**Minutes**

**Admissions and Standards Committee**

**27 September 2023**

**Approved**

**Present**: Jim Rogers, Jerri Weston (Registrar, *ex-officio*), Adena LeJeune, Sultan Parvez, Rusty Gaspard, Becca Dauzat, David Shanks, Fred Rolfes, Rob Wright, Mike Wright

**Guests**: None

**Call to Order**: LeJeune called the meeting to order at 12:05 p.m. after recognizing a quorum. [See Addendum A for Agenda]

**Review Charges**: LeJeune called members’ attention to the charges of the Committee.

**Election of Officers**: Following discussion amongst the Committee membership, LeJeune and Rogers volunteered to be nominated and serve as chair and secretary (respectively). No other members chose to stand for election to either office. The Committee voted by acclamation to approve of the two nominated candidates, and members expressed their gratitude to the officers for their willingness to serve.

**Committee Meeting Discussion**:

**Future Meeting Times**: LeJeune requested the Committee members consider future meetings. Discussion ensued without resolution. LeJeune promised to try to meet everyone’s constraints as best as possible.

**Review of Policy Statement 210**: LeJeune noted that the Committee had postponed any discussion of PS 210 (Minimum Class Size) in the Spring, and whether the Committee would wish to take-up the issue in the Fall. The Committee determined to await further instruction from the Faculty Senate. [See Addenda B and C below.]

**Adjournment**: 12:15 p.m.

**Respectfully Submitted by Jim Rogers, Secretary**

Draft, 28 September 2023; Revisions, 2, 3 October 2023; Approved 10-0-0 by email vote, 5 October 2023

**Addendum A**

Admissions and Standards Committee

Agenda

September 27, 2023, noon

Chambers 130

1. Review charge

Admissions and Standards Committee Charges:

(1) to recommend policies and standards concerning admission requirements of LSUA.

(2) to review the impact of administrative practices on classroom teaching and to make recommendations for change when those practices may have a negative impact on academic standards.

1. Elect chair
2. Elect secretary
3. At the discretion of the new chair, possibly discuss need and possible times for future meetings.

**Addendum B**

**[original document]**

# POLICY STATEMENT 210 MINIMUM CLASS SIZE

Revision: 5

Last: Reviewed: March, 2021

Effective: March 31, 2021

## PURPOSE: To define minimum enrollment below which classes will not ordinarily be offered

## GENERAL POLICY:

The minimum class size for all credit courses is ten (10) students.

Continuation of a course or section with fewer than the number of students specified above, generally by the conclusion of the third day of the semester which is subject to change at the discretion of the Provost, will depend on such factors as:

1. Is the course necessary to meet students' needs?

2. Is the course representing over 12 semester hours load for a faculty member during a regular semester or over a nine-hour load for a summer session?

3. Is it a new course?

4. Is the course necessary for continuity in an area of study?

5. Is the course a 3000- or 4000- level course?

Cancellation or continuation of a course with enrollment less than established minimum must be approved by Dean and the Provost and Vice Chancellor for Academic Affairs after consultation with appropriate faculty.

**Addendum C**

**[Suggested Changes; Suggested Deletion]**

# POLICY STATEMENT 210 MINIMUM CLASS SIZE

Revision: 5

Last: Reviewed: March, 2021

Effective: March 31, 2021

## PURPOSE: To define the minimum expected enrollment for a class to be offered

## GENERAL POLICY:

The minimum class size for all credit courses will generally be ten (10) students.

The decision to continue a course or section with fewer than the number of students specified above will generally by the be made by the conclusion of the third day of the semester, subject to change at the discretion of the Provost and Vice Chancellor for Academic Affairs, and will depend on responses to the following questions:

1. Is the course necessary to meet students' needs?

2. Is the course representing an overload for a faculty member or requiring the use of an adjunct?

3. Is it a new course?

4. Is the course necessary for continuity in an area of study?

5. Is the course a 3000- or 4000- level course?

6. Is the course part of an overall plan to increase on-campus student enrollment in an area of study?

Cancellation or continuation of a course with enrollment less than the established minimum must be approved by the Dean and the Provost and Vice Chancellor for Academic Affairs after consultation with appropriate faculty.