feedback to George.

**Motion on Taking the Same Course Twice in One Semester**

The Committee approved the motion on taking the same course twice in one session as amended. This is not a change in practice but merely a codification of existing practice.

Unless approved by the Department Chair, a student may only register for one section of a given course in a given session.

Charles will investigate the Regents definition of cumulative GPA. If the Regents allow changing the way the GPA is calculated, it will be determined by EMG.