Academic Standards and Admissions Committee	Key Roles
Date:February 9, 2022	Meeting Leader: Terri Boylston
Place: 3150 Beardshear	Support:
Start Time: 4:00 p.m.	End Time: 5:00 p.m.

Topic

Approval of Meeting Minutes
- Approval of minutes – Jan. 26, 2022
- *Note*. Minutes available in CyBox

Minutes approved.

Status of Policies/Issues Advanced by FS ASAC
Catalog in Effect Policy – 1st reading – Faculty Senate 1/18

Majors and Minors
- https://catalog.iastate.edu/academics/#degreeplanningtext
- Revised proposed policy
- Feedback from programs with secondary majors

Policy in CyBox. Also being discussed by FS-Curriculum Committee

Martha requested that the language under the Multiple Majors section relating to Engineering student requirements for a second major be reinstated. Students cannot get a second major in Engineering so the requirements need to be listed.

A section from the College of Business website was added to the Multiple Majors section.

Colleges with secondary degrees have indicated that there is no issue with students graduating and then coming back sometime later to complete a secondary major, as long as the secondary major catalog is more current than the previous major's catalog.

The lack of consistency in requirements for secondary majors, minors and certificates across colleges is an issue.
- *It is currently more difficult for students to get a minor or certificate than a secondary major. Should there be a different threshold?*
- *There is currently no differentiation between primary major and secondary major on the transcript or diploma.*
- *The Curriculum Committee does not favor a 15-credit requirement for a secondary major, citing the potential for insufficient enrollment in some courses.*
- *Per Martha, if specific colleges are concerned about a 15-credit requirement, maybe there can be specific carve-out exceptions for them.*
  - *Want to include a carve-out for Engineering because they do not allow a double major within Engineering. There is rarely a case whereby an extra 15 credits doesn't happen naturally. Don't want students to get a secondary major with just 1 extra course; they need to spend more time to get something extra.*
- *Per Jennifer, the pace of progression is the same for 4-year and 5-year programs.*
- *Architecture and Landscape Architecture are 5-year programs and must be structured a certain way. In order for students to get a secondary major (i.e. Environmental Studies,*

Digital Design Innovation & Entrepreneurship), they will need to be able to double count electives or it will hurt their ability to market these programs, according to Kimberly Zarecor.

- *International Business allows classes from a secondary major to be used as gen eds in the major.*
  - o *If gen eds could double count, we have to decide at what level that would be.*
- *If we're talking about carve-outs, should the conversation focus on a majority of majors and secondary majors? In the current legacy system, there is no difference between the two on the transcript or diploma. However, we can make it look different in Workday.*
- *Should there be a policy around secondary majors that mirrors minors or certificates?*

Action Item: Since this is an issue for both the Curriculum and Academic Standards committees, Terri will talk to Tom Brumm about forming a task force to further discuss and take back to the committees. Will ask Martha and Kimberly, as well as a few others, to serve on the task force.

Action Item: Jennifer will ask other AAU schools if they have secondary majors and specializations that require specific coursework, and what the requirements are for each. Will bring back to the next ASAC meeting.

Drop Limit Policy
- Proposal to remove drop limit for undergraduates
- ISU undergraduates average less than 2 drops throughout the academic career
No other Big 12 schools, UNI or UI have a drop limit

This conversation came up a year ago, and a majority of those involved are in favor of increasing the number of or doing away with drops. Per Terri, the chairs for Faculty Senate want to do away with the drop limit.
- *No Big 12 schools have drop limits; nor does UI or UNI.*
- *Data bears out that most students use less than 3 drops.*
Martha is concerned about doing away with drops.
- *Other institutions have limits on how many times you can take a course.*
- *Student behavior is affected by drop limits (i.e. they can repeat a course as many times as they want)*
- *We can't look at the drop policy in isolation, and can't make a decision because we're not sure if Workday can keep track of drops.*

Incomplete Policy
- https://catalog.iastate.edu/academiclife/gradingsystem/#gradepoliciestext
- Criteria for assigning an Incomplete
- Incomplete contract retained by instructor and department chair (or other representative). Contract will include grade assigned after 1 year if no further work is completed
- When I is resolved, grade will replace I on the record for the for the term the student was registered in the course, with a designation that the initial grade was an I
- Student's academic standing is not affected when the I is resolved

Landing Page for Student Probation/Warning & Academic Self-Assessment Form
- Draft of student landing page (will be housed in Provost's office pages)
https://engr-wpstaging.engineering.iastate.edu/test/current-students-2/academic-standards/

Future Discussion Topics / Topics to Revisit
- Drop Limit

- Instructor Signatures on Schedule Changes
- Out-of-Term Schedule Changes
- Reinstatement policies
- Research for Credit and Pay (i.e., Independent Study 490 or x90)
- Top 2% Recognition
  - https://catalog.iastate.edu/academiclife/gradingsystem/#honorsrecognitiontext

Future Meetings

- Wednesday Feb. 23, 4:00-5:00, 3150 Beardshear
- Wednesday March 9, 4:00-5:00, 3150 Beardshear
- Wednesday March 24, 4:00-5:00, Lab of Mechanics
- Wednesday April 13, 4:00-5:00, 3150 Beardshear
- Wednesday April 20, 4:00-5:00, 3150 Beardshear