



ACADEMIC AND STUDENT AFFAIRS COMMITTEE

MAY 17, 2011

2:30 P.M.

**WELLS FARGO PLACE
30 7TH STREET EAST
SAINT PAUL, MN**

Please note: Committee/Board meeting times are tentative. Committee/Board meetings may begin up to 45 minutes earlier than the times listed below if the previous committee meeting concludes its business before the end of its allotted time slot.

- (1) **Minutes of Study Session of April 13, 2011 (pp. 1-6)**
- (2) **Minutes of Joint Academic and Student Affairs and Diversity and Multiculturalism (pp. 7-8)**
- (3) **Minutes of April 20, 2011 (pp. 9-15)**
- (4) Academic and Student Affairs Update
- (5) **Board Committee Goals: (pp. 16-34)**
 - **Three-year Baccalaureate**
 - **12-Month Academic Calendar**
- (6) **Board Committee Goal: (pp. 35-54)**
 - **Developmental Education**
- (7) **Proposed Amendment to Board Policy 3.22 Course Syllabi (Second Reading) (pp. 55-57)**

Members

Christine Rice, Chair
Duane Benson, Vice Chair
Christopher Frederick
David Paskach
Tom Renier
Louise Sundin
James Van Houten

Bolded items indicate action required.

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES
ACADEMIC AND STUDENT AFFAIRS COMMITTEE STUDY SESSION
APRIL 13, 2011**

Academic and Student Affairs Committee Members Present: Chair Christine Rice; Trustees Duane Benson, Christopher Frederick, Thomas Renier, Louise Sundin, James Van Houten and David Paskach (via telephone).

Other Board Members Present: Trustees Scott Thiss, Cheryl Dickson and Jacob Englund (via telephone).

Leadership Council Committee Co-Chairs Present: Interim Vice Chancellor Scott Olson and President Larry Litecky.

The Minnesota State Colleges and Universities Academic and Student Affairs Committee held a study session on April 13, 2011, at Wells Fargo Place, 4th Floor, Board Room, 30 East 7th Street in St. Paul. Chair Rice called the meeting to order at 1:03 pm.

1. Developmental Education

The Academic and Student Affairs Committee has asked for a study of promising practices in development education and for recommendations on how to best address the delivery of developmental education within the system.

Mike López, Associate Vice Chancellor for Student Affairs, reminded Trustees that during a previous study session they were given information on several efforts some campuses are undertaking in the area of developmental education. These practices included: supplemental instruction; learning communities; intrusive advising; first-year success courses; and redesigning developmental education, such as accelerated coursework.

During this study session, several campuses presenters have been asked to provide information on their best practices in developmental education and how these practices are being implemented.

Supplemental Instruction at Winona State University (WSU)

Presenter:

Jillian Quandt, Tutoring Services Coordinator, WSU

Supplemental Instruction was started at WSU in the fall of 2005 and it primarily focuses on historically difficult courses in the College of Science and Engineering.

Supplemental instruction leaders are undergraduate students who have successfully taken the course. As a leader, they sit through the course again with current students and then conduct study sessions two to four times a week to help students understand the coursework. Attendance at the supplemental instruction sessions is voluntary, Ms. Quandt said, but they've found more students prefer group study sessions rather than individual tutoring sessions.

The study sessions can effectively serve large numbers of students and have shown success in terms of enhancing grades and lowering the number of students withdrawing from the class, Ms. Quandt said. In 2009-2010, more than 1,200 WSU students attended an average of eight supplemental instruction sessions and earned grades .72 higher than students who did not attend.

Each supplemental instruction leader costs about \$1,150 per semester. Related costs include faculty support, textbooks, classroom space and a program coordinator. Student leaders are also finding the experience they gain by leading these sessions to be beneficial, Ms. Quandt said.

Minnesota FastTRAC Program at Saint Paul College

Presenters:

Peggy Kennedy, Senior Vice President for Academic Affairs and Student Development, Saint Paul College;

Mary Jo Gardner, Chief Executive Officer at Ramsey County Workforce Investment Board;

Kristine Halling, Director of the Hubbs Center, a part of the St. Paul Public Schools system.

The FastTRAC initiative in Minnesota is creating new ways for adults to learn by helping local partnerships build programs that combine development of basic academic and English language skills with career and technical education. Ultimately, the program aims to help more adults enter and succeed in post-secondary education to respond to the changing economic and demographic landscape of the state.

Vice President Kennedy said Saint Paul College became determined to help adult students raise their assessment scores since too many students were using up their financial aid doing developmental coursework before they could even begin their occupational coursework.

Co-teaching has proven to be an effective way to help adult students enhance their skills, Ms. Halling said. In addition to the classroom teacher, an adult basic educator instructor attends a portion of the class and often offers assistance to students who may not be understanding the concepts. The adult basic instructor then offers after-class study sessions to help reinforce learning.

The program is showing encouraging results in terms of retaining students and bettering grades, Ms. Halling said.

Vice President Kennedy said the average age of a student in this program is 44. Associate Vice Chancellor López pointed out that future workforce needs will not be met unless there is a greater effort to attract adult learners.

Developmental Education Courses and Redesign at Fond du Lac Tribal and Community College (FdLTCC)

Presenters:

Anita Hanson, Dean of Student Services, FdLTCC

Anna Fellegly, Vice President of Academics, FdLTCC

Vice President Fellegly said three years ago the English Department determined that the Refresher English Course was not meeting the learning needs of students who placed into the developmental course. Therefore, they decided to redesign the existing course curriculum and create two separate courses. If students are placed into a more appropriate developmental English course based on their current skill level, they may save some time and money.

The semester-long, 3-credit Refresher English course was broken into two, 2-credit, eight-week courses titled College Prep English I and College Prep English II.

This course redesign is proving to be successful, Vice President Fellegly said. Both passing and completion rates have improved and students are now better prepared for college-level composition.

Dean Hanson described a recent math curriculum redesign involving beginning algebra and higher algebra. On their own, both these courses are 3-credits long and students meet three days a week for a full semester.

The math department decided to combine beginning algebra and higher algebra into an accelerated, one-semester course that meets five days a week for 60 minutes, plus a one-hour lab. Students are taught beginning algebra skills during the first eight weeks of the term and higher algebra skills during the last eight weeks.

Again, the pass and retention rates of students involved in this arrangement have shown improvement. Instructors have found offering the class five days a week helps students stay focused. It is anticipated this redesign will help more students be on track to complete higher-level math courses during their second year.

FdLTCC also practices several other developmental education best practices, including intrusive advising. Students who are not doing well in class are identified and are sent letters, called and sometimes asked to attend face-to-face

visits with faculty. FdLTCC also has offered a learning community called Weekend College and this coming fall will offer a 1-credit New Student Seminar course to help students acclimate to campus life.

For the past four years, FdLTCC has given Accuplacer assessment tests to sophomores and juniors at area high schools. This activity helps students start thinking about college and they can use the assessment results to help them work on skills which they may need to bolster. This testing also helps to give FdLTCC a presence in the high schools.

Bridge to Success Program at Century College

Presenter:

Ron Anderson, Vice President of Academic Affairs

Vice President Anderson said Century College has had a long tradition of utilizing innovative piloting promising practices. These practices include:

- Implementation of a mandatory New Student Seminar Course for developmental reading students: The New Student Seminar aims to orient students to the college environment, explore the student's individual relationship to higher education; examine strategies that will assist them in becoming successful; reflect on academic goals, skills, interests, values, personality and preferred learning style; and learning about Century College's educational philosophy and practices.
- Intrusive Faculty Advising: This practice focuses on an intentional pairing of a new student with a faculty advisor throughout the first term of enrollment. It is aimed at increasing student faculty interaction and establishing academic goals and concrete program plans, which form the basis for future advising.
- Learning Communities: This practice involves the intentional pairing of two or more courses to create a community of learners who will work and learn together across disciplinary lines. Faculty collaboration helps define complementary instructional strategies and assignments.
- Supplemental Instruction: The emphasis of supplemental instruction is on gateway courses. Student tutors are placed in the classroom and they work in conjunction with the faculty member. Students are given immediate access to a peer tutor and group study sessions.

The Bridge to Success program is showing good results, Vice President Anderson said. Of the 2,491 students participating in one or more components in the fall, there was a 76 percent retention rate. Of the 8,428 not participating in Bridge to Success, the retention rate was 71 percent.

Century College is also focusing on organization development as a way to create a common understanding of the individual and collective roles in improving student success. There are efforts to develop and implement unit, program and departmental action plans which outline specific activities that will be undertaken to improve student success.

Increasing College Readiness Through a P-20 Partnership- Minnesota State University, Mankato

Presenters:

Ginger Zierdt, Director of The Center for School-University partnerships, MSU, Mankato

Paul Preimesberger, Assistant Director for The Center for School-University Partnerships, MSU, Mankato

Brian Dietz, Superintendent, Waseca School District

The Center for School-University Partnerships serves as a liaison between P-12 institutions and post-secondary programs involved in educator preparation with focus on developing and supporting partnerships between the College and schools/communities. Ms. Zierdt said the center works to strengthen high-quality learning through advocacy, leadership and service.

Mr. Preimesberger said to significantly advance student achievement and make high school graduates more ready to handle college coursework, the center and its P-12 partnerships are promoting the use of Advancement Via Individual Determination Program (AVID), a structured, college preparatory system. AVID is aimed at high school students with average to high test scores and college potential, but who may be first-generation college students, low income or in a historically underserved category.

AVID works to accelerate under-achieving students into more rigorous courses while in high school. They are given support with in-class tutors and a strong student/teacher relation and this helps develop a sense of hope for personal achievement. The ultimate goal is to help students bridge the achievement gap and become academically ready to meet the challenges of college or university coursework.

The program nationwide has shown success. Seventy-eight percent of 2008 AVID graduates were accepted to a four-year college. AVID students complete university entrance requirements at a much higher rate than their non-AVID peers.

Two-year colleges can also benefit from AVID. Century President Larry Litecky said his school has a partnership with AVID through students in the St. Paul School District.

Trustee Dickson said she appreciated hearing of the varied approaches to developmental education and their success rates. Although these best practices may be expensive to administer, the system would likely experience higher costs by not promoting innovative ways to address developmental education, she said.

Trustee Sundin said she believes the Board should send a strong message encouraging system institutions to adopt at least one best practice in developmental education. Assisting campuses in the implementation should be a high priority for the Board, she added.

Trustee Van Houten said it may be beneficial to assess the number and type of developmental education practices throughout the system.

Associate Vice Chancellor López said a survey of promising practices has been conducted among the two-year colleges. He said he has followed up with a similar survey of the promising practices at the universities. This information will be included in the final report on developmental education presented to the Committee at the May Board meeting.

The meeting adjourned at 3:08 pm
Respectfully submitted,
Margie Takash, Recorder

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES
JOINT ACADEMIC AND STUDENT AFFAIRS AND DIVERSITY
AND MULTICULTURALISM COMMITTEES
APRIL 20, 2011**

Academic and Student Affairs Committee Members Present: Vice Chair Duane Benson; Trustees Christopher Frederick, Thomas Renier, Louise Sundin and James Van Houten.

Academic and Student Affairs Committee Members Absent: Trustees Christine Rice and David Paskach.

Diversity and Multiculturalism Committee Members Present: Chair Louise Sundin, Trustees Duane Benson, Alfredo Oliveira and James Van Houten.

Diversity and Multiculturalism Committee Members Absent: Trustees Jacob Englund and Christine Rice.

Other Board Members Present: Trustees Cheryl Dickson, Clarence Hightower and Scott Thiss.

Leadership Council Committee Co-Chairs Present: Interim Vice Chancellor Scott Olson; Diversity and Multiculturalism Executive Director Whitney Harris and President Sue Hammersmith.

The Minnesota State Colleges and Universities Academic and Student Affairs and Diversity and Multiculturalism Committees held a joint study session on April 20, 2011, at Wells Fargo Place, 4th Floor, Board Room, 30 East 7th Street in St. Paul. Academic and Student Affairs Committee Vice Chair Benson called the meeting to order at 9:32 a.m.

1. Student Trend Data

Presenter:

Craig Schoenecker, System Director for Research

System Director Schoenecker presented information on student enrollment trends in the Minnesota State Colleges and Universities system the past five years.

The system has experienced substantial growth in credit headcount enrollment. Credit headcount enrollment systemwide jumped from 238,662 in fiscal year 2006 to 276,977 in fiscal year 2010. This represented a 16 percent growth, with the rate increasing by 7 percent at universities and by 20 percent at two-year colleges.

By region, the northwest experienced the largest jump in enrollment at two-year colleges, going up 29 percent during this time period. Enrollment increases at

two-year colleges in the southwest part of the state and in the Twin Cities went up by 23 percent.

The Twin Cities region had the largest credit headcount in Fiscal Year 2010 at 116,059, or 42 percent. The other regions credit headcounts in 2010 were: southwest region at 36,615, or 13 percent; northwest region at 31,495, or 11 percent; northeast region at 30,694, or 11 percent; central region at 35,258, or 13 percent; and southeast region at 26,856, or 10 percent.

There was a big jump in the number of undergraduate transfers to two-year colleges, up 93 percent from 2006 to 2010. The change in transfer headcount systemwide was 57 percent.

The number of under-represented students in the system grew by 32 percent in this time frame. There was a 60 percent increase systemwide in the number of Pell-Grant eligible students, and a 49 percent increase systemwide in students of color. The number of first-generation students systemwide grew by 9 percent.

President Hammersmith noted that Metropolitan State University has the highest proportion of students of color, but the lowest proportion of first-generation students. She said they've found that immigrant students now are more likely to have parents who have had some higher education.

The largest age group of student attending system institutions during this time frame, at 23 percent, was students ages 21-24. Students ages 25-34 were the second-largest group, with 22 percent.

Demographic projections, however, indicate the potential number of students in the 19-24 age group will decline dramatically between 2010 and 2020. Potential students in the 35-69 age group will have the biggest growth.

Chancellor McCormick said in the next 15 years, there will be a trend toward more part-time, adult learners. Many people in this age group can only attend part-time since they also need to work, he said. Cost of tuition will be another factor resulting in more part-time students, he added.

Dr. Schoenecker said the surge in enrollment likely is caused by the recession. More people are out of work and want to go back to school to enhance their employability.

Trustee Benson said it may be helpful to adapt more than one scenario when it comes to long-term future planning, since demographic projections are not always accurate.

The meeting adjourned at 9:57 am
Respectfully submitted,
Margie Takash, Recorder

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES
ACADEMIC AND STUDENT AFFAIRS COMMITTEE
APRIL 20, 2011**

Academic and Student Affairs Committee Members Present: Vice Chair Duane Benson; Trustees Christopher Frederick, Thomas Renier, Louise Sundin and James Van Houten.

Academic and Student Affairs Committee Members Absent: Trustee Christine Rice and David Paskach.

Other Board Members Present: Trustees Cheryl Dickson, Clarence Hightower and Scott Thiss.

Leadership Council Committee Co-Chairs Present: Interim Vice Chancellor Scott Olson and President Sue Hammersmith.

The Minnesota State Colleges and Universities Academic and Student Affairs Committee held a meeting on April 20, 2011, at Wells Fargo Place, 4th Floor, Board Room, 30 East 7th Street in St. Paul. Chair Rice called the meeting to order at 8:01 am.

1. Minutes of March 15, 2011

The minutes from the March 15, 2011 Academic and Student Affairs Committee meeting were approved as written.

2. Academic and Student Affairs Update – Interim Vice Chancellor Scott Olson

- Saint Paul College has been notified that it has received a substantial Bill and Melinda Gates Grant. The college, along with its partner colleges, has been awarded \$750,000 as part of a consortium grant Next Generation Learning Challenges (NGLC), a new initiative that supports using innovative technology to improve college completion, particularly for low-income young adults.
- The National's Governor's Association Center for Best Practices recently highlighted activities in Minnesota, in "Degrees for What Jobs: Raising Expectations for Universities and Colleges in a Global Economy" (March 2011).

In the report, Minnesota was cited for a number of initiatives, including:

- The creation of centers of excellence to respond to the "needs of specific industries";
- The widespread use of labor market information "to inform key decisions";

- The Minnesota FastTRAC initiative focused on low-skilled adult learners;
 - The system's grant from the Lumina Foundation for Education to fund the Returning Adults to Progress in Degree Completion Program;
- Twenty-four system colleges are participating in a statewide grant proposal to the U.S. Department of Labor for its Trade Adjustment Act Community College and Career Training Initiative. The grant will focus on MN FastTRAC initiative, the Lumina Foundation degree-completion initiative and regional workforce and industry needs. The collaborative grant, under the leadership of Riverland Community College President Terry Leas, will be submitted in a week or two.
 - The system's accountability dashboard was featured in the U.S. Department of Education's "College Completion Tool Kit" as a best practice.
 - Dakota County Technical College President Ronald Thomas is the recently-elected chair of the National Association of Community College Entrepreneurs (NACCE). This organization helps community colleges nationwide link their traditional role of workforce development with entrepreneurial development.
 - The Department of Education is issuing new regulations which will affect system institutions. The regulations involve the state's authority over offering online higher education, the need for programs to show gainful employment and new definitions of a credit hour. The regulations will be challenging, Interim Vice Chancellor Olson said, and the system office is working to keep campuses informed about them.

By July 1, system campuses may need to submit a separate application to each state where they offer online education. General Counsel Gail Olson said one of the challenges is that each state has different requirements and fees. The system has at least one online student in each state and that means educational regulations in every state need to be analyzed.

- Interim Vice Chancellor Olson offered an update on committee goals. Two committees have been formed: one to look at developmental education and another to consider the 12-month calendar and three year baccalaureate. Both committees will be offering Trustees a report at the May Board meeting.

Trustee Sundin noted that the federal government is considering dropping financial aid for summer sessions and that would affect a 12-month calendar arrangement. She asked if this point could be addressed in the May report.

3. 2012-2014 System Action Plan

The Board of Trustees periodically develops a System Action Plan that is based on the Strategic Plan and identifies a select number of priority items for increased attention and activity. This year the Board will be approving a multi-year plan.

The two priority areas selected are based on initial input from presidents, corresponding discussion at the January Board of Trustees study session and subsequent review by the Leadership Council and the Board of Trustees. Those areas are:

Develop a Student Success agenda that advances Minnesota as the most educated state in the nation

- Increase access, opportunity and successes;
- Achieve high-quality learning through a commitment to academic excellence and accountability.

Advance a Fiscal Sustainability Agenda that draws on the collaborative and creative capacity of the System

- Innovate to meet current and future educational needs;
- Sustain financial viability during changing economic and market conditions.

Trustee Dickson said the plan appears to lack strategies which relate to academic excellence and accountability. Interim Vice Chancellor Olson said that additional strategies which address the priority of student success would be added to the plan.

Trustee Sundin said she was concerned that there is no strategy addressing faculty professional development. She said she does not want to see the promotion of exceptional teaching and learning be downgraded to a secondary goal.

Associate Vice Chancellor Leslie Mercer said strategies, or tactics, pertaining to the implementation of the Action Plan are still being developed. This suggestion could be included, she said.

Trustee Van Houten said the plan's stated priorities of advancing student success and also advancing a fiscal sustainability agenda may be in conflict during this time of budgetary constraint. Interim Vice Chancellor Olson agreed, saying the campuses will need to focus on where to put resources so quality learning can be maintained.

If Trustees are comfortable with the stated priorities, staff will work to develop corresponding measurements and outcomes, Interim Vice Chancellor Olson said.

To make the Action Plan more relevant for campuses, the Board will look to finalize it by May, which will allow campuses time to incorporate Action Plan goals into their institutional plans for the upcoming academic year.

Trustee Frederick made a motion, seconded by Trustee Renier, that the Board of Trustees approves the 2012-2014 System Action Plan. Motion carried.

4. Mission Approval: St. Cloud State University

Presenter:

Earl Potter, President

St. Cloud State University (SCSU) is proposing new mission and vision statements and these were presented along with a campus profile.

Starting in 1869 as St. Cloud Normal School with an enrollment of 70 students, SCSU now has 18,300 undergraduate and graduate students from not only Minnesota and other states, but also from 86 countries from around the world. This spring, approximately 85 percent of SCSU students came from Minnesota and over 1,000 are international students.

In fall 2010, SCSU had a fulltime headcount of 12,908 and part-time headcount of 5,215. The largest group of students, comprising 45 percent, is those 21 years old or younger. Students in the 21-24 age group comprise 31 percent of total student population. Fifteen percent of the students were in the 25-34 age group, and 5 percent in the 35-44 age group. Three percent of students enrolled are age 45 or older.

SCSU Strategic Initiative Successes

- Enrollment of students of color has increased from 583 students in 2000 to 1,706 in 2010, which is 9.3 percent of the student body. Among these students, 799 are self-identified Black or African American.
- SCSU was designated a military friendly school by GI Jobs Magazine and a “Beyond the Yellow Ribbon Campus” by the Minnesota National Guard for providing student veterans and their families with a high quality and caring learning environment.
- SCSU is one of 14 colleges and universities in the Dakotas and Minnesota sharing in a \$40 million Bush Foundation grant aimed at helping schools of education recruit high quality students and guarantee teacher effectiveness among their graduates.
- The innovative Teacher Quality Enhancement project at SCSU has received national recognition for researching and developing co-teaching strategies in the preparation of teacher candidates.
- In Partnership with St. Cloud Technical and Community College and local school districts, SCSU has created the Access and Opportunity program. The program aims to increase participation in college preparatory

coursework in grades 8-12 to improve high school graduation rates and to increase post-secondary participation among underrepresented students.

- The university's Meteorology program is recognized as the best in the Upper Midwest.
- SCSU's accredited Applied Sociology program is the only applied program in the Midwest.
- SCSU has three nationally accredited arts programs in music, theatre and art – the only 4 year institution in the state with this distinction – and they will anchor the newly organized school of the arts.
- The Carnegie Foundation recently awarded SCSU the 2010 community engagement classification for the Advancement of Teaching, recognizing the institutions practices that support dynamic and noteworthy community engagement.
- The Minnesota Trade Office satellite office is housed at SCSU's small business development center. This office works with clients who bought or started 53 businesses in 2010 which created 121 jobs and had a capital infusion of \$6.2 million in loans and equity.
- The St. Cloud Technical and Community College Connection program provides an excellent opportunity to begin the college experience. The program is offered to SCSU freshmen applicants who do not qualify for admission to university programs. They are accepted into the program, but take classes taught by SCTCC faculty on the campus of SCSU.
- In partnership with Metropolitan State University, SCSU offers the Masters in Engineering Management degree.
- The applied behavioral analysis program, a completely online graduate program, is a national model for delivering graduate education in the field.

Futures Planning

During summer and fall 2010, SCSU completed a complete reorganization of its academic programs and colleges to align academic and student support structures with the university's vision, mission and Strategic Action Plan. Beginning July 2011, SCSU will be organized into six autonomous colleges and schools with two schools embedded in each of the colleges:

College of Science and Engineering, with an embedded School of Computing, Engineering and Environment;

College of Liberal Arts, with an embedded School of the Arts;

School of Education;

School of Public Affairs;

School of Health and Human Services;

Herberger Business School.

The new organizational structure uses professional focused schools as its primary organizing structure. This was done with the belief that schools that are smaller and more nimble will be able to approach academic program development from

an interdisciplinary perspective and be more responsive to the changing environment.

Trustee Benson said he made a recent visit to SCSU and was impressed. He said much like their mission statement, the university is relevant.

Proposed St. Cloud State University Mission Statement: We prepare our students for life, work and citizenship in the twenty-first century.

Proposed St. Cloud State University Vision Statement: Through active discovery, applied knowledge and creative interaction, we positively transform our students and the communities where they live and work.

A motion was made by Trustee Renier, seconded by Trustee Frederick, that the Academic and Student Affairs Committee recommends that the Board of Trustees approve the vision, mission and purposes and array of awards of St. Cloud State University as listed in the Executive Summary. Motion carried.

5. Proposed Amendment to Policy 3.28 Charter School Sponsorship (Second Reading)

Second reading of a proposed amendment which contains language changes to the Board's charter school sponsorship policy to bring it into compliance with statutory changes made during the 2009-2010 legislative session.

Trustee Van Houten said it may be a good idea for Trustees to have a discussion in the future pertaining to the Board's position on charter schools and if system institutions should continue to be sponsors or authorizers. Sponsorship involves some financial risk, he pointed out.

Trustee Dickson said institutions that are charter school authorizers need to be actively engaged in the management of the school and have representation on the board of directors.

A report on Charter School Sponsorship will be presented to the Committee in June.

Trustee Frederick made a motion, seconded by Trustee Renier, that the Board of Trustees approves the amendments to Policy 3.28 Charter School Sponsorship. Motion carried.

6. Proposed Amendment to Policy 3.22 Course Syllabi (First Reading)

First reading of this amendment to Board Policy which draws a clear distinction between course syllabi and course outlines, and establishes the course outline as the document used to determine course equivalencies.

Over the past two years, several examinations of the course transfer process have pointed to course syllabi as presenting problems for students. Students wanting to transfer courses when equivalencies have not been previously established were often asked to produce course syllabi. This was occasionally a problem when a student had discarded or lost the course syllabus and the course instructor was unavailable or unwilling to provide the syllabus.

Andrew Spaeth, State Chair for Minnesota State University Student Association (MSUSA), and Travis Johnson, President of the Minnesota State College Student Association (MSCSA), both spoke in favor of the amended policy. They said use of the course outlines will be helpful to students who are interested in transferring credits to another institution.

Trustee Van Houten said students and student associations need to ensure that the course syllabi match the course outlines and what is being taught in the classes.

Don Larsson, president of the Inter Faculty Organization (IFO), also spoke in favor of the policy. He said there may be a few issues yet to work out, but the policy is a huge step forward.

The meeting adjourned at 9:26 am
Respectfully submitted,
Margie Takash, Recorder

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES**

Agenda Item Summary Sheet

Committee: Academic and Student Affairs **Date of Meeting:** May 17, 2011

Agenda Item: Board Committee Goals: Three-Year Baccalaureate and 12-Month Calendar

Proposed Policy Change Approvals Required by Policy Other Approvals Monitoring

Information

Cite policy requirement, or explain why item is on the Board agenda:

The FY2011 work plan of the Academic and Student Affairs Committee includes a goal to study the pros and cons of three-year baccalaureate degree programs and a 12-month calendar and to make a decision on implementation in the Minnesota State Colleges and Universities system.

Scheduled Presenter(s):

Scott R. Olson, Interim Vice Chancellor for Academic and Student Affairs
Sue Hammersmith, President, Metro State University
Manuel M. Lopez, Associate Vice Chancellor, Learning, Technology and Programmatic Innovations
Leslie K. Mercer, Associate Vice Chancellor, Associate Vice Chancellor for Research, Planning and Effectiveness

Outline of Key Points/Policy Issues:

- All system colleges and universities operate year round by offering one or more summer terms. Summer term course offerings and enrollments vary, but on every campus, summer terms are shorter and enroll fewer students than fall and spring semesters.
- North Hennepin Community College is exploring an alternate 12-month calendar which would consist of three equal-length terms over a year. If implementation issues can be resolved, the pilot would be evaluated after three years.
- Although the state universities do not now have formal three-year baccalaureate degree programs, about 140 university students a year earn a bachelor's degree within three years. Most common acceleration strategies are to transfer in credits earned while in high school and to take heavier than normal course loads.
- Two state universities are planning formal three-year degree programs in selected majors.

Background Information:

Both 12-month calendars and three-year baccalaureate degree programs can enable students to accelerate completion of their degrees.

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

INFORMATION ITEM
BOARD COMMITTEE GOALS: THREE-YEAR BACCALAUREATE AND 12-MONTH CALENDAR

BACKGROUND

In September, 2010, the Board of Trustees approved the following goal in the FY2011 work plan of the Academic and Student Affairs Committee:

- Study the pros and cons of implementing a 12-month calendar and a three-year baccalaureate program and make a decision on implementation by June 21, 2011.

This report presents information on both 12-month calendars and three-year baccalaureate degree programs, including the pros and cons of expanding each initiative in Minnesota State Colleges and Universities.

A 12-month calendar and three-year baccalaureate degree programs are related, but separate issues. Both options can potentially assist students in earning their baccalaureate degrees in a timely and efficient manner.

Consultation

Implications of 12-month calendar and three-year baccalaureate degree models were identified in discussions in meetings of the presidents, chief academic officers and faculty representatives. In addition, the Office of the Chancellor convened a committee of student representatives, academic and student affairs leaders, and faculty organizations that contributed to the findings in this report. Members are listed in the attachment.

12-MONTH CALENDARS

The traditional academic year is nine months long. The board has asked for an analysis of the opportunity and impacts of implementing a year round calendar that could accelerate student progress and improve efficiency in using facilities.

12-Month Calendar Models

There are a variety of calendar models that could be employed to operate colleges and universities on a year round basis.

Traditional Semesters and a Shorter, Optional Summer Term

Programs are designed to fit into an academic year of two 14-17 week semesters and a summer term with limited course offerings. This model is the dominant practice in Minnesota State Colleges and Universities and higher education in general. Some faculty and students find that a full semester is too long—fatigue sets in or they prefer a condensed schedule to fit their work and personal obligations. On the other hand, summer sessions can be too short for high quality learning; faculty have found that it is not possible to deliver some semester-long courses during a short summer session.

Trimesters

The college or university operates three terms of equal length over a 12-month period and students attend one, two or three terms a year at their option. Student demand dictates whether enrollment levels become relatively equal over the three terms or whether the third (summer) term includes fewer courses and smaller enrollment. For faculty, this model allows the same course designs to be employed whenever the course is offered.

Year Round Attendance

Regardless of term format, students are required to enroll year round, including summers. Minnesota State Colleges and Universities offer a limited number of programs that require summer enrollment. Examples include clinical programs with summer internships and certain disciplines, such as horticulture which requires field experience during the growing season.

No Fixed Calendar

Programs can be designed to start and stop at any date depending on curriculum and student needs. Some online courses in Minnesota State Colleges and Universities have open start and end dates. While flexible for students, as a uniform practice, this model is difficult to manage to achieve minimum course enrollments that colleges and universities require for financial sustainability.

Current Practice in Minnesota State Colleges and Universities

Minnesota State Colleges and Universities currently operate year round in the sense that all institutions offer one or more summer terms in addition to fall and spring semesters. Summer term dates and the extent of courses offered during the summer differ across the colleges and universities.

Colleges and universities with more resources and larger student populations are able to offer more summer term courses. Summer enrollments range from 12 to 54 percent of fall headcount enrollments, and summer FYE ranges from 2 to 16 percent of annual FYE. Summer term enrollments and course offerings, however, are never as large or extensive as in fall and summer terms.

In comparison to fall and spring semesters, summer terms serve a slightly older student population on average and offer more upper division and graduate courses.

Summer Term Headcount and Full-Year Equivalent (FYE) Enrollments			
	System	Largest College/University Summer Term	Smallest College/University Summer Term
Summer term headcount	66,044	5,851	73
Ratio summer headcount/ fall headcount	33%	54%	12%
Summer term FYE	12,069	1,266	13
Percent of FYE enrolled in summer	8%	16%	2%

Potential Benefits of 12-Month Calendars

As discussed above, all Minnesota State Colleges and Universities operate during the summer as well as during fall and spring semesters. The availability of summer courses benefits the system's students:

- All students have added flexibility to enroll and complete their programs by enrolling in terms that are convenient for them.
- Highly motivated students can accelerate their progress, graduate and qualify for jobs earlier than attending only during the academic year.
- Part-time students can still graduate on schedule by enrolling year round.
- Students who take advantage of summer terms to accelerate their progress will avoid paying future tuition and fee increases.
- Students who qualify for employer reimbursement of their tuition charges may be able to increase the amount reimbursed if their employer applies a maximum reimbursement available each term.

Colleges and universities offer summer terms to achieve the following objectives:

- Their mission to be accessible to Minnesotans is supported by offering courses on a flexible schedule for students.
- Added flexibility and access to an accelerated schedule may increase both the numbers of students who graduate and their on-time graduation rates.
- Facilities and equipment can accommodate more students, improving facility utilization and delaying investments that must be made to accommodate growing enrollments.

- Colleges that compete with system institutions offer opportunities for accelerated, year round study, and this option helps in recruiting and retaining enrollments.

Potential Disadvantages of 12-Month Calendars

Unless they are required to attend all year, students are not potentially harmed by 12-month calendars. Reasons why students do not choose to enroll 12 months out of the year—and colleges and universities do not press them to do so—include both educational and financial challenges:

- Learning in many disciplines requires time to absorb and reflect. Faculty know from their experiences that a faster pace does not always allow for the deeper understanding of concepts that they seek for their students.
- Students enrolling year round have less time for personal development, travel and other activities which contribute to their personal growth than students who follow a traditional schedule.
- Many students, including many underrepresented and adult students, cannot attend year round because of family and other obligations.
- Most traditional students count on summer jobs for financing their educations. Students would likely increase their reliance on student loans if summer earnings are reduced or not available. For residential campuses, in particular, students' summer jobs are often in their home towns, not where their college or university is located. Online courses are one way in which colleges and universities can enable students to enroll during the summer while still holding their summer jobs.
- Financial aid policies can suppress the potential for year round attendance. Until 2010, students could not receive federal Pell Grants for summer term enrollment if they were also enrolled during the fall and spring. While this policy changed a year ago, it is expected to revert to the previous policy as part of federal budget reductions. Students can receive Minnesota State Grants for fall, spring, and summer terms, but summer term State Grants do not make up for lack of Pell Grant eligibility during the summer.

Minnesota State Colleges and Universities are following tradition by offering a smaller number of courses in the summer than in fall and spring semesters. Making a change to a calendar that would have more uniformity in course offerings across the 12 months of the year, would have the following challenges:

- Student demand is a major factor in determining the number and variety of summer course offerings. Enrollments may not support an extensive summer program in all majors. If the intent is to deliver a year round program in all fields, colleges and universities could be required to offer courses with low enrollments during the summer.

- To manage their budgets, some colleges and universities expect each summer course to be financed entirely by student tuition and fees. While all courses required for graduation will be offered during the academic year, lower enrollment courses will not be offered during the summer session when this practice is followed. This constraint especially affects state university upper division courses.
- Faculty association contracts are designed around a traditional two semester academic year with options to teach during summer session. Faculty use their summers to update their skills and have many other reasons to prefer teaching during the academic year. To deliver full programs over a 12-month calendar, colleges and universities might have to turn to greater use of adjunct instructors. Under the MSCF contract, summer terms are limited to 39 days or less, shorter than a traditional semester.
- Colleges and universities now schedule heavy maintenance and capital projects during the summer when few students are around.
- Colleges and universities also schedule many enrichment programs and community partnership programs during the summer months, and a full academic schedule could hinder these programs/partnerships.
- Not all facilities are air conditioned or built for use in very warm weather.
- Depending on their design, alternate calendars can require an exception to Board Policy 3.34 that requires fall and spring semesters to adhere to systemwide common start dates. Exceptions to the policy may be granted by the Chancellor after reviewing a recommendation by the Senior Vice Chancellor for Academic and Student Affairs.
- Compliance with other system policies and procedures can be affected by deviations from the traditional calendar. Some changes, such as changes to technology, can require additional investment to accommodate non-standard practices.

Proposed Pilot for an Alternative 12-Month Calendar

North Hennepin Community College is exploring an alternate 12-month calendar which it would pilot for three years. In place of the two semester calendar used throughout the system, NHCC would implement a three semester, or trimester, model, starting in Fall 2012. Each term would be 15 weeks long with equal breaks between the terms. As a normal load, faculty would teach two out of the three terms a year. Students could enroll in one, two or three terms; students who enter in the spring or attend three terms a year would be able to complete their degrees sooner than usually possible under the current course schedule.

NHCC's reasons for suggesting this pilot mirror the advantages of 12-month calendars for students and colleges listed above. The calendar could provide added flexibility for both students and faculty. But it is a change from traditional practice, and there are questions about whether the

benefits will outweigh the challenges. The college plans to evaluate the pilot, including its impacts on enrollments, student learning, program completion and staffing.

The pilot would be designed to maintain the existing faculty workload. However, contractual issues with the Minnesota State College Faculty association raised in changing the calendar will need to be negotiated at the state level. They include:

- Faculty assignments to teach fall, spring and summer terms,
- Insurance and other employee benefits,
- Shared governance structures, and
- A provision in the contract that limits summer sessions and courses to a maximum of 39 days.

North Hennepin Community College: Proposed Trimester Pilot	
Rationale/Potential Benefits	Barriers/Potential Disadvantages
Minnesota State Colleges and Universities is committed to innovating new ways to meet educational needs	Could reduce enrollments if alternative calendar is less attractive to students than current calendar
Three-year pilot will allow experimentation and learning that could inform other colleges and universities in the system	Availability of faculty and staff to work in summer may not match student enrollments
Shorter fall and spring semesters will reduce end-of-term fatigue by students and faculty	Will require exemption from Board Policy 3.34 on academic semester start dates
Longer summer term will permit greater depth of learning	<ul style="list-style-type: none"> • Inconsistent with Students First goal to improve student services through a single systemwide registration and billing date
Enrollments may increase if students prefer trimester calendar	<ul style="list-style-type: none"> • Students attending other institutions and part-time/adjunct faculty teaching at other institutions will be on different calendars
Three rather than two major start dates each year—greater ability for students to begin their studies in the spring or summer	<ul style="list-style-type: none"> • Increases complexity of technical support
Improved ability for students to accelerate progress by attending year round	Will require separate agreement with the Minnesota State College Faculty affecting multiple provisions in the Master Agreement
Same course designs can be taught each term because terms will be of equal length	State payroll requirements complicate paying faculty over 12 months for a non-consecutive two-semester teaching load
Faculty and staff can choose to work summer term in place of fall or spring terms	Potential implications for employee insurance coverage and other benefits during the summer
Fall term start date can be aligned with local schools	
More intensive use of facilities during the summer	Could reduce participation in shared governance when faculty are not all on same two semester teaching schedule

In addition, if the pilot is to proceed, the Chancellor will need to grant an exception to the system's common start dates for fall and spring semesters that are required under Board Policy 3.34.

State payroll procedures are another issue that will require attention by the college.

Conclusions

All Minnesota State Colleges and Universities operate year round, but the demand for summer courses varies by location and program. A limited number of students appear able and willing to attend higher education on a year round schedule.

Each college and university needs to balance resources it devotes to fall, spring and summer sessions. At a time of diminished state support, it becomes more difficult to maintain course offerings each term throughout the year.

If implemented, the proposed pilot project at North Hennepin Community College will provide useful information to all institutions on an alternative to the traditional calendar in Minnesota State Colleges and Universities. It is important to note that the college is located in the Twin Cities metropolitan area and faces robust population growth and high enrollments that could possibly sustain offering more courses during the summer.

Alternative calendars must resolve administrative and contractual issues that will require modifications to existing practices. Furthermore, they challenge the system's balance between a system of coordinated institutions following standard processes and individual institutions seeking their own distinctiveness and service to their communities.

THREE-YEAR BACCALAUREATE DEGREES

While many students take a longer time to finish, a bachelor's degree is sometimes referred to as a "four year degree." With growing financial pressures on students, ways to accelerate student progress toward a degree are receiving more attention across the U. S. Three-year baccalaureate degrees are not new in higher education, but more colleges and universities have been implementing programs in recent years.

Three-Year Baccalaureate Degree Models in the U.S.

Three-year bachelor's degree programs in the United States are designed to enable students to complete the same requirements as students in a conventional baccalaureate degree program but to do so within 36 months rather than 45 months. With rare exceptions, programs require the same number of credits and most programs require the same courses to be completed. Some three-year baccalaureate degree programs rely on students to earn credits over one or more summers, but many do not.

Although students can now complete a degree in three years on their own at most institutions, three-year degree plans are structured and require students to apply and be admitted to a three-year cohort. Because course registration must be carefully planned to enable completion in three years, not all majors may be eligible. Three-year degree plans may provide students with extra assistance, including special advising and access to priority registration.

Several strategies are typically used, alone or in combination, to accelerate student progress:

IB/AP/PSEO/Concurrent Enrollment

Students earn college credits in high school through Postsecondary Enrollment Options (PSEO), concurrent enrollment, Advanced Placement® or International Baccalaureate® courses. These options allow students to get a head start on college and possible graduate ahead of schedule. They encourage colleges and universities to coordinate with K-12 schools and are leading to new K-14 models.

Assessment of Prior Learning

Faculty assessments of work and other learning experiences result in credits that are applied to shorten the time to earn a baccalaureate degree. This strategy is most often used to assist adults who are returning to higher education with learning acquired on the job or in other settings. Most assessment is faculty-intensive work. The College-Level Examination Program (CLEP) is another way in which prior learning is evaluated for credit.

Accelerated Course Loads

Three-year degree plans usually require students take heavier than normal course loads during the academic year.

Required Summer Sessions

Three-year degree plans may also require students to earn credits in one or more summer sessions.

Features of 20 U. S. Three-Year Baccalaureate Degree Programs

Available in selected majors only	15
Requires attendance during one or more summers	11
Provides special advising for students in the three-year program	10
Limited to students who meet academic achievement requirements	7
Provides priority registration	5
Requires/expects AP/IB/other college credits earned in high school	4

Combined Bachelor’s and Master’s Degree Programs (3 + 1 or 3 + 2)

In these programs, students earn both a bachelor’s degree and a master’s degree in a four or five year combined program. Programs require a curriculum design so that the student begins to take graduate level courses that will apply to both degrees by the fourth year. These programs are not

true three-year baccalaureate programs because the student is usually not awarded the baccalaureate degree after three years, partly to retain eligibility for undergraduate financial aid in the fourth year.

Proposals for Other Three-Year Degree Models

At least two other three-year degree models have been proposed, but never implemented in the U.S.

Reduced Degree Credit Requirements

Under one concept, championed by Dr. Robert Zemsky and others, institutions would critically examine the course requirements for a bachelor's degree and streamline required courses so that students could complete their degrees in 90 credits (or other shortened length). The complexity of this change is seen by its advocates as a benefit since it would require a massive curriculum redesign that would stimulate conversations about all bachelor's degree requirements.

The argument for this approach rests on a premise that institutions now require redundant or unnecessary requirements for a bachelor's degree. So far, this assumption has not been proven to the point where any institution has chosen to take on the challenge of trying to develop a design that could be implemented. The value of such a degree is unknown. Would potential students, employers and the public view it as truly equivalent in learning outcomes to other baccalaureate degrees?

Furthermore, accreditation issues have not been addressed and would be a significant barrier to pioneering a shortened degree. Under pressure from accreditation critics, the Higher Learning Commission recently strengthened its statements about credits needed for a bachelor's degree. Institutions are required to conform to "commonly accepted minimum program lengths," including 120 semester credits for bachelor's degrees unless a deviation can be justified.

Three-Year Polytechnic Degrees

As envisioned, a three-year polytechnic degree is not a bachelor's degree, but a new 90 credit degree that would be built on an additional 30 hours earned beyond a two-year A.S. or A.A.S. degree. These degrees could provide advanced credentialing in technical education fields. While not offered in the U. S., the higher education systems in numerous other countries include this type of degree.

Current Practice in Minnesota State Colleges and Universities

Minnesota State Colleges and Universities do not now offer defined paths to a bachelor's degree in three years, although two universities are exploring potential initiatives (see below).

A small number of students who enroll in the state universities now complete their degrees within three years. A total of 146 state university students who enrolled in higher education for the first time in Fall 2005 completed a bachelor's degree at the university where they started by the end of the summer term three years after entry; 135 students in the Fall 2006 entering cohort

graduated in three years. Three-year graduates attended all seven of the state universities and represent 1.7 percent of the first time degree-seeking students who enrolled those years. There probably are a few additional university and college students who graduated in three years after transferring to a state university that awarded the degree.

Compared to other state university students, students who had completed a bachelor’s degree in three years were much more likely to have transferred in credits. On average, they also took heavier course loads and were somewhat older. Three-year graduates, however, did not enroll in summer terms more frequently than other students.

Characteristics of Three-Year Graduates and Other State University Students		
	Did Not Earn Bachelor’s Degree in Three Years	Earned a Bachelor’s Degree by End of Third Summer
Number of first-time students who entered state universities in Fall 2005 and Fall 2006	16,474	281 146 Fall 2005 cohort 135 Fall 2006 cohort
Number of credits earned before enrollment		
None	68%	25%
1-15	23%	18%
16-30	6%	22%
31-45	2%	12%
45 or more	1%	23%
At end of third summer term:		
Average number of terms enrolled	7.2	7.2
Average number of credits earned	93	108
Average credits/term	12.8	14.9
Age		
< 20 years	94%	87%
20 – 24 years	4%	9%
25 and over	2%	5%

Credits earned before entering higher education as a first-time student were a key strategy for early graduation.

- Thirty-five percent of the three-year graduates transferred in a year or more of credits when they enrolled.
- Only 71 three-year graduates from the Fall 2005 and Fall 2006 entering cohorts did not transfer in credits upon enrollment.

Since these students entered as first-time higher education students, most of the credits were probably earned in PSEO, concurrent enrollment, AP[®] or International Baccalaureate[®] courses taken in high school. Other credits that could have been earned include CLEP and credits for military training.

Several existing Board policies and related procedures support students who want to accelerate their progress:

- **3.5 Post-Secondary Enrollment Options (PSEO) Program**-commits the system to provide opportunities for high school students to participate in the Post-Secondary Enrollment Options and concurrent enrollment programs; defines admission, faculty qualifications and other standards.
- **3.15 Advanced Placement Credit**-stipulates that credits will be granted for qualifying scores on Advanced Placement exams; specifies how credits will be determined.
- **3.16 International Baccalaureate Credit**-stipulates that credits will be granted for qualifying scores on International Baccalaureate exams and completion of an IB diploma; establishes consistent policy for determining credits.
- **3.33 College-Level Examination Program (CLEP) Credit**-stipulates that credits will be granted for qualifying scores on CLEP exams; specifies how credits will be determined.
- **3.35 Credit for Prior Learning**-requires opportunities for students to demonstrate learning gained in non-credit or experiential settings; establishes consistent practices for evaluating and granting undergraduate credits.

Potential Benefits of Three-Year Baccalaureate Degree Programs

The description which follows applies to three-year baccalaureate degrees that retain the same learning outcomes and number of credits required for normal completion of the degree.

Pros and cons refer to formal three-year degree programs developed and promoted by institutions, not individual decisions to accelerate degree completion. Most three-year baccalaureate degree programs utilize the same courses and calendar as the institution as a whole, but alternative course designs and calendars are also found in a few institutions across the U.S.

For students, many advantages of accelerating progress toward a degree are similar to the advantages listed for acceleration by attending summer terms:

- Motivated students can qualify for jobs or graduate school a year or more earlier than other students. Early graduates save on college living costs and can start earning a career salary a year earlier.

- Students may not pay as much in tuition and fees as a four to six year graduation plan requires. Future increases in tuition and fees are avoided. In universities with banded tuition, students can enroll in the higher course loads needed for early graduation without paying more than students carrying a normal full-time load.

In addition, certain features of a formal three-year degree program can benefit students educationally:

- When programs reach into the high schools to get students started on a three-year path, students will be well-prepared for academic work in higher education.
- Three-year degree cohorts can provide peer support for students once they are in a three-year program.
- Students frequently have access to extra advising services when they are enrolled in three-year degree programs.

Colleges and universities can benefit from offering three-year degree plans in the following ways:

- An option to earn a bachelor's degree in three years serves the university's mission to enable students to succeed and reach their goals.
- Three-year degree programs are attractive to highly motivated students. They can elevate the university's reputation for quality, affordable education and increase recruitment of talented undergraduates.
- Three-year degree graduates improve the university's on-time graduation rates (which allow for a four to six year window).
- Implementing a three-year degree program can stimulate the institution to strengthen honors programming and advising services.
- When summer term enrollment is required as part of a three-year degree plan, campus facilities are used to a greater extent over the summer.

Potential Disadvantages of Three-Year Baccalaureate Degree Programs

Even when formal three-year options are available, they have not been suitable or attractive to most students. While there are financial benefits to early graduation, there are also financial barriers to participation:

- A primary disadvantage is that many students, including many older students, cannot handle an accelerated schedule because of family and other obligations.

- Programs are usually not accessible to students who need to work to cover a significant portion of their educational expenses and or to support family members. By reducing the time students can work, three-year degree programs can result in additional student borrowing.

Besides financial considerations, three-year degree programs raise additional issues concerning students' education and personal growth:

- Faculty observe that accelerated programs do not recognize the reality that deep learning requires time for reflection. While factual knowledge and technical skills may often be taught at an accelerated pace, unless they have exceptional abilities, students will not have enough time to acquire the critical thinking skills, ability to apply concepts to new situations and advanced understanding that employers and graduate programs expect of bachelor's degree graduates.
- Most three-year baccalaureate degree programs require students to identify their major at an early stage. They eliminate exploration of different fields of study that is a valued part of the college experience for many students.
- Students who graduate in three years will have less time for personal development, travel and other activities which contribute to their personal growth.
- When summer term attendance is required, students forego opportunities for summer internships and work that contribute to their employability after graduation.
- Students forego another year or two to mature before entering the job market.
- Some students find that they face added stress and emotional issues by trying to finish their degrees in three years.
- Students must carefully consider their ability to handle heavier course loads. While early graduation can speed entry into graduate and professional education, this benefit must be weighed against the desire to demonstrate academic excellence needed for admission to competitive graduate and professional programs.

Three-year degree programs have the potential to impact the majority of students who follow a traditional path to a degree in negative ways. To the extent that institutions shift advising, curriculum development or other resources to the three-year program, resources to support students in general are reduced. Priority registration, which is offered by some three-year degree programs, can limit access to courses for other students not in the program.

For colleges and universities, three-year degrees present the following cautions:

- The effects on student learning listed above are of deep concern to institutions considering development of an accelerated path to a baccalaureate degree.

- When institutions promote accelerated completion of degrees, they can appear to diminish important educational goals, reducing it to a quick credential for employment.
- Delivering a three-year degree program requires the faculty and institution to commit in advance to a class schedule that supports a three-year plan. Arrangements can add complexity and cost to scheduling courses.
- Reallocating resources to benefit the few students who will take advantage of a three-year option is difficult to justify when institutions need to invest in timely completion, eliminating achievement gaps and other goals that affect the majority of students.
- While a three-year degree program would be designed to result in the same learning outcomes, it may be seen by the public and employers as less rigorous than a traditional degree.

Planned Three-Year Degree Programs

Although a few students complete a bachelor's degree within three years on their own, Minnesota state universities do not now offer formal three-year degree programs. Two universities are, however, discussing initiatives to offer an accelerated path to a bachelor's degree. Both universities have banded tuition rates that benefit students who take accelerated course loads.

Bemidji State University is exploring the offering of three-year degree programs in a few selected majors on a campus-based model or a partial on-line model. One model would focus on allowing students to take advantage of the university's tuition band, if they so desire, by taking a very heavy course load during the fall and spring semesters. The second model would allow students to take normal academic loads in the fall and spring semesters and attend campus-based summer school or take on-line summer school classes.

Students admitted into the programs would have to obtain higher scores on the ACT than regular students. Students would be admitted and advised by cohort; in addition, students would receive preferential treatment in registration to insure timely graduation.

It is estimated that academic programs would require additional resources to implement the three-year degree program. Although not currently under consideration, programs at the university may be open to collaborative transfer programs with community colleges.

Minnesota State University, Mankato is exploring development of formal three-year degree paths in a few selected majors. To build pipelines to three-year degrees, the university has been consulting with high schools on ways to encourage high ability students to take advantage of PSEO, Advanced Placement and other high school options that would connect with the newly designed accelerated degrees. The university is also working with the Council for Adult and Experiential Learning (CAEL) to determine ways in which returning adults could receive credit

for prior learning. Summer enrollment may be included in the course of study needed to graduate in three years.

Conclusions

Across the U.S., institutions that have offered formal three-year degree programs find that they attract very few students, and a number of programs have been discontinued over the years. With increased attention to the escalating costs of higher education, however, these programs are receiving renewed interest.

Minnesota State Colleges and Universities is committed to maintaining an “affordable and competitive cost of attendance.” Along with restraining tuition and fee charges, the ability to earn a bachelor’s degree in three years can be part of the system’s answer to students who are looking for ways to reduce their cost of education.

Students can now complete many bachelor’s degrees in three years if they plan carefully. College, university, and system communications should do more to let students know that they can consider an accelerated path to a degree even if a formal program is not created. For most students, the path to early graduation will begin in high school by earning credits through PSEO, concurrent enrollment, AP, IB or CLEP. In addition, enrolled students can be encouraged to think about taking heavier course loads and enrolling during the summer in order to finish their degrees in less than four years.

Implementation of formal three-year options in several state universities will help clarify issues within the system. Nationally, all but a few three-year degree programs operate within a single baccalaureate degree-granting institution. Partnerships between state universities and colleges could lead to new models of three-year baccalaureate degrees.

A three-year degree path is most suitable for highly motivated, well-prepared students without heavy work or family obligations. Most Minnesota State Colleges and Universities students do not fit this description. Only 49 percent of the system’s entering full-time state university students now earn an bachelor’s degree within six years. Several system initiatives are designed to increase the number of students who complete degrees, even if it takes longer for them to do so.

Each university should determine whether it will devote resources to developing formal three-year degree paths that will benefit relatively few of its students when other challenges, including strengthening educational quality and reducing achievement gaps, must be addressed with diminishing state appropriations. While universities can promote early graduation through three-year degree programs, reduced funding will have the opposite effect of limiting course availability and delaying graduation for some students.

RECOMMENDATIONS

Based on the pros and cons identified above, the following practices are recommended to guide implementation of 12-month calendars and three-year baccalaureate programs in Minnesota State Colleges and Universities:

With respect to 12-month calendars:

1. Colleges and universities should continue to have authority over their practices in selecting and scheduling summer term courses.
2. Colleges and universities that offer programs on a 12-month calendar should inform students whenever summer enrollment is required.
3. Colleges and universities should promote opportunities for students to accelerate their progress toward graduation by taking summer term online and/or classroom courses.
4. Before approving an exception from Board Policy 3.34 on academic semester start dates or other calendar alternatives proposed by a college or university, the Office of the Chancellor should evaluate implications on operations elsewhere in the system.
5. If a college or university proposes to implement an alternate 12-month calendar, it must submit a plan for a pilot period to the Vice Chancellor for Academic and Student Affairs for review and approval. The plan should be endorsed by the president and identify any exemptions or changes needed to Board policies and system procedures, labor agreements, technology or system business practices. Necessary changes to a labor agreement must be negotiated with the bargaining unit representative prior to submitting the plan. The Vice Chancellor for Academic and Student Affairs should consult with other divisions in the Office of the Chancellor, including Finance, Information Technology, and Human Resources, before approving the pilot.
6. An approved pilot for an alternate 12-month calendar must evaluate its effectiveness in achieving goals and addressing implementation issues. The Vice Chancellor for Academic and Student Affairs should brief the Board of Trustees on 12-month calendar approved pilot plans and evaluation findings at the conclusion of the pilot period.

With respect to three-year baccalaureate degree programs:

1. Universities should continue to have the option to develop structured opportunities for students to complete a baccalaureate degree in three years.
2. Three-year baccalaureate degree programs must meet system procedure 3.36.1 Academic Programs, which establishes degree credit lengths, and be designed to achieve learning outcomes equivalent to the same program offered on a traditional graduation plan.

3. College and universities should reach out to high school students to inform them about early graduation opportunities made possible by earning college credits while attending high school.
4. College, university, and system communications should promote early and timely graduation as a way to cut higher education costs for students.

RECOMMENDED COMMITTEE MOTION

The Academic and Student Affairs Committee recommends that the Board of Trustees accept the report on the pros, cons and recommendations for implementing 12-month calendars and three-year baccalaureate degree programs in Minnesota State Colleges and Universities.

RECOMMENDED BOARD MOTION

The Board of Trustees accepts the report on the pros, cons and recommendations for implementing 12-month calendars and three-year baccalaureate degree programs in Minnesota State Colleges and Universities.

**Ad Hoc Advisory Committee
Studies on Three-Year Baccalaureate Program and 12-Month Calendar**

Tom Fauchald Bemidji State University	Inter Faculty Organization
Catarina Fritz Minnesota State University, Mankato	Inter Faculty Organization
Nancy Genelin South Central College	Administrator, Academic Affairs
Travis Johnson/ Jessica Medearis	Minnesota State College Student Association
Kevin Lindstrom	Minnesota State College Faculty
Greg Mulcahy	Minnesota State College Faculty
Shannah Moore Mulvihill	Minnesota State University Student Association
Shirley Murray Minnesota State University, Mankato	Minnesota State University Association of Administrative & Service Faculty
Wanda Overland St. Cloud State University	Administrator, Student Affairs
Jane Reinke North Hennepin Community College	Administrator, Academic and Student Affairs
Warren Sandmann Minnesota State University, Mankato	Administrator, Academic Affairs
Betty J. Strehlow Ridgewater College	Administrator, Academic and Student Affairs
Gary Seiler Metropolitan State University	Administrator, Academic Affairs

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES**

Agenda Item Summary Sheet

Committee: Academic and Student Affairs

Date of Meeting: May 17, 2011

Agenda Item: Board Committee Goals: Developmental Education

Proposed
Policy Change

Approvals
Required by
Policy

Other
Approvals

Monitoring

Information

Cite policy requirement, or explain why item is on the Board agenda:

The Academic and Student Affairs Committee of the Board requested that a study be made of promising practices in developmental education and that a report and recommendations be presented to the Committee.

Scheduled Presenter(s):

Scott Olson, Interim Vice Chancellor for Academic and Student Affairs

Mike López, Associate Vice Chancellor for Student Affairs

Outline of Key Points/Policy Issues:

The report reviews five promising practices in developmental education and provides information from the literature about how these practices have been implemented at colleges and universities across the country. The report then provides examples of how the promising practices are being implemented within Minnesota State Colleges and Universities. Among the primary findings and recommendations are that there is no single method of delivering developmental education that will be effective at all institutions for all students in all circumstances. Therefore, institutions should be allowed to choose from the “menu” of promising practices options and implement those that will be most effective with the students, faculty and staff at their specific campuses. The committee also recommends that the Board be provided an annual report on developmental education that is separate from the “Getting Prepared” report and focuses on the implementation of promising practices across the system and the educational outcomes of students who take developmental education courses.

Note: In this summary and the full report, the terms “remedial” and “developmental” are used synonymously.

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

BOARD ACTION ITEM

**Board Committee Goals: Developmental Education
Report of the Ad Hoc Advisory Committee on Developmental Education**

BACKGROUND

The Academic and Student Affairs Committee of the Board of Trustees established as one of its goals for this year to “Study the pros and cons of moving responsibility for remedial education from the state universities to the state colleges.” During a study session in December, the Committee reviewed a considerable amount of research in developmental education, and concluded that there were sound reasons for maintaining a limited amount of remedial education offerings at the state universities. The Committee then turned its attention to promising practices for providing developmental education efficiently and effectively. The Committee requested that a study of these promising practices be conducted and that a report and recommendations be provided to the Committee

RECOMMENDED COMMITTEE ACTION

The Academic and Student Affairs Committee recommends the Board of Trustees adopt the following motion:

RECOMMENDED MOTION

The Board of Trustees accepts the report of the Ad Hoc Advisory Committee on Developmental Education.

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

BOARD ACTION ITEM

**Board Committee Goals: Development Education
Report of the Ad Hoc Advisory Committee on Developmental Education**

I. Background

The Academic and Student Affairs Committee of the Board of Trustees established as one its goals for fiscal year 2011 to “Study the pros and cons of moving responsibility for remedial education from the state universities to the state colleges.” In order to better understand issues related to remedial education, the committee held a study session in November of 2010. The committee was provided a variety of background readings related to remedial and developmental education research. A presentation on students taking developmental education in Minnesota State Colleges and Universities was also provided.

Developmental instruction in Minnesota State Colleges and Universities is a significant aspect of the total instructional program. In recent years, about 48% of the Minnesota high school graduates who enrolled in a Minnesota State College or University within two years after graduation were required to take at least one developmental course, as shown in Table 1. Thirty-two percent of those who enrolled in a state college took two or more developmental courses. The majority of these courses were in developmental mathematics. Ninety percent of the developmental credits required to be taken by students at state universities were in mathematics courses. The number of students taking developmental courses is significant. In fiscal year 2010 the system enrolled 50,688 students in developmental courses, representing a full-year equivalent enrollment of 10,121 students. The system’s direct expenditures for developmental education in fiscal year 2009 were \$29.5 million, representing 4.7% of the system’s total direct expenditures. In addition, students spend millions of dollars in tuition each year on developmental education.

Perhaps not surprisingly, students who come from family backgrounds with limited higher education experience are more likely to enroll in developmental courses than other students. Fifty-six percent of students classified as underrepresented who enrolled as first-time full time students in Fall of 2008 took at least one developmental course, compared to about 40% of students who were not classified as underrepresented. Forty-four percent of White students took developmental courses compared to 77% of African American students, 71% of Asian students, and 63% of Hispanic students. However, the data also indicate that students of color who take developmental courses have higher persistence and completion rates at both state colleges and state universities than students of color who do not take developmental courses.

The data provided to the committee indicated that only about 5% of the total system FYE enrollment in developmental education was being provided at the state universities, and that

almost of all of it was in mathematics. Ninety percent of the developmental courses taken at the state universities were in mathematics, three percent in writing, and seven percent in reading and other subject areas. The readings reviewed by the committee provided substantial and compelling arguments for the appropriateness of maintaining some developmental education offerings at the state universities.

The committee turned its attention to studying developmental education models and methods of delivery. The extensive literature in this area and the variety of readings provided to the committee clearly indicated that, while there were a number of “promising practices” in developmental education, there was no “silver bullet,” no one method or model that could be pointed to as being the solution to the developmental education conundrum. Accordingly, the committee directed that a study of best practices in developmental education be conducted and that findings and recommendations be provided to the committee. The Interim Vice Chancellor for Academic and Student Affairs charged an ad hoc advisory committee with this task, led by the Associate Vice Chancellor for Student Affairs.

II. Promising Practices in Developmental Education

The Ad Hoc Advisory Committee was comprised of representatives from the faculty bargaining units as well as student representatives and administrators from the state colleges and universities. A list of committee members is provided at the end of this report. The committee reviewed the same materials that had been provided to the Academic and Student Affairs Committee for the study session. Based on this extensive review of the developmental education literature, along with work done in preparation for a grant proposal by a team of state college Presidents led by Larry Litecky, five “promising practices” were identified as being worthy of additional research and exploration by the Ad Hoc Advisory Committee. These practices are as follows:

A. Learning communities

Learning Communities involve a common cohort of students taking classes that are linked or clustered during an academic term, often around an interdisciplinary theme. A variety of approaches are used to build these learning communities, with all intended to restructure the students’ time, credit, and learning experiences to build engagement among students, between students and their teachers, and among faculty members and disciplines.

Learning communities can be structured as programs in which a small cohort of students enrolls in larger classes that faculty do not coordinate. In this instance, intellectual connections and community–building often take place in an additional integrative seminar. Learning communities may also involve two or more classes linked thematically or by content which a cohort of students takes together. In this instance, the faculty does plan the program collaboratively. Finally, learning communities may involve coursework that faculty members team teach. The course work is embedded in an integrated program of study. Across the varying models of learning communities (which may also involve a residential component) there is a consistent finding of greater retention and academic success for students involved in learning communities compared to students who are not (Taylor et.al., 2003).

Learning communities may be characterized as a robust intervention because participation in a learning community is associated with improved retention and better academic performance across a variety of settings and with a great diversity of students (Bloom and Sommo, 2005; Shapiro and Levine, 1999).

B. First Year Experience/Student Success Courses

First-Year Experience programs also help students in making the transition to college, and especially in helping new students develop an engagement with the college. "Getting students started right on the path through the institution to graduation begins with anticipating and meeting their transition and adjustment needs when they enter. Freshmen need a prevention plan. Intrusive, proactive strategies must be used to reach freshmen before the students have an opportunity to experience feelings of failure, disappointment, and confusion" (Levitz, Noel, and Richter, 1999).

The effectiveness of these extended structured seminar orientation programs has been amply demonstrated. In a longitudinal study examining the effects of a first-year seminar program on graduation rates, Schnell and Doetkott (2003) found that first-year students who participated in the seminar graduated at a higher rate than a matched group of students who did not. They also found that among those participants who were admitted to postsecondary institutions with low ACT Assessment scores and HS GPAs, graduation rates were also better than those of matched nonparticipants. Research conducted at the University of South Carolina (Gardner, 1986; Upcraft, Gardner, and Barefoot, 2005) has shown many positive effects of first-year experience programs, including a finding that high-risk students may benefit more from participation in these programs than other students.

Overall the research suggests that a student's entering characteristics play an important role in persistence to graduation, but potential for success can be increased with the addition of a first-year experience program. (Lotkowski, Robbins and Noeth, 1999). However, research has also indicated that in-depth orientation programs, even if they are not strictly a first-year experience seminar, can be effective in increasing the academic success and retention of students (Purnell, et.al., 2004).

C. Intrusive advising

Intrusive Advising differs from the more traditional prescriptive and developmental models of advising because advisors are not only helpful and encouraging of students, but they proactively make the initial contact with students, rather than waiting in their offices for students to schedule an appointment. Most students know they have an advisor but may be unaware of how and when they are able to contact the advisor or what the advisor can help them accomplish. Heisserer and Parette (2002) observe that "the only variable that has a direct effect on student persistence is the quality of a relationship with a significant member of the college community. Thus the advisor is often the person best suited to form a significant relationship with the student."

Although intrusive advising has been demonstrated to be effective with students across the board, underrepresented students, in particular, may benefit greatly from the intrusive approach because they may not have the background experience to know how to respond when unexpected situations arise (Backhus, 1989; Earl, 1988). Contacted by the intrusive advisor, the student has the opportunity to discuss emerging problem situations and be referred to the appropriate resources to address the problems (López, et. al., 1988). Thus intrusive advising goes beyond dealing with academic issues that impact student retention, but addresses other social and cultural issues as well.

D. Supplemental instruction/Tutoring

Supplemental Instruction (SI) is a very different form of academic intervention, in that it targets high-risk courses (those that historically have a high percentage of D, F and W grades) instead of high-risk students. The focus of the intervention is to help students to learn the course content while at the same time acquiring study skills and strategies pertaining to the course discipline (Ramirez, 1997). Supplemental Instruction sessions are structured to maximize student involvement with the course material. Learning and study strategies, such as note-taking, graphic organization, questioning techniques, vocabulary acquisition, and test prediction and preparation are integrated into the course content. Students learn to verbalize what they do understand and clarify what they do not understand. The SI leader is a model student who provides an example of how successful students think about and process the course content. The leader facilitates study sessions, but does not re-lecture or introduce new material (Lotkowski, Robbins and Noeth, 2004).

SI may be described as a particularly robust intervention, because it has been found that SI participants consistently do better in the target courses than their non-SI peers regardless of the type of institution, discipline of the SI course, prior preparation levels of the students, and across ethnic groups (Hensen & Shelley, 2003; Ogden, Thompson, & Russell, 2003; Ramirez, 1997).

E. Re-Design of Developmental Education

The usual delivery strategy for developmental courses offers a gradation of “basic remedial,” “basic developmental,” and “intermediate developmental” and does not afford an opportunity for students to quickly get up to performance level in one stage so that they can move to the next stage sooner. Students are required to take an entire course even though they may only be deficient in a portion of the topics. Restated, even if someone is marginally below the standard for freshman-level College Algebra, they are still placed into a 16-week course in Intermediate Developmental Algebra that requires them to sit through the full course to satisfy one or two limited or missing competencies. The developmental course structure can present a significant obstacle to students’ ability to realize their educational goals. Many students who begin a developmental course withdraw due to work, family or health issues. Students who withdraw and return the following semester must begin the same course from the beginning, even though they may have demonstrated mastery of some portion of the material prior to their withdrawal. Weaker students may be required to complete up to three full semesters of coursework prior to advancing into regular college-level courses. Many students are delayed in

applying for admission to specific academic and professional programs. Others give up and drop out completely. Typical drop-failure-withdrawal rates in these courses of 40% to 50% further compound the problem. In response to these issues, redesign of developmental education has been identified as a promising practice. Redesign may take any of several forms.

Modularization involves arranging developmental courses into shorter modules as opposed to semester-long offerings. According to this method, students requiring minimal developmental education can complete their modules quickly and advance to college-level courses. Moreover, modularization allows courses to be individually tailored to address students' respective weaknesses. One college that implemented this approach, Jackson State Community College, has produced excellent results. The College has seen a 21 percent improvement in student learning, a 45 percent increase in student pass rates, and a 12 percent increase in student retention. Further, the program created a cost-per-student savings of more than 20 percent (Zachry and Schneider, 2010). A number of different online programs exist that modularize developmental work as well, which can allow students to work independently and provide a less expensive option to students than the cost of tuition.

Acceleration involves the compression of a course into a briefer period of time, or the combination of the content of two related or sequential courses into one course. Mountain Empire college, for example, took two math courses with high enrollments and compacted them into much shorter classes to allow students to complete more developmental coursework in a shorter timeframe. While Math 2 is traditionally taught over a 10 week period in the summer and offered as a three credit course, the fast-track Math 2 class is taught in one week and students receive one hour of credit. Similarly, Math 3 is traditionally taught over 10 weeks for five credits. The fast-track Math 3 class, however, is only two weeks in length and students receive two hours of credit upon completion. Success rates for these fast-track courses have been exemplary. Compared to the 44 to 68 percent completion rate of traditional developmental math courses in the past, the fast-track courses have seen success rates between 89 and 92 percent at the College. Further, students in the fast-track Math 2 course have a final exam average of 93 percent, compared to the 75 percent average of students in the traditional course (Zachry and Schneider, 2008).

Summer bridge programs, designed to provide graduating high school seniors with the academic and college-readiness skills needed to be successful in postsecondary education, have emerged as a promising intervention. Typically running four-to-six weeks during the summer months, summer bridge programs offer an integrated approach with intensive coursework that may be accompanied by tutoring, additional labs, stipends, and student support services designed to facilitate students' transition to college and help them prepare for credit-bearing courses in their first semester of college. Although the evidence for the effectiveness of these programs is not as strong as for other interventions, they do show promise. In Texas, for example, early research findings suggest that summer bridge programs did not have an impact on college enrollment rates or persistence. However, the research points to a shift in the average course load taken by students who completed the programs, with students taking fewer developmental education credits and more college-level credits. In addition, students enrolled in summer bridge programs were more likely to meet state standards in reading, writing, and math. Although the

effects were not large, the results are statistically significant (Wathington, Pretlow, and Mitchell, 2011).

Other redesign models involve providing assessment test preparation for students, which may serve as a “refresher” for math concepts and techniques, resulting in fewer students being required to take developmental courses. The use of math or writing labs, often in an “emporium” is another promising model. Finally, in a contextualized developmental education model, developmental education content is linked to a specific content course, often in a short-term program designed to provide employable skills to students with relatively low reading, writing, and math skills (Zachary and Schneider, 2010).

III. Promising Practices Exemplars within MnSCU

The Ad Hoc Advisory Committee on Developmental Education began meeting in January of 2011. Following their review of the developmental education literature that had previously been presented to the Academic and Student Affairs Committee of the Board, the committee turned to reviewing and sharing information among themselves about promising practices as they were being implemented at their own and other campuses across the system. It soon became apparent that within Minnesota State Colleges and Universities there is a large, and largely untapped, source of experience and expertise in developmental education. The committee proceeded to seek out additional examples of promising practices across the system.

Committee members contacted colleagues across the system for information about promising practices being implemented at their colleges and universities. In addition, individuals who had made presentations during the Promising Practices in Student Success Faculty Forum were contacted for information about their presentations. The following are a few examples of how the promising practices are being implemented at colleges and universities within the system:

A. Learning communities

The learning community initiative at **Century College** involved the intentional pairing of two courses to create a community of learners (both faculty and students) who work and learn together across disciplinary lines. Faculty teaching within one of the learning communities collaborated on defining complementary instructional strategies and assignments, interweaving and connecting learning across the courses. Students collaborated with the faculty and one another throughout both courses, exploring connections across discipline lines, sharing a common instructional experience, and building a community within the larger College.

During the 2009-2010 academic year, a total of 34 learning communities were offered (23 in fall 2009, and 11 in spring 2010). While 6 of these communities consisted of pairings of college-level courses, the majority (19) combined a developmental-level course with a college-level course. The remaining 9 learning communities consisted of pairings of two developmental-level courses. Students enrolled in these learning communities through both self-selection and on the advice of faculty counselors and advisors.

Academic performance outcomes for learning communities are encouraging. The percentage of underrepresented students earning a “C” or above in the paired courses was 60%. The average term cumulative GPA achieved by underrepresented students in the paired courses was 2.36. The average number of credits attempted per underrepresented student was 11.6 credits per term. The average number of completed credits per underrepresented student was 7.2 credits per term. Cumulative term completion rates (completed credits/attempted credits) for underrepresented students in the paired courses was 62%. The withdrawal rate of underrepresented students in the paired courses was 25%. The percentage of underrepresented students in the paired courses retained to the following semester was 76% for fall participants retained to spring, and 42% for spring participants registered for the following fall. These results indicate that participation in learning communities, while beneficial to most students, may be especially helpful for students from underrepresented backgrounds.

Inver Hills Community College began implementation of its learning communities retention initiative in 2006, with a goal of recruiting 100 students to participate in a learning communities program. This program has been extraordinarily successful and has now expanded to twenty learning communities offered during the 2009-10 academic year, enrolling over 200 students. Students participating in these learning communities were academically successful, with 73% earning a Fall term GPA of 2.0 or above, and with an 84% Fall to Spring retention rate.

B. First Year Experience/Student Success Courses

Building upon its successful pilot phase in FY08, **Inver Hills Community College** incorporated *On Course*, a customized first-year experience course, into learning communities. *On Course* is a one-credit, eight-week course that focuses on developing attitudes and skills that lead to success in college and in life. The *On Course* component is led by a faculty counselor with advanced *On Course* training, and the classes are taught by both faculty and master’s-degreed staff who attend annual training and periodic workshops. *On Course* instructors provide out-of-class activities that meet underrepresented students’ identified needs, such as Financial and Budget Planning workshops during Student Success Day. As part of the *On Course* curriculum, students use multiple academic support services.

Students taking *On Course* demonstrate high levels of persistence and retention. Seventy percent of underrepresented students in the Fall, 2009 *On Course* earned a term GPA of 2.0 or higher, and 82% of the fall 2008 cohort were retained to spring of 2009.

At **St. Cloud State University** students admitted to the university into the Division of General Studies Program are required to take COLL 110, Reading and Study Strategies, and complete it with a minimum grade of C in their first year. The Learning and Study Strategies Inventory (LASSI) is used as a pre- and post-test. The LASSI is an assessment of students’ awareness about and use of learning and study strategies related to skill, will and self-regulation components of strategic learning. The focus is on behaviors, attitudes and beliefs that relate to successful learning and that can be altered through educational interventions. Research has repeatedly demonstrated that these factors contribute significantly to success in college and that they can be learned or enhanced through educational interventions such as learning and study

skills courses. The LASSI provides standardized scores and national norms for ten different scales relating to the learning strategies and behaviors. A score at the 50th percentile or above is predictive of student success. The average score for students who took the pre-test during fall of 2009 was below the 50th percentile on all ten scales and below the 40th percentile on six scales.. The average post-test scores for these students following the course were above the 50th percentile on eight of the 10 scales, and above the 40th percentile on the other two scales. Clearly the course has improved these students' chances of success in their university studies.

C. Intrusive advising

St. Cloud Technical and Community College has used intrusive advising techniques such as calling students by phone, contacting them through e-mail and approaching them on campus. These techniques have been used to contact students who had received academic progress reports, exhibited a drop in attendance, failed to meet certain Accuplacer test score requirements or were identified by instructors as struggling in their classes. Occasionally, students are also contacted when they failed to register for classes and did not speak with an advisor. Intrusive advising techniques are also used to encourage students to fill out scholarship applications and financial aid applications. Appointments were made to help those students who required assistance to complete these applications. Student outcomes support the effectiveness of these techniques, as students who received intrusive advising services had a fall to fall retention rate of 56%.

Century College has also implemented the intentional pairing of new entering students with a faculty advisor throughout their first term of enrollment at the college. Central to this advising relationship is the establishment of academic goals and concrete program plans which form the basis for future advising. Faculty use tools such as the GPS LifePlan to assist students to develop and document goals and monitor progress toward goal completion. Results from the Fall, 2010 cohort were an average GPA of 2.38 for students in the intrusive advising cohort, with 64% of grades being C or higher, and a fall to spring retention rate of 66%. The college will use this early experience to improve the advising progress in subsequent years.

D. Supplemental instruction/Tutoring

In order to improve the chances of success for students in the new Transfer ASAP program, and to provide additional services to students enrolled in 5 gateway courses, **North Hennepin Community College** developed a new Supplemental Instruction Study Group/Tutoring program. The program followed most of the guidelines of the University of Missouri- Kansas City model, although it was not officially sanctioned by the UMKC Supplemental Instruction organization. The program coordinator recruited and trained peer tutors to be study group facilitators and scheduled study groups and tutoring appointments. The college identified five gateway courses in which students are most at risk of getting a D, F, or W (Intro to Sociology, Intro to Psychology, College Algebra, First Year Comp, and Intro to Biology) and enhanced services to students by embedding tutorial assistance in and out of class. The results of the program were very promising, as 449 students participated in 411 hours of SI study groups and tutoring in the five college-level subject areas. There was an improved course

completion rate in each of the five subjects. There was also a decreased rate of D, F and W grades in all of the subject areas except Sociology.

Winona State University has provided Supplemental Instruction to students since 2005. It should be noted that these courses are not developmental in nature; however, the success of the students in these courses provides a strong indication that the method would also lead to success in developmental courses. During the 2009-10 academic year for example, the university provided SI in thirteen sections of eight different courses. Students attending the SI sessions had an average course grade that was .72 higher than the average grade of non-attendees, and the rate of D, W, and F grades was lower for SI attendees than for non-attendees. Looking more closely at the Anatomy and Physiology course offered during Spring of 2010, the average grade for SI attendees was 2.7, compared to 1.7 for non-attendees. Moreover, the D, W and F rate for attendees was 39% lower for attendees. In addition, there was a strong correlation between the number of SI sessions attended by students and their final grades. Students who attended 18 or more sessions had an average GPA of 3.42, those who attended 10 to 13 sessions had an average GPA of 3.0, and those who attended only 2 to 5 sessions had an average GPA of 2.30.

E. Re-Design of Developmental Education

Fond du Lac Tribal and Community College has redesigned two of its developmental English classes and its developmental mathematics classes. Three years ago, the English department determined that the Refresher English class that was offered at the time did not adequately meet the needs of the wide range of student abilities that placed into this course. The department made the decision to restructure the class, eliminating the semester-long, 3 credit Refresher English course and creating two 8-week courses titled College Prep English I and College Prep English II. Each class is worth two credits. The Accuplacer placement scores were also adjusted for more specific placement into one of the two courses.

Students who place into College Prep I work on sentence to paragraph-level skills, while students placing into College Prep II focus on paragraph to essay-level skills. Students needing to start at College Prep I can complete the course in the first eight weeks and then move into College Prep II for the second eight weeks. Early results indicate that more students have completed the two-course sequence (College Prep I and College Prep II) and with a higher GPA than with the previous single "catch-all" course. Those students who place into College Prep I are especially more likely to complete.

In a redesign going in the opposite direction from the English redesign model, in Fall of 2010 the FDLTCC math department combined two classes, Beginning Algebra and Higher Algebra, into a single one-semester. Each class went from meeting three days a week to meeting five days a week. Results are encouraging, as 26 of 31 students completed Beginning Algebra with an 84% pass rate and seven of those students went on to the Higher Algebra component with an 88% pass rate. With this accelerated course sequence approach, students are able to reduce the need for an additional semester of developmental math coursework.

Similar redesign efforts are being undertaken by **North Hennepin Community College** and by **Minnesota State Community and Technical College**. North Hennepin is modularizing

its reading and learning skills curriculum into 2-credit modules to allow students to stop in and out of college as their life circumstances require without losing credit for what they've already completed. Some students may accelerate their progress through the 8-credit developmental reading curriculum, completing the entire curriculum in one semester. Minnesota State is currently piloting the modularized, computer-assisted delivery of basic mathematics. Students meet with faculty in a classroom setting one hour per week and are required to come to a faculty-staffed math lab another three hours per week. Students complete the math modules at their own pace and have faculty available to answer questions or provide other assistance. Students who complete all six modules, the equivalent of the Math 0052 course, may begin the modules for the Introduction to Algebra course. Students who are not able to complete all of the modules receive an incomplete and must continue to work on the modules and attend the math lab in the subsequent semester. An evaluation of this pilot phase will be completed during the next academic year.

Minneapolis Community and Technical College has launched a redesign of developmental mathematics using ALEKS (Assessment and Learning in Knowledge Spaces), a web-based mathematics assessment and learning system. Two ALEKS courses cover content similar to what is now covered in three traditional math courses, but using a very different course format. Before beginning either course, the student takes an ALEKS assessment in that course. The ALEKS assessment results in the creation of an individual study plan for the student in the course. The content of each student's study plan also determines the number of credits the student registers for in the ALEKS courses. For example, if a student assesses as having previously mastered relatively little of the course content, the student may be required to register for the course at 5 credits. But if the student's assessment indicates that s/he has already mastered at least 60% of the course content, the student may be required to register for only 2 credits. It should be noted that ALEKS is not online instruction, but is self-directed instruction. In the classroom, each student learns math concepts using ALEKS as a learning tool along with the guidance of the instructor. This redesign effort was implemented during the 2010-11 academic year, and an evaluation of the initiative will be conducted during the next academic year.

IV. Conclusions and Recommendations

The Ad Hoc Advisory Committee, after reviewing the variety and extent of implementation of developmental education promising practices at the colleges and universities across the system, has come to the conclusion that the system is on the right track in addressing issues of developmental education. Clearly, the colleges and universities recognize the importance of bringing students' academic skills up to college level as quickly and efficiently as possible. They are addressing these issues by implementing one or more of the promising practices as appropriate to the needs of their students and the availability of resources at the individual institution. The colleges and universities know what works. What is needed is a refinement of approaches and the tailoring of individual promising practices to specific institutions.

The caveat noted in the opening section of this report bears repeating: There is no "silver bullet," no single approach that will be effective for all students at all institutions in all

circumstances. Learning communities, for example, may be highly effective in a college or university that has a relatively large student population. However, a college with a smaller student enrollment may find it difficult to attract a “critical mass” of students to enroll in learning communities, and the initiative may fail. Similarly, intrusive advising may be effective in some settings, but because it is highly labor intensive it may be difficult to implement effectively in an institution that does not have a sufficiently large number of faculty or staff to serve as the advisors in this paradigm. Therefore, the committee is not recommending the adoption or promotion of any single one of the promising practices as being the preferred developmental education methodology within the system. Instead, the committee recommends that the “menu” of promising practices be presented as options for colleges and universities to select from, and to implement one or more of the promising practices that will be most effective with the students, faculty and staff at their specific campuses.

Committee members expressed concern that, following initial distribution and discussion of this report, developmental education would once again be placed on the “back burner” of system concerns. Therefore, the committee recommends that a report on developmental education outcomes of students be part of Presidential evaluations and/or be part of Presidential work plans. “Maintenance of effort” related to developmental education should be part of each institution’s budget and staffing plans. The committee also recommends that the Board be provided an annual report and update on developmental education that is separate from the “Getting Prepared” report for the legislature and focuses more on the implementation of the promising practices across the system and outcomes of students who take developmental education courses.

The members of the committee also recognize that scaling up, both within an institution as well as across the system will require that additional resources be dedicated to developmental education. Promising practices are effective, but not necessarily inexpensive. We recognize that in the current budgetary environment additional resources will not be available to the system. However, current funds may be reallocated or redirected more effectively in developmental education initiatives. For example, colleges and universities may choose to rethink their current uses of their Access, Opportunity and Success formula-based allocations. These funds are specifically for programs to recruit and retain underrepresented students. As noted in the opening paragraphs of this report, underrepresented students are overrepresented among students who take developmental education. It might therefore be appropriate for some institutions to dedicate a portion of their AOS funding to implement promising practices.

A. Scaling up Promising Practices Within an Institution and Across the System

A survey of system colleges that had been conducted in preparation for the Promising Practices in Student Success Faculty Forum that was held in February indicated that every state college in the system had implemented one or more of the promising practices. (It should be noted that because of the wording of the survey instructions, there is some doubt as to whether supplemental instruction and intrusive advising were understood as being as described in section II of this report.) However, it is clear from discussions with administrators at the colleges that many of these implementations are in a pilot stage. In addition, members of the committee are

aware of numerous instances where a college has implemented a pilot developmental education redesign, only to have the project fail and be abandoned after one or two semesters. Therefore, the results of the survey may present a somewhat optimistic picture of the extent to which the promising practices are actually being provided across the system.

In order for any promising practice to be successfully implemented in a college or university, several factors must be present. Chief among these factors are support and commitment from both faculty and administration. Examples of how these factors play into the scaling up of promising practices within an institution are provided by Inver Hills Community College and by Century College. At Inver Hills, the implementation of learning communities was initiated by a team of counselors, with the support of the administration and the participation of a few faculty members, who sought and received a grant to underwrite the initial development costs. The learning communities project was then “mainstreamed” by choosing it as one of the college’s AQIP Action Projects, to be grown and developed over a period of years. In this way, the initial participants were able to champion the initiative among their colleagues and secure additional support and participation by faculty and other staff. The results have been impressive, as the college went from four learning communities in the first year to the twenty that are currently offered at the college.

Similarly, at Century College, the support and encouragement of the President for the expansion of several promising practices for student success as part of the college’s overall planning process has been instrumental in scaling up. Engaging faculty and staff has been central to the success of this process. An example of this scaling up is provided by the learning communities offered by the college. In Fall of 2005, the college offered five learning communities enrolling a total of 96 students. By Fall of 2010, the college was providing 22 learning communities enrolling 527 students.

Scaling up of promising practices across the system is somewhat more difficult. The Office of the Chancellor has made a number of efforts to encourage the implementation of the promising practices by colleges and universities, most notably through the Access, Opportunity and Success allocations for programs to recruit and retain underrepresented students. Plans submitted by the colleges and universities for use of this funding must now include an effort to implement one or more of the promising practices. In addition, the annual Student Affairs/Diversity and Multiculturalism Conference sponsored by the Office of the Chancellor provides a venue where colleges and universities can showcase their programs and share their experiences in implementing promising practices. The Fall and Spring meetings of Chief Academic and Student Affairs Officers and Deans provide another opportunity for this type of information sharing and cross-system fertilization of ideas. However, these venues, because they rely on the voluntary submission of a program proposal and then the choice of attendees to go to one concurrent session versus another, are not ideal and do not reach all of the potential audience. In addition, because the agendas at these meetings and conferences have several concurrent sessions during any one time, it is sometimes difficult for participants to attend all of the sessions they would like to in order to obtain information about the promising practices. The committee recommends that the Office of the Chancellor implement and maintain a website of presentations and other resources relating to promising practices so that these may be available to any interested faculty, staff or students on a 24/7 basis.

A more intentional information sharing and scaling up effort is being undertaken by Inver Hills Community College and Century College, as part of the dissemination efforts required by the grant funding provided to the Access and Opportunity Center of Excellence. The colleges will be sponsoring a two-day Learning Communities Institute, inviting teams of faculty and staff from several colleges across the system. The teams will learn about how to implement a learning communities program from the ground up, both from staff at Inver Hills and Century, as well as from staff members from Kingsborough Community College, which is often cited as the model for implementation of learning communities in the student retention literature. The hope is that this institute will lead to the successful scaling up and implementation of learning communities at more colleges across the system, and that the institute will serve as a model for other institutes focusing on the other promising practices: intrusive advising, supplemental instruction, student success courses, and especially redesigning developmental education.

B. Assessment and Mandatory Placement

The system's policy on assessment for course placement and mandatory placement into developmental courses was a major topic of conversation among the committee members. It was noted that the literature relating to assessment and placement had conflicting conclusions and recommendations relating to strict cut-off scores and mandatory placement into developmental courses. Several members noted that students were often successful in other courses requiring some writing even when they had not yet completed the developmental writing sequence. There was also discussion about the possibility of establishing the cut-off for placement into developmental courses as a range of scores on the Accuplacer, rather than a single score, and using additional indicators to place students into college-level or developmental courses. However, it was decided that these topics would take much more time to address appropriately than was available to the committee and that the topics were beyond the committee's charge. The committee therefore recommends that the Assessment for Course Placement Committee should be charged with considering alternatives to a strict policy of mandatory placement and should also consider the use of a score range for placement, using additional indicators to support a decision to place a student in college-level or developmental courses.

C. Professional Development for Faculty and Staff

Successful implementation of promising practices will require that faculty and staff members involved in these efforts have the training and expertise required by the specific methodologies being implemented. Participating in a learning community as a faculty member requires collaboration skills and the ability to develop curriculum that may not come easily to a faculty member with no previous experience in this area. The specific interactions involved in intrusive advising are often different from the typical engagement between advisors and students. These are skills that must be learned. Professional development must therefore be a central aspect of individual college and system-wide implementation of promising practices in developmental education. In addition, appropriate recognition and support for faculty who choose to work in the implementation or delivery of promising practices in developmental education should be a part of the institutional plan. The committee believes it is important to raise the issue and highlight it so that it is not lost as colleges and the system move forward.

D. Providing Options to Students Based on Need

Successful implementation of promising practices also again relies on the earlier point that there is no “one size fits all” approach to developmental education. Instead, it is important to provide a variety of options/interventions to ensure that students’ developmental education needs are met, whether that means brushing up on a subject or beginning at a much earlier stage. Students have expressed interest in some of the options to redesign developmental education, particularly the module option, which would allow them to focus on any deficiencies they may have in a topic and become ready for college-level work at a faster pace and at a lesser expense than traditional developmental courses. In addition, providing students with options to work during the summer to become college ready by fall may help students progress faster into college-level work. To accomplish this, it is important that colleges and universities provide ways for students to get prepared outside of their campus area, which may include online options or evaluation of developmental course equivalencies so that students can take courses in another location and transfer them to the college or university with ease.

E. Counseling and Other Support Services

The promising practices in developmental education address the cognitive and academic aspects of educational preparation and progress. However, they do not necessarily address many of the other aspects of students’ lives that may impact their educational progress. Students who are required to take developmental courses may often feel marginalized or stigmatized. Counseling and other support services must be recognized as integral and necessary to the success of these students. Providing the educational interventions without the counseling and other services may be likened to providing students with only half a chance to succeed. It should be noted that many of the promising practices examples featured in the second section of this report intentionally included the provision of support services as part of their programs.

V. Recommendation to the Board

The committee has made several recommendations in the preceding section. However, the primary recommendation that the committee would like to make is that the Board should go on record as affirming the need for developmental education in our colleges and universities, while at the same time engaging in partnerships and collaborations with the K-12 system to improve college readiness and preparation of all students so that they may graduate from high school and enter our colleges and universities fully prepared to successfully undertake college-level study. The Board should provide encouragement and support to Presidents to implement promising practices as appropriate on their campuses and should provide recognition to those that are doing exemplary work in this area. It is often said that anyone can teach the student with a 2400 SAT score or 36 ACT score. But it takes some special individuals to successfully teach those who come to our doors underprepared for college.

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Anita Hanson	Fond du Lac Tribal and Community College	Administrator
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Trish Schrom	Minnesota State Community and Technical College	Administrator

Table 1

2008 Minnesota Public High School Graduates Who Enrolled in Minnesota State Colleges and Universities Within Two Years and Who Took Developmental Education

	Percent of 2008 Graduates Enrolled in These Institutions	Percent of graduates Enrolled in These Institutions Who Took:		Percent of Developmental Credits Taken by Subject Area:		
		One or More (Any) Developmental Courses	Two or More Developmental Courses	Math	Writing	Reading and Other Subject Areas
Minnesota State Colleges & Universities ¹	45%	48%	26%	50%	23%	27%
Two-Year Colleges	35%	54%	32%	47%	24%	29%
State Universities	13%	22%	4%	90%	3%	7%

¹Students who attended both a two-year college and a four-year state university are counted only once in total percentage who enrolled in the Minnesota State Colleges and Universities system.

Source: Minnesota State Colleges and Universities, Research and Planning

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES**

Agenda Item Summary Sheet

Committee: Academic and Student Affairs

Date of Meeting: May 17, 2011

Agenda Item: Proposed Amendment to Policy 3.22 Course Syllabi

- Proposed Policy Change Approvals Required by Policy Other Approvals Monitoring
- Information

Cite policy requirement, or explain why item is on the Board agenda:
Amendments to Board Policy require approval of the Board.

Scheduled Presenter(s):

Scott Olson, Interim Vice Chancellor for Academic and Student Affairs
Mike López, Associate Vice Chancellor for Student Affairs

Outline of Key Points/Policy Issues:

The proposed amendment draws a clear distinction between course syllabi and course outlines, and establishes the course outline as the document used to determine course equivalencies.

Background Information:

Over the past two years, several examinations of the course transfer process have pointed to course syllabi as presenting problems for students. Students wanting to transfer courses when equivalencies have not been previously established were often asked to produce course syllabi. This was occasionally a problem when a student had discarded or lost the course syllabus and the course instructor was unavailable or unwilling to provide the syllabus. Last year, the Board adopted an amendment to Policy 3.21 Undergraduate Course Credit Transfer requiring colleges and universities to post course outlines on their websites in order to facilitate transfer.

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

BOARD ACTION ITEM

**PROPOSED AMENDMENT TO POLICY 3.22
COURSE SYLLABI**

The Office of the Chancellor is submitting a proposed amendment to Policy 3.2 Course Syllabi.

BACKGROUND

The proposed amendment is intended to facilitate transfer by drawing a clear distinction between course syllabi and course outlines and establishing that the course outline is the document to be used in determining course equivalencies.

CONSULTATION

Consultation for the policy and procedure has occurred as follows:

- Reviewed by a system-wide policy development committee - November 11, 2010
- Reviewed by Academic & Student Affairs Policy Council – January 28, March 17, 2011
- Reviewed by Transfer Oversight Committee- February 18, 2011
- Reviewed at Academic and Student Affairs Leadership Council – March 1, April 5, May 3, 2011
- Mailed out for review and comment – February 26, 2010
- Reviewed at MSCF Meet and Confer – February 24, May 5, 2011
- Reviewed at IFO Meet and Confer- February 11, April 28, 2011
- Reviewed at MSUAASF Meet and Confer- February 18, May 6, 2011

RECOMMENDED COMMITTEE ACTION

The Academic and Student Affairs Committee recommends the Board of Trustees adopt the following motion:

RECOMMENDED MOTION

The Board of Trustees approves the amendment to Policy 3.22 Course Syllabi.

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

BOARD ACTION ITEM

PROPOSED AMENDMENT TO BOARD POLICY 3.22 COURSE SYLLABI

1 **3.22 Course Syllabi and Course Outlines**

2 **Part 1. Purpose.** The purpose of this policy is to define and govern dissemination of course syllabi and
3 course outlines. ~~is prepared to provide students with information on the course content, course~~
4 ~~requirements, and course expectations.~~

5 **Part 2. Definitions.**

6 **Subpart A. Course outline.** The course outline is the document approved by the appropriate college
7 or university ~~curriculum~~ committee to communicate information about system college and university
8 courses.

9 **Subpart B. Course syllabus.** The course syllabus is a document that contains the elements of the
10 corresponding course outline, standards for evaluation of student learning, and additional information
11 which reflects the creative work of the faculty member.

12 **Part. 3. Course Syllabi Dissemination to Students.** Each college and university shall establish
13 institutional procedures which assure that each student enrolled in a course shall be provided a course
14 syllabus within a maximum of one week afterfrom the first class meeting. When courses are offered in a
15 condensed format, the time frame for distribution of the syllabus shall be adjusted accordingly.

16 **Part 4. Course Syllabi Dissemination to College or University Administration.** The faculty member
17 shall, upon request, provide a copy of the current course syllabus to the college or university
18 administration according to institutional procedures.

19 **Part 5. Course Outlines.**

20 **Subpart A. Course outline dissemination.** Each system college and university shall post course
21 outlines for all courses on its institutional website.

22 **Subpart B. Student transfer.** Course outlines shall be the official System document used to
23 determine course equivalencies for student transfers. For additional guidance, see Board Policy 3.21
24 Undergraduate Course Credit transfer, Part 4. Course Outlines.

Related Documents:

- Policy 3.21 Undergraduate Course Credit Transfer
 - Policy 3.26 Intellectual Property
 - Policy 3.27 Copyrights
-

Date of Implementation: 7/01/98

Date of Adoption: 6/17/98

Date & Subject of Revisions: 6/19/02 - Adds Part 1. Purpose, Part 2. Definitions and Part 4.

Dissemination to College or University Administration: