

GRADUATE AP&P COMMITTEE
MINUTES
September 21, 2015
Approved

Present: John Abbott, Mark Bradbury, Patty Dale, Audrey Dentith, Karen Fletcher, Elizabeth Graves, Sharron Grimes, Marty Hall, Dru Henson, Holly Hirst, Marie Hoepfl, Lisa Houser, Denise Levy, Kern Maass (for Glenda Treadaway), Gary McCullough, Max Poole, Ben Powell, Terry Rawls, Robert Sanders, David Shows, Tracy Smith, Susan Staub, Tyler Steelman

Excused: Dontrell Parson, Debbie Race, Jennifer Snodgrass

Absent: Scott Collier, Bill Pelto, Bill Pollard, Terry Rawls, Sandra Vannoy, David Wiley

Guests: Tina Hogan, Scott Hunsinger, Katherine Ledford, Peter Wachs

1. Call to order, introductions, and welcome – Marie Hoepfl
(Overview of GAPP website, meeting dates, and new location of 224 IG Greer)
2. It was moved (Hirst) and seconded (Shows) that the minutes of the April 20, 2015 Graduate Council meeting be accepted. By voice vote the minutes were approved.

It was moved (Shows) and seconded (John Abbott) that the minutes of the September 4, 2015 Graduate AP&P Orientation meeting be accepted. By voice vote the minutes were approved.

3. Old Business

Report from the Policy and Assessment Subcommittee:

- Status of Program Review Policy (draft prepared by previous Graduate Council members Mark Bradbury, Scott Collier, and Marie Hoepfl). Hoepfl gave a brief overview, and then invited GAPP members to post discussion forum comments on the draft document that is provided in AsULearn.
- Update regarding the University’s Comprehensive Review process – Peter Wachs and Tina Hogan. Discussion and brief overview from Peter Wachs – brief overview of “Periodic Comprehensive Review” that is only one component of a four-part process of “Institutional Effectiveness” that includes:
 - Assessment of student learning outcomes done at the program level.
 - Assessment of operational aspects of departments (e.g., points of pride) vs. student achievement.
 - Program review process for all campus units in which a self-study of strengths/weaknesses with external evaluation will be conducted. IRAP is attempting to sync program review with accreditation and has created a calendar on the IRAP website (<http://irap.appstate.edu/pcr>).

Tina Hogan and Peter Wachs noted the Provost has expressed his approval of the Institutional Effectiveness process; that the schedule of PCR is subject to constant changes based on a variety of factors, including accreditation schedules; that they anticipate the periodic comprehensive review process will take 12 to 18 months, during which a unit will be alerted in summer to begin its self-study in the fall, involving as many people as possible, and then conducting an external review (guidelines to be provided by Deans) in the spring to culminate in an implementation plan that the department will work on over the next five to seven years. A progress report will be provided each year.

Peter Wachs noted that work is still to be done on the outcome of the PCR process, such as what group should read the report and then advise the Provost. Report emphasis should be on how these programs support the mission of the University, and data should be used to support how budget decisions are made. Questions pertaining to input and suggestions from GAPP and what other universities do/have done were asked and discussed at some length.

Discussion closed and visitors departed.

Marie Hoepfl announced the date for the Policy Subcommittee meeting as Tuesday, 9/29/2015 at 2:00 pm and read the list of members, with a suggestion by Patty Dale to add Debbie Race from the Registrar's Office. Denise Levy asked for clarification that comments are to be submitted by that meeting date.

4. New Business

A. Curriculum Proposal from the COB

Marie Hoepfl suggested before considering the curriculum proposal that Max Poole briefly outline the process for proposing new programs. He explained that:

- Part/Appendix A is to plan a program and is approved by department and then is sent to GA for approval, which must give permission to plan. If permission is granted, the program then develops the program's curriculum, budget, faculty needs, etc. At this stage the proposer must also establish the need for the program via local and regional needs data and surveys. National data of job trends are considered insufficient. This process typically requires some back and forth between GA and the proposers until final approval is given to move to Appendix C.
- Part/Appendix C provides detailed data about the proposed program not previously provided in Part A. This is also sent to GA, which "shops it out" to the other UNC institutions for comment. It is also a back and forth process until finally approved.

Discussion began about the timing of submission of Parts A and B because the return time from GA is minimally four weeks. Holly Hirst recommended that both Parts A & C be done "almost" at the same time because in reality the proposers will need to be gathering the information required for Part C. There was continued discussion about the program approval process, and Ben Powell clarified that the current approval process was recommended by the Dean's Council.

Marie Hoepfl shelved further discussion with an indication that it will be picked up again in the future.

Marie Hoepfl charged all members of the Graduate AP&P Committee to be involved in the review of curriculum proposals that come forward. She noted that the Curriculum Subcommittee performs critical work in reviewing proposals and making recommendations to the full GAPP committee, but the entire body is charged with approving these proposals.

Curriculum Proposal from the Walker College of Business: Appendix C: Master of Science in Applied Analytics

MOTION 1: (Recommendations from the Curriculum Subcommittee) Approve COB_BATF_2014_01 – Request to Establish a Master of Science in Applied Data Analytics (304A/11.0802). (NOTE: Part A – Request to create a program of study for a Master of Science in Applied Data Analytics was approved by the Graduate Council at its January 26, 2015 meeting.

VOTE 1: Scott Hunsinger (representing Sandra Vannoy) provided clarification that the proposal was reviewed and approved by the WCOB Graduate Curriculum Committee. Marie Hoepfl asked Scott Hunsinger whether the program accepts the recommendations made by the curriculum subcommittee. Scott said yes, except for the recommendation to conduct an off-campus survey of demand for the program, because this is not possible to do at this time. By show of hands, motion carried unanimously. None opposed. No abstentions.

B. Discussion about use of the GAPP AsULearn Forum

Question posed by Holly Hirst to Marie Hoepfl about the nature of the AsULearn forum. What is its function? Marie indicated that the forum provides a record of discussion regarding proposals, and becomes part of the official record. Ben Powell indicated the need for transparency and the ability for anyone to be a part of the AP&P process. Additional discussion about the subcommittees' roles followed. Do we expect individuals to come to both subcommittee and GAPP Committee meetings to address proposal questions/concerns? A larger group conversation was held as to the need to define the roles even the necessity of having subcommittees. Should subcommittees not be formed and instead the GAPP Committee meet twice a month? Tracy Smith voiced concerns about how items that are neither curriculum nor policy will be handled by new Committee. Marie Hoepfl indicated that we will give more consideration to the structure of the Committee and how other functions, such as awards, marketing, and so on, will be handled.

4. Discussion Items

A. Updates from Rob Sanders:

- Names have been put forward for the new Director of Enrolled Student Services position in the School of Graduate Studies. Start date will more likely be November rather than October.

- The *Graduate Bulletin and Course Catalog* for 2015-2016 is now posted at: <http://www.graduate.appstate.edu/gradstudies/bulletin15/index.html>
- Various graduate student professional development workshops have been scheduled and are open to all graduate students:
 - *Managing Your Online Reputation*, Monday, October 5th 1-2 PM Plemmons Student Union - 169 Three Top Mountain
 - *Responsible Conduct of Research - Part I*, Monday, October 19th 10-11:30 AM Plemmons Student Union - 169 Three Top Mountain
 - *Responsible Conduct of Research - Part II*, Monday, November 16th 10-11:30 AM Plemmons Student Union - 169 Three Top Mountain
- The Graduate Studies website has been updated to the new Drupal format. Rob Sanders provided a quick view of the site.

B. Max Poole expressed the need to assist more graduate students financially. One main focus is assistantships. Should he create more positions or increase the hourly rate with the increased budget he will request from the Provost? Feedback he has received from program directors and departments suggests increasing the hourly pay rate is more critical. Appalachian assistantship pay is lower than most of those institutions checked. This is just one of a number of topics that Max Poole would like to discuss with the GAPP Committee this year.

5. Meeting adjourned at 5:00 pm