**Minutes**

**Admissions and Standards Committee**

**6 November 2024**

**Approved**

**Present**: Jim Rogers, Andrew Hirchak (*ex-officio*), Adena LeJeune, Purujit Gurjar, Emily Weeks, David Shanks, Fred Rolfes, Becca Dauzat

**Call to Order**: LeJeune called the meeting to order at 12:06 p.m. after recognizing a quorum. [See Addendum A for Agenda]

**30 October Draft Minutes**: LeJeune asked the Committee to consider the draft minutes from last week’s meeting. After discussion, the Committee voted unanimously to approve the minutes as submitted and sent to Faculty Senate.

**Draft Recommended Revisions to “Academic Requirements for a Second Degree” Policy**: [see Addendum B for draft recommendation changes] LeJeune asked the Committee to consider the draft language. After discussion, Rolfes moved and Weeks seconded a Motion to **Recommend to the Faculty Senate the noted changes to the “Academic Requirements for a Second Degree” policy in the Catalog**, and the motion passed 7-0-0.

**Multiple BGS Degrees**: The committee discussed the appropriateness of taking up this item, given that the committee has recommended the Interdisciplinary Curricular Committee (ICC) be charged with determining multiple concentrations within one BGS degree [see the Approved Minutes of 30 October 2024 A&S Meeting].

Motion to recommend the Faculty Senate that A&S will postpone consideration of the charge until after ICC considers the issue of multiple concentrations. Motion was approved unanimously.

**Potential Changes to Catalog Policy Regarding Minors**: [see Addendum C for draft recommended changes] Lejeune shared with the Committee a draft recommended changes to “Academic Requirements for a Minor” in the Catalog. The addition of a 25% LSUA course completion for a Minor was discussed by the Committee.

Rolfes moved and Dauzat seconded the following motion: **The Admissions and Standards Committee recommend to the Faculty Senate the noted changes to the Academic Requirements for a Minor in the Catalog.** The Committee approved the motion 7-0-0.

**Adjournment**: 12:20 p.m.

**Respectfully Submitted by Jim Rogers, Secretary**

Draft 7 November 2024; Approved 11 November 2024, 9-0-0

**Addendum A**

Admissions and Standards Committee

Agenda

November 6, 2024, noon

Chambers 129

1.    10/30/24 minutes

2.    Draft of recommended revisions to the “Academic Requirements for a Second Degree” policy prepared by Jim Rogers based on discussion at previous meeting

3.    Multiple BGS degrees — does our policy allow for this? Do we need a policy regarding this?

4.    Minors — what percentage of coursework for a minor should be taken at LSUA? Can a student earn a minor at LSUA if all coursework is transferred from another institution?

**Addendum B**

Draft Revision of Catalog Policy “Academic Requirements for a Second Degree”

**Bold** indicates new text

Students who wish to earn a second baccalaureate degree must

1. choose a second degree with a major field of study that is different from that of the first degree;

2. complete the curricular requirements of both the first and second degree;

3. complete at least 30 hours at LSUA**, of which nine (9) hours must be upper-level hours**, beyond the number of hours applied towards the first degree and that are applicable to the second degree;

4. meet any additional requirements (academic or residency) set by the department(s) concerned;

5. meet all academic and graduation requirements pertaining to baccalaureate degrees**;**

**6. appeal to the LSUA Office of Academic Affairs in order to pursue any baccalaureate degree at LSUA beyond the second degree. If permission is granted, all above requirements must still be met.**

**Addendum C**

[Recommended Changes in Red]

Academic Requirements for a Minor

Like a major, a **minor** is a part of a baccalaureate degree program and consists of a specified group of courses in a particular discipline or field. A minor, however, requires fewer hours than a major, and does not constitute a student’s main focus of study; rather, it offers the student an opportunity to complement that focus with study in another field.

The requirements for specific minors, which are established by the departments that house the minor disciplines, are published on Academic Programs (by type). The following requirements, however, are common to all minors offered by the university:

1. The student must complete a) at least 18 semester hours, six of which must be taken at the 3000 or 4000-level, *or* b) at least 21 semesters hours, 15 of which must be taken at the 2000-level or above;
2. The student cannot apply more than 24 hours towards the minor unless the minor is used to fulfill requirements for certification and/or licensure; in such cases the number of hours required by the minor may exceed 24 hours;
3. At least 25% of the total number of hours required for a minor must be earned in courses taught by LSUA.
4. The student can apply toward the minor any courses that are used to meet the requirements of the degree curriculum except those courses that are applied towards the “Major Requirements” section of the curriculum and those courses that employ a pass-fail grading system;
5. The student must earn an overall grade point average of at least 2.0 in the coursework applied toward the minor;
6. The student must meet all specific course requirements established by the department that houses the minor discipline.

Students declare a minor by completing the Minor Declaration Form available on the Registar’s website.

An audit sheet that lists the curricular requirements of the minor must be completed at that time. A complete list of the minors offered by the university is presented on Academic Programs (by type).