

### *Meeting Minutes: Draft*

**Present:** *Mary Pflanz, Yvonne Telep, Laura McKnight, Melissa Lenos, Tyler Johnson, Richard Wallace, Gretchen Meinhardt, Megan Jordan Lisa Stoothoff, Patricia Palmietto,*

**Regrets:** *Joseph Multhauf, Jennifer Bales*

Yvonne Telep called the meeting to order at 1:30 and offered the opening prayer.

Mary Pflanz moved to approve the agenda; Gretchen Meinhardt seconded the motion. The agenda was approved with a voice vote.

Laura McKnight moved to approve the minutes from the meeting of October 15<sup>th</sup>, 2019; Megan Jordan seconded the motion. The minutes were approved with a voice vote.

The committee examined the proposed “Credit by Examination Form” presented by Lisa Stoothoff. The form is needed as the policy for Credit by Exam exists in the Catalog, but no procedure is currently in place. Students are interested in doing this, and a procedure is needed. Several members expressed some concern about what courses would be appropriate for such credit. However, the condition stated in the policy, “provided the academic divisions have comprehensive examinations available” was thought to be satisfactory to prevent inclusion of subjects that don’t lend themselves to credit by testing. The committee agreed that this would be a policy to include courses that already have comprehensive finals, so that new exams would not have to be developed and approved throughout the college. Committee also recommended that we specify that credit fee must be paid before the examination, and that it will not be refundable, but applicable to the cost of the course if the exam is not passed and credit is denied. This was seen as a way to prevent overuse or misuse of the policy.

The committee agreed that Program Directors would compile a list of courses that have exams and would be eligible for credit by exam. Those will be presented and discussed at the next meeting. They can also be included in the next version of the catalog, providing a bit more clarity for students and staff around what courses might receive credit in this way. We will also examine the revised form (appendix 1 of these minutes) and either make further changes or approve at our next meeting.

The committee then discussed the New Program Proposal Document, presented by Lisa Stoothoff. The committee felt a clear protocol was needed to examine proposed programs and to guide those wishing to bring such proposals forward. The draft put forward by Lisa seemed like a good starting point. One immediate change suggested was to remove section 5, Assessment and Accreditation, as we have a clear assessment process for every program and it seems redundant here. Additionally, we felt that a 3 year budget (in section 10) would be sufficient, rather than a 5 year. We also discussed adding clarity to some of the process, such as specifying, in section 2, who is responsible for examining the needs and trends and reporting to the committee. The committee agreed to read through the process in some detail and come to the January 7<sup>th</sup> meeting prepared to look at it once more and make further suggestions and revisions. It will be on the agenda again at that time.

Gretchen Meinhardt raised the suggestion that Success First students stop taking a separate course, CCS 100, and simply be enrolled in CCS 101 as are other first semester students. This led to discussion about the current practice of treating SF as a cohort and keeping them together for this class. Gretchen expressed that it may be beneficial for those students to have contact with another faculty member, and that integrating SF students with the rest of the Freshmen could be

beneficial in many ways. This change does not call for a change in course or class, but as it does represent a slight change in protocol and programming, a vote was requested. Megan Jordan made a motion to approve this change, and Tyler Johnson seconded. Approval was made by a voice vote. This entails a change in the way students are registered for this program. Mary Pflanz will communicate this change to the advising staff, and it will take effect for the next academic year, Fall of 2020.

Yvonne Telep asked about committee meeting times, and if the current time was still suitable for next semester. No objections were raised, so times will remain 1:20 – 2:30 on the first and third Tuesday of the month. Ana Maradiaga needs to be added to the committee, and Yvonne will invite her to future meetings.

Meeting Adjourned at 2:44PM

Respectfully submitted 11/13/2019  
Yvonne Telep Chair



**DONNELLY  
COLLEGE**  
EST. 1949

**Credit by Examination Form (This form is a copy:**

**Original formatting is more uniform and fits on one page. )**

*Credit by Departmental Examination may be earned if a student has previous knowledge or proficiency in an area of study and arranges to take a departmentally administered examination. You may obtain credit for these courses by successfully completing the exam (provided the academic divisions have comprehensive examinations available). Your transcript will show the credit earned. No letter grade is given; this credit will not affect your GPA (Grade Point Average). This credit does not apply to the residency requirement; make arrangements through the appropriate academic division. Credit by examination will not remove D or F grades from your GPA.*

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

I hereby request permission to take the prescribed comprehensive final exam in the following course:

Course Number \_\_\_\_\_ Subject: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course Title: \_\_\_\_\_

Semester:    D Fall            D Spring            D Summer    Year: \_\_\_\_\_

- I understand that I must be enrolled at Donnelly College in the term the exam is administered.
- I understand that I must not have attempted to enroll or audit the course within the last three terms.
- I understand that I am responsible to pay the charge for attempting the departmental exam which is equal to 1/3 of the total credit hours. Payment must be received before test is administered. This fee is NOT refundable, but may be applied to the cost of the course if credit is not granted based on examination.
- I understand that a grade of "C" or better is needed in order to receive credit.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

You must obtain approvals in the order shown:

1). **Instructor:** *The student will be enrolled in a special credit-by-exam section of the above-named course and you will be listed as the instructor of record. Please verify that you see the exam "course" in Empower before administering the exam. When the student has completed the exam, submit the grade via Empower as you would for any other class, or complete a grade change card and turn it in to your dean's office for processing.*

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2) **VPASA:** \_\_\_\_\_ Date: \_\_\_\_\_

3) Registrar: \_\_\_\_\_

Date: \_\_\_\_\_

Forms must be submitted prior to the last day of the term in which credit is to be granted. Students must pay for the exam credit before being allowed to take the test.

**Return completed forms to the Registrar.**