I. Minutes: December 3rd meeting minutes approved with minor changes

II. Allowing Students to Change Bulletins

A. Three colleges are changing bulletins to 120 credits effective Fall 2015: Arts and Sciences, Communication, and Professional Studies.

B. Update from Gary Meyer from CAPS and Provost Academic Planning Team: Both groups were supportive of allowing students to change bulletins. Feedback from MUSG has not been received which identifies the need to facilitate MUSG representation at UBUS meetings.

C. Discussion of logistics for changing bulletins focused on three main issues: timeframe in which students will be allowed to change, which students will be allowed to change bulletins, and resources/processes needed to accommodate students opting to change.

   i. Timeframe Issues
      a. Consensus was a defined timeframe was needed to ensure clarity for students and to limit burden on both the registrar and departments

   ii. Student Eligibility (i.e. which students will be allowed to change bulletins)
      a. Different options were discussed including
         i. Limiting to only 2014 and 2015 incoming classes
         ii. Only freshman through junior level students
         iii. All students except those graduating in December 2015
         iv. Concerns were voiced regarding students changing bulletins that would not need to take any additional courses following the change (i.e. students planning on registering in August 2015, they change bulletins, all requirements are fulfilled, and they would no longer be actively enrolled the semester in which they graduate)
         v. The question arose of how many December graduates/potential graduates would be eligible to change bulletins. Per Susanne Foster, there are approximately 60 December graduates that may be eligible within the College of Arts and Sciences. Additionally, the college plans to run an audit to identify students that may be close to December graduation if they adopt the new bulletin.
         vi. Consensus reached that all actively enrolled students would be eligible to change bulletins

   iii. Process and Resources
      a. Susanne Foster gave an update on the College of Arts & Sciences plans
         i. Based on reports from registrar, the college plans to reach out to students that would be potential December graduates under the new bulletin
ii. Students will be required to meet with an advisor to discuss impact of changing bulletins prior to submitting request

iii. The request change of bulletin form will have three signature lines: student, advisor, and college office

iv. The College of Arts and Sciences anticipates providing training to designated advisors and training additional workers/students to help with the process

b. Impact on student financial aid
   i. Committee members expressed concerns that students will not check on the potential impact on their financial aid should credits/semester decrease upon adoption of the new bulletin
   ii. Potential impact to financial aid status needs to be clearly addressed in meeting with advisor and/or on request form

c. Communication to Students: How should the option to change bulletins be communicated to students and by whom?
   i. One potential venue would be to mention option to students during advising Spring Semester 2015; this may be early given that the bulletins will not be available until summer
   ii. Should messages come from the Colleges, the Provosts office, or both?
   iii. Representatives from the Colleges adopting new bulletins and the Registrar will meet to discuss best format/method of communication to students.

D. The following recommendations for student eligibility and timeframe were developed and approved by the committee. Gary Meyer will bring recommendations to the Provost Academic Planning Team.

- All actively enrolled students are eligible to change to new 2015 bulletins
- Students must declare their intent to change to the new bulletin by completing and submitting the bulletin change form to their college office during the Fall semester of 2015
- Students graduating in December 2015 that wish to change bulletins must declare their intent by completing and submitting the bulletin change form to their college office by Friday of the first week of class Fall Semester 2015.
- To be eligible to change bulletins, students must be actively enrolled during the Fall semester of 2015

III. Policies regarding second majors outside of a student’s college

A. Report from CAPS provided by Ed Blumenthal
   a. Concerns from CAPS include
      i. that second majors may be a ‘back door’ into a college that otherwise has additional admission requirements or limited slots
      ii. differentiating between majors and second degrees
      iii. amount of overlap between credits/courses between the two majors
   b. Plan to discuss further in March meeting. Issues to consider:
      i. Barriers and facilitators for second majors
ii. ‘rules’ within different colleges of when second majors are allowed (or not)

iii. Who does the student have as their ‘home’ college? How is this decided?

IV. Reflection given by Scott D’Urso

Meeting Adjourned at 2:30PM

Respectfully submitted by:
Jill Guttormson