Present: Carolyn Alexander  Dave Bledsoe  Becky Cain
Joan Carson  David Cheshier  Sue Fagan
Paul Farnham  Gerald Gay  Jan Hudgins
Jennifer Johnson  Colleen Joyce  Patricia Ketsche
Jean Miller  Siva Nathan  Cherise Peters
George Rainbolt  Timothy Renick  Hazel Scott  Rebecca Stout
German Torres  Diane Weber  Sara Weigle  Tim Woltering
Gretchen Young  Mary Zeigler

Absent: Brenda Blackwell  Greg Brack  Janet Burns
Nick Demos  Carol Cohen  Bill Fritz
Johannes Hattingh  John Kesner  Edward Miles
Cornell Stephens  Matthew Sugarman

Minutes of meeting of November 10, 2004 - APPROVED
The minutes of the November 10, 2004 meeting were approved. A suggestion was to make the format the minutes for better clarity.

Motion to Modify the General Admissions Policy -- APPROVED
The motion to modify the admission requirements was approved by the Committee.

1115 General Admission Policy
Georgia State University welcomes applications from all qualified students regardless of race, sex, religion, disability, or cultural background. Admission is based on a number of factors depending upon level of entry and previous educational experience. Admission into and placement within Georgia State University will be determined by the Office of Undergraduate Admissions using the criteria approved by the University Senate. Applicants who have been educated outside the United States should consult Section 1165. The admission requirements have been developed in accordance with the rules and regulations of the Board of Regents of the University System of Georgia and have evolved from studies of student performance at Georgia State University. These studies have identified factors and criteria that indicate a reasonable chance of successful completion of academic work at Georgia State University. Admission decisions are based on a previous record of satisfactory academic performance, test scores, personal qualities and circumstances, character and good conduct.

Admission is a selective process and meeting minimums will not necessarily guarantee acceptance. Priority in admission is given to legal residents of the State of Georgia.

Approval for admission is valid only for the term specified at the time of acceptance and does not imply that approval will be granted for a term not specified. Students wishing to be considered for a subsequent term during an academic year (the academic year begins with the fall semester and ends with the following summer semester) must submit a reactivation form and any required credentials by the application deadline date for that particular term. Students wishing to be considered for a term in another academic year must submit a new application, application fee, and new credentials. A student has the right to appeal the admission decision as provided in the bylaws of the Board of Regents.
Any changes in a student's record prior to enrollment will necessitate a new review of the application. Any omissions or misrepresentations on a student's application for admission will automatically invalidate consideration by, acceptance to and continuation at Georgia State University. If an applicant (a) is ineligible to enroll at any previously attended institution, (b) is on probation, suspension, exclusion, or any other standing indicating either an academic or a conduct deficiency at any previously attended institution, (c) has been found in violation of the academic or non-academic code of conduct at any previously attended institution, or (d) has been convicted for violation of a federal, state or municipal law, regulation or ordinance (other than minor traffic violations), then the applicant's case will be reviewed to insure that the applicant meets the satisfactory academic performance, good character, and good conduct requirements noted above. After a letter of acceptance has been issued, if information comes to light that shows that an applicant did not meet all admission requirements, the applicant's offer of admission will be withdrawn. If this information comes to light after the student has enrolled, the applicant's enrollment at Georgia State University will be terminated and earned credit may be revoked.

1125.30 Transfer Admission Requirements

A. Have a minimum cumulative 2.5 grade point average in college-level courses (excluding developmental/remedial) from all accredited institutions attended.
B. Be eligible to re-enroll at the last institution attended.
C. Have completed all college preparatory curriculum and learning support coursework required by any unit of the University System of Georgia (USG).
D. In addition, completion of fewer than 30 semester hours or 45 quarter hours of college-level academic coursework attempted at one or more regionally accredited institutions requires meeting all freshman admission requirements (see Section 1120.30).

Rationale:
This motion responds to two events. First, in a recent case, another institution may have failed to properly record a serious conduct deficiency on a student's record. The institution may have merely revoked the student's right to re-enroll. Second, many institutions have ceased to use the term "good standing." This policy sets up a system by which certain responses to questions by the applicant trigger further review.

Recommended changes in Wording of the Admissions Application (This material is not part of the Senate policy because the Senate should not pass policies at this level of detail.)
- Are you ineligible to enroll at any previously attended institution? Yes* No
- Have you ever been placed on any probation, suspension, exclusion or any other standing indicating either an academic or a conduct deficiency at any previously attended institution? Yes* No
- Have you ever been found in violation of the academic or non-academic code of conduct at any previously attended institution? Yes* No
- Have you ever been convicted for violation of a federal, state or municipal law, regulation or ordinance other than minor traffic violations? Yes* No
- *If yes to any question, attach an explanation with dates, circumstances, etc.

Modify the Membership of the Admissions Appeals Committee - APPROVED
The motion to modify the membership of the Admissions Appeals Committee was approved to bring the policy in line with practice.

An applicant who is denied admission to Georgia State University has, according to Board of Regents Policy, a right to appeal this decision. The following will be the procedure for the consideration of such appeals.
1. The Chair of Admissions and Standards will appoint an Admissions Appeals Subcommittee composed of two faculty members. *If the matter under appeal concerns a conduct violation at a previous institution, the Dean of Students (or designee) will serve as a non-voting member of the committee.*

[The reminder of this policy is unaffected by this motion.]

**Rationale:**
The policy of a new Admissions Appeal Committee every turn was ineffective and has been abandon. The current practice is for members to be appointed yearly with a priority on continuity of membership as membership changes. The Admissions Appeals Committee lacks information on the conduct policies of other institutions and the legal ramifications of admitting students with conduct violations. Thus it makes sense to have a representative of the Dean of Students Office present when such matters are considered.

**Motion on Major Declaration – APPROVED**

The Committee approved the motion on Declaration of Major as amended during discussion.

**Effective Fall 2005**

All students must declare a degree and major before they earn 42 hours. Students who transfer to GSU with more than 42 hours must declare a degree and major before registering for their second semester at GSU. *Students are encouraged to declare a major as early as possible. This is especially true for students following a track in natural sciences, health sciences, or mathematics.* To declare or change a degree or major, students must consult with the official who advises majors in the department in which they wish to major.

Colleges and departments may require students to declare a degree and major earlier than indicated above. 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.

**Rationale:**

Area F (courses appropriate to the major) begins at 42 hours so this is a natural point to require students to choose a major. Requiring students to declare a major before that point does not seem wise because students change their minds frequently in their freshman year and the core curriculum does not require students to make any decision about a major before 42 hours. However, students who wish to follows certain science majors (e.g., chemistry, physical therapy, etc.) do have to take certain courses in Area D. The application for admission should be modified to state: "Math and science core requirements are different for the following majors: Biology, Chemistry, Computer Science, Geology, Mathematics, Physics, Science and Math Education, Nursing, Nutrition, Respiratory Therapy. Students considering one of these majors should declare a major at the time of application."

At Diane Weber's suggestion due to the limitation the Undergraduate Admission's Application, instead of adding the note pertaining to Math and science core to the application, the statement should be included in the Admission's section in the Catalog or brochure.

**Motion to Modify Regent’s Writing Skills Requirement - APPROVED**

The Committee approved the motion modifying the Regent’s Requirements Policy.

**Effective Summer 2005, student who have**
SAT-I Verbal score of 530 and above for students who earn an "A" in English 1101
SAT-I Verbal exemption score of 590 and above for students who earn a "B" in English 1101

ACT English exemption score 23 and above for students who earn an "A" in English 1101
ACT English exemption score 26 and above for students who earn a "B" in English 1101
will be granted credit for RGTE 0199, Regents Writing Skills. These students will show RGTE 0199 on their transcripts with a grade of K.

Rationale:
In December of 2004, the DOR announced that USG institutions may give credit for RGTE 0199 to students who have meet the requirements indicated above. GSU should offer this opportunity to its students.

Motion re Statutes and Bylaws – APPROVED AS AMENDED

The Committee approved the recommended changes to Admissions and Standards Bylaws and Answers to Questions Posed by Statues and Bylaws as amended during the discussion.

Section 5. Committee on Admissions and Standards.
A. The Committee on Admissions and Standards shall be composed of the Provost and Vice President for Academic Affairs or his designee; the Vice President for Student Services; the Director of Admissions; the Registrar; the Dean of Students; Director of Financial Aid; and Director of the Student Advisement Center; one staff senator; one student who is a member of the Senate; and at least eighteen (18) faculty members, as follows: three (3) members each from the College of Arts and Sciences, the J. Mack Robinson College of Business, and the College of Education; one (1) member each from the College of Health and Human Sciences, and the Andrew Young School of Policy Studies, with additional faculty members elected at large.

B. The committee shall review and recommend to the Provost and Vice President for Academic Affairs and to the University Senate (1) changes in requirements and standards for admission to the university’s undergraduate degree programs, (2) changes in requirements and standards for undergraduate graduation; (3) changes in undergraduate academic regulations; (4) changes in the requirements concerning undergraduate grades and the undergraduate grading system, petitions for deviations from the requirements and standards just listed, (6) policies regarding enrollment management, and (7) academic calendar.

C. The committee shall elect a chair within ten (10) working days after the election of a new committee.

Motion re Statutes and Bylaws (A recommendation to Statutes and Bylaws)

Rationale and Responses to Questions raised by S&B committee (9/22/04)

Section A:
S&B: Since the Provost is chair of Enrollment Management (a subcommittee of A&S) shouldn’t he still be on this committee. Do you want to specify Assoc Provost for Academic Programs or more generally and administrator appointed by the Provost, since there are times when there has not been an Assoc Provost for US?

Ad&St: The Provost has attended one meeting of Ad & St in the last 6 years. He always
sends the Associate Provost for Academic Programs in his place. We recommend that the language be changed to "Provost and Vice President for Academic Affairs or his designee." That would make policy and practice consistent. The Provost is chair of EMC because the Chair of Ad & St has historically appointed him chair. But that is not a requirement of the Senate policy which created the EMC. (See http://www.nc.gsu.edu/~wwwphl/adandst/2001pol.html note that a subsequent Senate policy revised the membership of the EMC. See http://www.nc.gsu.edu/~wwwphl/adandst/EMC2.html ) Chairs of Senate committees can appoint people to subcommittees (and select them to be chair) even if those individuals are not on the committee. Non-members of Ad & St often chair Ad & St subcommittees. There are currently two other Ad & St subcommittees chaired by a faculty members not on Ad & St. (Admissions Appeals and Academic Honesty) This is appropriate when a faculty member has a special expertise. Because Ad & St has only undergraduate functions and the College of Law has no undergraduate program, it does not seem necessary to have a member from the College of Law. The Law senator rarely attends.

S&B: Staff additions have been made nonvoting members, consistent with S&B principles for committee formation.

Ad&St: Admissions and Standards have a history of staff voting. We feel that a strength of the GSU Senate is that it is University Senate, not a Faculty Senate. Voting rights provide a motivation for staff to attend meetings encourages staff to contribute to the discussion and records staff opinions in the official minutes. Making staff non-voting members sends a message that staff opinions do not count and that is a message we do not think the Senate should send. Therefore, we urge that staff members have voting rights on all committees which have staff. We feel that a balance of staff to at least 18 faculty shows appropriate deference to faculty and appropriate validation of the important role of the staff.

Section B:
S&B: We suggest the following:
The duties of this committee shall include responsibility for reviewing the standards of the Southern Association of Colleges and Schools and of other relevant accrediting agencies; for reviewing the curriculum in comparison with requirements in other institutions of the Southern Association; for reviewing the standing of the University in the educational world.

S&B rationale: Admissions and Standards does not do SACS etc.

Ad&St: Ad & St agrees with this suggestion. (APACE does) We think it would be clearer to simply remove this section.

Section C:
S&B: We would like the committee to carefully review these duties because they do not seem consistent with our understanding of the activities of this committee. Please revise duties to accurately reflect A&S activities. For example, some of the questions we had:
What is the relationship between Ad &St and enrollment management committee?

Ad&St: EMC is a subcommittee of Ad & St created by the Senate policies noted above.

S&B: What does Ad & St do in regard to graduate education?
Ad&St: Ad & St focuses exclusively on undergraduate education. We believe that consideration of undergraduate matters is enough work for one committee. However, there are important issues regarding graduate education which have no obvious home in any current Senate committee. We recommend the creation of a new Graduate Studies Committee whose charge would be something like: review and recommend to the Provost and Vice President for Academic Affairs and to the University Senate (1) changes in requirements and standards for admission to the university's graduate degree programs; (2) changes in requirements and standards for graduate graduation; (3) changes in graduate academic regulations; (4) changes in the requirements concerning graduate grades and the graduate grading system; (5) petitions for deviations from the requirements and standards just listed; and (6) policies regarding enrollment management.

To ensure good cooperation, the chair of Graduate Studies should probably appoint a member of the new committee to be on Ad&St and the chair of Ad&St should appoint a member of Ad&St to be on Graduate Studies. The chair of Graduate Studies should also have a seat on the EMC. It is hard to know how to write this into duties, but Ad&St feels that a new Grad Studies Committee should not pass rules which are as detailed as Ad&St passes with regard to undergraduate matters. Disciplinary differences and independence are greater at the graduate level. Perhaps this issue is best left to the trust of the Senate as a whole. If the Grad Studies Committee passed a policy which did not reflect proper respect for the independence of graduate education, the Senate could reject it.

S&B: What does Ad & St do in regard to quality of instruction and instructor load? Ad&St: Ad & St is not involved in these two matters. We recommend that quality of instruction be transferred to APACE and that instructor load be transferred to Faculty Affairs.

Ad&St: Ad & St focuses exclusively on undergraduate education. We believe that consideration of undergraduate matters is enough work for one committee. However, there are important issues regarding graduate education which have no obvious home in any current Senate committee. We recommend that S&B examine the issue of whether there should be a Senate committee whose duties would be somewhat parallel to those of Admissions and Standards but focused on graduate education.

S&B: Why does committee review student appeals? Should this be a duty?

Ad&St: The answer is lost in the mists of time. Ad & St has done this at least since 1995 and probably well before that. Some committee clearly must review student petitions and the Ad & St process is working well. These duties were formally assigned to Ad & St by two Senate polices. See http://www.nc.gsu.edu/~wwphl/Adandst/appeals.html and http://www.nc.gsu.edu/~wwphl/Adandst/Petition2.html. We recommend adding this to the formal duties of Ad & St so that this matter is clear. In a similar spirit, we recommend the addition of new duty number (3) above. Ad & St is heavily involved in this matter so it seems good to explicitly note this in the list of duties.

Discussion of the Academic Honesty Policy – TABLED
Discussion on the Academic Honesty Policy was tabled until the next meeting when the Chair of the Academic Dishonesty Subcommittee could be available to present his point of view.

Recorded by:
Wanda F. Taylor
Associate Provost Office
November 18, 2004

To: George Rainbolt, Chair
   Admissions and Standards

From: Carol Winkler

Re: Request for Raising GPA to 2.5 for 3000/4000 level journalism and film classes

I am writing to provide additional data to support the Department of Communication request to have the GPA for 3000/4000 journalism and film classes to 2.5. The request from Communication comes in response to the program review process. The departmental self-study, the external reviewers, the Senate APACE committee, the chair, the dean and the provost were all in agreement that raising the GPA for film/video and journalism was warranted. The statement from the Provost action plan reads, "even the large number of majors and masters level students, the department should move rapidly to raise the minimum GPA required by students to take upper level courses in journalism and film/video. The attached is further support for making that move. I appreciate the additional consideration by the committee."
Growth in Demand for Courses in the Majors

From semester conversion (fall 1998) to fall 2004, Georgia State experienced a 27% increase in the number of active undergraduates. The growth in active journalism majors, by contrast, has been 88% over the same period; active film majors have increased by 45%. The sharp increase in both journalism and film/video occurred despite the implementation of a 2.2 GPA requirement to take 3000/4000 level courses in 2000. The previous GPA requirement only decreased 3 journalism majors and one film/video major.

** Statware, Screen 0050.

** Statware, Screen 0050.
Growth in Demand for Credit Hours
In Journalism and Film/Video

From semester conversion (fall 1998) to fall of 2004, Georgia State experienced a 35% in undergraduate credit hours. By contrast, the growth in undergraduate journalism credit hours was 104% and the growth in undergraduate film/video credit hours was 67%.

** Statware, Screen 3020.
Lowest Ratio of Tenure Track Faculty to Undergraduate Majors
University-Wide

In the fall of 2004, the average ratio of tenure-track faculty to undergraduate majors was 1:32 for the more than fifty undergraduate programs offered. The tenure track faculty in journalism had the second highest ratio in the university; the tenure track faculty in film/video had the sixth highest ratio.

| 1. Early Childhood Development | 1:117 |
| 2. Journalism                 | 1:93  |
| 3. Nursing                    | 1:92  |
| 4. Management                 | 1:74  |
| 5. Accountancy                | 1:64  |
| 6. Film/Video                 | 1:59  |

** Number of tenure track faculty taken from Institutional Research, contact Hours and SCHs per TT faculty by Department. The tenure track faculty in the college of law were not included given that their college has no undergraduate majors. For Film/Video (8) and Journalism faculty (9) were extracted from Communication total of 24 (the remainder of the tenure track faculty serve theatre and speech majors). Number of Undergraduate Majors from Fall 2004 numbers (Statware, Screen 0050).
Samples of Proposal Communication to Students

To: All Film/Video Majors

From: Carol Winkler, Chair
    Department of Communication

Re: Minimum GPA requirement for 3000/4000 Film courses

Beginning in the fall semester of 2005, all 3000 and 4000 level film/video courses will require students to have an overall 2.5 grade point average (GPA) prior to enrollment. The GoSolar registration system will block access of all students that do not meet the minimum GPA requirement, either through normal registration or through overflows requests.

The student GPA will be the university calculation at the moment that the student attempts to register. The system will not round up the student GPA (e.g. students with a 2.49 GPA will need to raise their overall average to be eligible for upper level film/video courses).

We appreciate that this change may create hardships for students who have already begun to take their upper level film/video courses. To ease the transition as much as possible, we will implement the policy as follows:

Students with more than 15 semester hours in film/video at the 3000/4000 level will have the 2.5 minimum GPA requirement waived. Working with the University prior to Phase I registration, the department will remove all GPA holds for students who have already completed six or seven upper level courses and allow them to complete their remaining courses for the film/video major.

Students with 15 semester hours in film/video at the 3000/4000 level will have the 2.5 minimum GPA requirement enforced and will be awarded a minor in film/video. Departmental requirements for a minor in film/video require 15 hours of upper level film/video coursework. If students wish to pursue the film/video major, they should take courses outside of the film/video area until their GPA improves to a 2.5 or higher. At that point, they will again be authorized to take film/video courses.

Students with fewer than 15 semester hours in film/video at the 3000/4000 level will have the 2.5 minimum GPA requirement enforced and can count their courses for credit as upper level electives. If students wish to pursue the film/video major or minor, they should take courses outside of film/video until their GPA improves to a 2.5 or higher. At that point, they will again be authorized to take film/video courses.

We appreciate your patience as we work to implement the new system. It is our hope that with the new requirement in place, we will be able to more effectively serve the students in our program.
To: All Journalism Majors

From: Carol Winkler, Chair
Department of Communication

Re: Minimum GPA requirement for 3000/4000 Film courses

Beginning in the fall semester of 2005, all 3000 and 4000 level journalism courses (with the exception of Jour 3500) will require students to have an overall 2.5 grade point average (GPA) prior to enrollment. The GoSolar registration system will block access of all students that do not meet the minimum GPA requirement, either through normal registration or through overflows requests.

The student GPA will be the university calculation at the moment that the student attempts to register. The system will not round up the student GPA (e.g. students with a 2.49 GPA will need to raise their overall average to be eligible for upper level journalism courses).

We appreciate that this change may create hardships for students who have already begun to take their upper level journalism courses. To ease the transition as much as possible, we will implement the policy as follows:

Students with more than 15 semester hours in journalism at the 3000/4000 level will have the 2.5 minimum GPA requirement waived. Working with the University prior to Phase I registration, the department will remove all GPA holds for students who have already completed six or seven upper level courses and allow them to complete their remaining courses for the journalism major.

Students with 15 semester hours in film/video at the 3000/4000 level will have the 2.5 minimum GPA requirement enforced and will be awarded a minor in journalism. Departmental requirements for a minor in journalism require 15 hours of upper level journalism coursework. If students wish to pursue the journalism major, they should take courses outside of the journalism area until their GPA improves to a 2.5 or higher. At that point, they will again be authorized to take journalism courses.

Students with fewer than 15 semester hours in journalism at the 3000/4000 level will have the 2.5 minimum GPA requirement enforced and can count their courses for credit as upper level electives. If students wish to pursue the journalism major or minor, they should take courses outside of journalism until their GPA improves to a 2.5 or higher. At that point, they will again be authorized to take journalism courses.

We appreciate your patience as we work to implement the new system. It is our hope that with the new requirement in place, we will be able to more effectively serve the students in our program.
Motion on GPA Restrictions for 3000 and 4000 Level Courses

A. All units would like to increase the quality of their students. But GSU cannot raise the GPA requirements for all units. When one unit raises its GPA requirements to increase the quality of its students, this necessarily causes the lower quality students to move to other units. Therefore, GPA restrictions should not be approved on the basis of a unit's desire for higher quality students. They should be justified solely on either capacity grounds or by accreditation requirements.

B. Capacity refers to the ability of a unit to provide space to all those students who desire to take a course(s). It is to be expected that students may not be able to take a course at precisely the time the student desires or may have to wait a semester or two to take a course. But demand for a course(s) may be such that a large number of students cannot take the course(s) with a reasonable number of semesters. There are many reasons that a unit may reach capacity. Perhaps the most common reason is a shortage of qualified faculty. But there are other capacity constraints. For example, a particular course(s) may require use of specific facilities (labs, studios, etc.) and there may be more students who desire to take a course than those facilities can accommodate. There may be other capacity constraints not specifically mentioned in this motion.

C. It is rare that all prefixes within a unit have the same capacity/accreditation circumstances. For example, both Thea and Jour are prefixes within the Department of Communications but they have very different capacity/accreditation situations. Therefore, GPA restrictions should be justified at the prefix level. If a department, college or other unit wishes to have a GPA restriction on all prefixes within the unit, the unit needs to show that there is a capacity or an accreditation justification for each prefix.

D. Capacity and demand will change over time. Therefore, there needs to be a process for the periodic review of GPA restrictions. The natural time for this review to occur is as part of the academic program review process. Therefore, when any unit which has a prefix with a GPA restriction on it goes through academic program review, the Upper-Division Admissions Committee will review the unit's GPA restrictions and, if necessary, make recommendations to the Senate as to whether those restrictions should be raised or lowered. Of course, units may still use the regular process and seek a GPA restriction even if they are not going through program review.

E. Because an increase in GPA in one unit may affect another unit, a set of units may wish to have a common GPA restriction. In this case, the GPA restriction will be reviewed during the academic program review of the unit which comes up first in the program review cycle.

Approved by UDAC, 4 yea, 2 nay
March 2, 2005