

REVIEW OF DUTIES ATTACHED TO SCHOLASTIC COMMITTEE

Secretary:

Policy:

**Provides and ensures a consistent application of academic policy and is the place where 'the buck stops'.*

- Formulates new policy, presents it to the committee for discussion and prepares it to go to Assembly.
- Answers questions, identifies issues, and when possible takes action to resolve problems regarding the academic policies and regulations of the college.
- Interprets all-university policy or tweaks it to fit UMM practices and procedures (with Assembly approval).
- Convinces disciplines/programs/individuals to conform to academic policy
- Educates new advisors/international students about academic policy and how Scholastic can help problem solve for students

Academic Progress:

- Oversees the Academic Progress system and monitors and interprets statistics related to probation and suspension.
- Convenes and sits on suspension appeals committee in summer

Data Analysis:

- Collects and analyzes student quality/success data the Committee wants to consider and disseminates data to Committee, Admissions, Administration, Assembly, etc.

Problem Solving:

- Acts as a liaison with Admissions, Academic Assistance, Disability Services, Registrar, Academic Alert, Triage, VCSA, Continuing Education, etc., and works with these entities to provide problem solving, programs, workshops, information, etc. for students.
- Works with individual students, and sometimes parents on advice on how to get off probation/suspension
- Advises individual faculty on how to proceed with individual students and how to solve their problems
- Works with individuals who have left UMM to allow them to graduate and acts as a liaison to the disciplines.
- Devises and writes prior learning internships for students who have prior experience that can be applied towards a degree and acts as a liaison with disciplines to ensure the best use of the internship within the major.

Petitions:

- Meets with students who wish to petition the committee and writes the petition and presents it to the committee. Works with student to solve problem in other ways than petitioning, if possible.
- Waives College Writing requirement when appropriate and works with English on the standards for that waiver.
- Approves or denies petitions to withdraw after the deadline during the term

Standardized Testing:

- Monitors the effectiveness of the use of the standardized testing for proficiency and/or credit that results in the waiver of one of the general education requirements.

Housekeeping:

- Prepares outright, or drafts for the Chair, correspondence from the committee to other committees, to the faculty, and to students with business for the committee.
- Writes annual report
- Keeps the minutes

In conjunction with the Transfer Specialist the Secretary:

- Determines the award of credit for military service school experience, prior learning internship credits, CLEP, AP, IB
- Evaluates credits for transfer in the absence of the Transfer Specialist

In conjunction with the VCSA:

- Serve as convener, tie-breaker, minute taker, liaison with University Legal Council and UMM's for the Academic Integrity Subcommittee. Prepares the case for the committee and presents it to them.

In conjunction with Admissions:

- Advises on readmissions to UMM for previously suspended students

Executive Staff

Academic Progress:

- Maintains compliance with the Academic Progress Requirements, keeping track and notifying students, advisers and appropriate offices.
- Prepares and maintains extensive databases of comparative data on probation and suspension.

-Sits on suspension appeals committee in summer.

Policy:

-Monitors all changes to processes, procedures and policies from the University, and interprets and incorporates them for UMM.

-Acts as consultant to committee to explain ramifications of policy changes

Problem Solving:

-Works with individual students and sometimes parents to problem solve and gives advice on how to be removed from probation/suspension.

-Provides disciplines with information about how transfer credits may work in major or towards graduation.

- Interviews all students seeking examinations for credit

Petitions:

-Meets with students who wish to petition the committee and writes the petition and presents it to the committee. Works with student to solve problem in other ways than petitioning, if possible.

Housekeeping:

-Keeps detailed history of SC (all petitions, minutes, agendas, policy, policy changes, individual decisions for students outside the full committee, etc.)

-Contributes data to the annual report and reviews and edits it

-Posts all awards for credit (AP, IB, CLEP, military, etc.)

- Designs, writes content and maintains web page

-Prepares materials, including student records, for the committee

-Oversees transfer of credits

In conjunction with Admissions:

-Advises on readmissions to UMM for previously suspended students

Chair:

-Liaison with other programs, committee chairs, division chairs and administration

-Is involved in all decisions on individual cases outside of full committee

-Public face of committee in Assembly, Fall Faculty Retreat, etc.

-Runs committee meetings

-Sits on suspension appeals committee in summer.

-Sits on Academic Integrity Committee

Secretary, Staff and Chair in conjunction:

-Set agenda and schedule meetings

-Approve petitions/requests as directed by the full Committee, according to guidelines set forth by previous committees and reviewed annually by current Scholastic Committee.

-Review all Bulletin copy for each successive bulletin that pertains to any area under the jurisdiction of the Scholastic Committee.

-Prepares for the approval of the committee and the Assembly, drafts of policy statements and reports on such matters as the grading system, admissions policy, advising, and academic progress requirements.

Committee:

- Votes on petitions

-Discusses data related to Academic Progress and success, decides how to disseminate the data

-Discusses proposed policy changes, formulates what will be sent to Assembly, acts as a devil's advocate for any proposed policy change

-Oversees Functions and Awards committee

-Some members serve on the Academic Integrity subcommittee

How Decisions are made:

1. For any situation that the full committee has charged the Chair, Secretary and Staff with handling without full committee consultation, all three must agree before a decision is made. If agreement cannot be made, then the full committee is asked to rule. These decisions are usually related to late registration, retroactive registration, changing grade basis, failure to withdraw in a timely manner, the granting of Gen Ed waivers for certain kinds of experiences, etc.

2. Full committee decisions. For all petitions brought to the committee and for policy decisions, the committee votes. The Secretary and Staff do not have a vote on the full committee and while the chair does have one, the past three chairs have chosen to use that vote only in the case of a tie.

3. Students are always allowed to petition the committee. If they disagree with a decision made by the Secretary, Staff and Chair, they may take their request to the full committee for a vote.