

**MINUTES OF THE MEETING
OF THE GRADUATE ACADEMIC POLICIES
AND PROCEDURES COMMITTEE
October 15, 2018**

The Graduate AP&P Committee met on Monday, October 15, 2018 at 3:00 p.m. in IG Greer 224.

Present: Patti Levine Brown, Will Canu, Tony Carey, Scott Collier, Dru Henson, Marie Hoepfl, Nicholas Jordan, Sandi Lane, Stephanie Lee, Victor Mansure, Gary McCullough, Mike McKenzie, Brad Nash, Jennifer Natale, Ben Powell, Debbie Race, Rob Sanders, Ray Williams, Laura Padgett

Absent: Eric Berry, James Douthit, Karen Fletcher, Stacy Garrett, David Hostetler, Onur Ince, Phyllis Kloda, Dontrell Parson, Terry Rawls, David Shows, Sandy Vannoy

Guests: Mark Schwarze, Cathy McKinney

1. Call to Order and Introductions

At 3:05 p.m. Dean McKenzie called the meeting to order. He noted this is the first meeting of the 2018-2019 year as the September meeting was cancelled due to weather conditions. He asked committee members to introduce themselves and noted we have several new members on the committee this year.

Chairperson Marie Hoepfl shared the subcommittee structure of GAPP including Curriculum Subcommittee, Policy & Procedures Subcommittee and Joint Subcommittee with UAPP. She also stated the importance of attendance at all meetings as quorum is required for voting. She stated that members should send notification to Laura Padgett if they are going to be absent from a GAPP meeting and it is expected that all members will review all proposals.

2. Election of 2018-2019 Committee Chairperson and Deputy Chairperson

Dean McKenzie called for nominations for committee chairperson. Marie Hoepfl was nominated (Collier). It was seconded (Henson). A motion was made to close nominations (Mansure) It was seconded (Race). A vote was taken. **Motion passed.** A vote was taken to elect Marie Hoepfl as chairperson. **Motion passed.**

Dean McKenzie called for nominations for committee deputy chairperson. Victor Mansure was nominated (Carey). It was seconded (McCullough). A motion was made to close nominations by (Henson). It was seconded (Collier). A vote was taken. **Motion passed.** A

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vote was taken to elect Victor Mansure as deputy chairperson. **Motion passed.**

3. Approval of the minutes of the April 23, 2018 Graduate AP&P meeting

A motion was made to approve (Mansure). It was seconded (Carey). A vote was taken. **Motion passed.**

4. Announcements/FIOs:

5. New Business:

A. New Curriculum Proposals

Hayes School of Music and College of Education

Music Therapy and Clinical Mental Health Counseling

G_MUS_MUS_2018_1

Add a dual master's degree program for Master of Arts in Clinical Mental Health Counseling and Master of Music Therapy degrees

Mark Schwarze and Cathy McKinney attended the meeting to support the proposal and to provide explanations for any concerns or issues brought forth. A motion to approve was made (Mansure). It was seconded (Canu). A vote was taken. **Motion passed.**

B. New Policy Proposals

G_GRD_2018_1

Change transcript policy to reduce requirements for non-degree applicants. Change requirement for transcripts from all degrees earned and all coursework earned in last five years, to transcript for undergraduate degree only.

A motion was made to approve (Collier). It was seconded (Canu). Dean McKenzie explained the policy change that is involved. It is a slight change to what was approved in April and adds language for non-degree seeking students. A vote was taken. **Motion passed.**

6. Old Business:

A. An ex-officio member from Faculty Senate will join GAPP and UAPP. More to follow on this in the next meeting.

7. Discussion Items

A. Updates from the Graduate School – Mike McKenzie and Rob Sanders

Mike and Rob will be going to NC State to attend the quarterly Dean's meeting.

Program director's meetings are producing topics that will likely make their way to this committee in the near future. Accelerated admissions is an example of one such topic.

B. GSGA Letter of Support from GAPP – Stephanie Lee

Stephanie reported that she just joined GSGA this semester. GSGA would like to be recognized the same as SGA by having a voting member on the Board of Trustees as well as additional funding opportunities. They have worked on a constitution. Elections took place this year. They are asking for a letter of support from GAPP to bolster their argument as they move it forward through this process. They are thinking about putting out a survey to graduate students to find out how they feel about this topic. Rob Sanders provided historical background on this issue. John Mackall started this process last year. They changed their name to GSGA. They have passed a constitution. They are continuing the cause and want to formalize their identity this year with the new leadership on GSGA. The current SGA president is supportive of this cause as well. Stephanie provided her email address for feedback from GAPP members.

8. Chairperson Hoepfl called for a motion to adjourn and to move into subcommittee breakout meetings. She asked that each committee elect a chair and set their first meeting dates.

9. Chairperson Hoepfl called for self-nominations for committees

A. Policy Subcommittee

Tony Carey, Ray Williams, Marie Hoepfl, Stephanie Lee, Scott Collier, Debbie Race, David Hostetler, Onur Ince and Mike McKenzie

B. Curriculum Subcommittee

Brad Nash, Patti Levine Brown, Victor Mansure (chair), Sandi Lane, Rob Sanders, Jennifer Natale, Will Canu, Laura Padgett, Eric Berry, Stacy Garrett, David Shows

C. Joint Committee

Victor Mansure, Brad Nash

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**ADDENDUM TO THE
MINUTES OF THE MEETING
OF THE GRADUATE ACADEMIC POLICIES AND
PROCEDURES (GAPP) COMMITTEE
October 15, 2018**

G_MUS_MUS_2018_1

Add a dual master's degree program for Master of Arts in Clinical Mental Health
Counseling and Master of Music Therapy degrees

PROGRAM OF STUDY

Provost approved 1/17/19
Effective Fall 2019 unless otherwise noted.

Dual Degrees: Master of Arts in Clinical Mental Health Counseling and Master of Music Therapy

Admission Requirements: Baccalaureate degree or bachelor's equivalent in music therapy from an accredited college or university; complete application to the Graduate School; official GRE exam scores, proficiency in music theory, aural skills, music history/literature, music performance, piano, and professional music therapy competencies; submission of Master of Music Therapy (MMT) and HPC Department Questionnaires; live or video recorded audition; individual interview for the MMT; and on-campus group interview for Clinical Mental Health Counseling (CMHC).

To be considered for admission, applicants must meet the [criteria for admission to the Graduate School](#). Meeting this condition does not guarantee admission.

Location: On campus

Course Requirements for Dual Degrees: Master of Arts in Clinical Mental Health Counseling (General Concentration; Code: 709) and the Master of Music Therapy (Code: 560A)

Semester Hours Required (minimum): 72

Accreditation: The master's degree program in CMHC is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP), a specialized accrediting body. Graduates are immediately eligible to take the examination of the National Board for Certified Counselors, Inc., to become National Certified Counselors. The MMT is accredited by the National Association of Schools of Music.

Required
Courses
for the
Dual
Degrees:

- HPC 5110 Multicultural Counseling (3)
- HPC 5120 Introduction to Clinical Mental Health Counseling (3)
- HPC 5140 Psychological and Educational Testing (3)
- HPC 5210 Life and Career Planning (3)
- HPC 5220 Counseling Theory and Techniques (3)
- HPC 5225 The Helping Relationship (3)
- HPC 5272 Individual and Family Development (3)
- HPC 5752 Legal and Ethical Issues in CMHC (3)
- HPC 5790 Groups Methods and Processes (3)
- HPC 5900 Practicum in Counseling (3)
- HPC 6120 Developmental Assessment and Diagnosis in CMHC
- HPC 6900 Internship in Counseling I (3)
- HPC 6900 Internship in Counseling II (3)
- MUS 5050 Supervision & Collegiate Teaching in Music Therapy
- MUS 5051 Advanced Topics in Music Therapy (3)
- MUS 5060 Bonny Method of GIM (SEE NOTE BELOW) (3)
- MUS 5061 Advanced Clinical Improvisation (3)
- MUS 5200 Music Therapy Laboratory (SEE NOTE BELOW) (0
- MUS 5900 Advanced Music Therapy Practicum (3)
- RES 5000 Research Methods (3)

<i>Elective Courses</i>	<ul style="list-style-type: none">• Electives approved by the CMHC Advisor (9)• MUS Guided Electives in music or music therapy (3)	12
<hr/> <i>Culminating Project</i>	<ul style="list-style-type: none">• MUS 5995 Clinical Paper in Music Therapy (1) plus 3 s.h. additional Music Therapy Elective approved by the MMT advisor• MUS 5999 Thesis (4)	4
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Other Requirements for the Dual MMT and MA in CMHC

- **Thesis:** Optional
- **Proficiency:** All students are required to demonstrate proficiency in music theory, aural skills, and music history/literature prior to recommendation for Admission to Candidacy.
- **Candidacy:** Required; see the program director for specific timeline and requirements for admission to candidacy
- **CMHC Comprehensive:** Required; students should take the required HPC courses (excluding the Internship) prior to taking the comprehensive exam
- **MMT Comprehensive:** Required prior to admission to candidacy
- **Product of Learning:** Not required

NOTES FOR THE DUAL DEGREE PROGRAM: MA IN CMHC AND MMT:

- NOTE: Board certification in music therapy (MT-BC) is prerequisite to MUS 5900.
- MUS 5060 Bonny Method of GIM requires participation in a 5-day intensive workshop that is conducted off-campus between academic terms and requires payment of workshop fees in addition to tuition. This course may be repeated with permission of the MMT program director. Up to 9 s.h. may count towards the MMT.
- All students are required to register for and successfully complete MUS 5200 Music Therapy Laboratory for a minimum of four semesters.
- Students who have not had a previous course in statistics must complete one course in statistics, in addition to the research course indicated above.
- Students in CACREP approved programs in the HPC department must meet for a minimum of 10 clock hours in a planned group activity intended to provide direct experiences as a participant in a small group. This requirement is met during HPC 5790.
- On an individual basis, faculty or supervisors may suggest that students receive professional counseling or other form of therapy to aid them in their personal growth.
- The Handbook of Policies and Procedures available in the HPC office provides information on liability insurance, academic appeals, retention policy, personal endorsement policy, admissions policies, and placement services.
- Permission forms to take HPC practicum and internship are available in the HPC office and must be completed prior to registration.
- This program requires applicants to submit scores from the Graduate Record Exam (GRE).

Clinical Mental Health Counseling - Clinical Mental Health Counseling, General Concentration, MA

Program Code: MA_709D

CIP Code: 13.1102

Program of Study for the Master of Arts in Clinical Mental Health Counseling

Admission Requirements: Baccalaureate degree from an accredited college or university; [complete application to the Graduate School](#); official general GRE exam scores; a completed Department of Human Development and Psychological Counseling questionnaire; and attendance of an on campus group interview.

To be considered for admission, applicants must meet the [criteria for admission to the Graduate School](#). Meeting this condition does not guarantee admission.

Location: On Campus

Course Requirements for the Master of Arts in Clinical Mental Health Counseling

Total Required (Minimum 60 Hours)

Required Courses (42 Hours)

- [RES 5000 - Research Methods \(3\)](#)
- [HPC 5110 - Multicultural Counseling \(3\)](#)
- [HPC 5120 - Introduction to Clinical Mental Health Counseling \(3\)](#)
- [HPC 5140 - Psychological and Educational Testing \(3\)](#)
- [HPC 5210 - Life and Career Planning \(3\)](#)

- [HPC 5220 - Counseling Theory and Techniques \(3\)](#)
- [HPC 5225 - The Helping Relationship \(3\)](#)
- [HPC 5272 - Individual and Family Development \(3\)](#)
- [HPC 5752 - Legal and Ethical Issues in Clinical Mental Health Counseling \(3\)](#)
- [HPC 5790 - Group Methods and Processes \(3\)](#)
- [HPC 5900 - Practicum \(1-9\)](#)
- [HPC 6120 - Developmental Assessment and Diagnosis in Counseling \(3\)](#)
- [HPC 6900 - Internship \(1-18\)](#) (designed to meet objectives for the chosen concentration)

Concentration Requirements (9 Hours)

This is a specialized concentration that is available for students who choose to design, along with their graduate advisor, their own emphasis in clinical mental health counseling. An individualized emphasis may be designed around a student's specific interest.

- 9 hours of graduate electives (SEE [ELECTIVES LIST*](#))

Thesis Option (9 Hours)

Choose one:

With Thesis

- [HPC 5999 - Thesis \(1-4\)](#)
- 5 hours of graduate electives (SEE [ELECTIVES LIST*](#))

Without Thesis

- 9 hours of graduate electives (SEE [ELECTIVES LIST*](#))

Other Requirements for the MA in Clinical Mental Health Counseling

- **Thesis:** Optional

- **Proficiency:** Not required
- **Candidacy:** Required; see the program director for specific timeline and requirements for admission to candidacy
- **Comprehensive:** Required; students should take the required courses (excluding the Internship) prior to taking the comprehensive exam
- **Product of Learning:** Not required

Reminders for ALL Concentrations in the M.A. Degree in Clinical Mental Health Counseling

Prerequisites: Students should pay particular attention to the prerequisites listed in each course description; the curriculum is carefully structured to ensure that students have the necessary prerequisite knowledge before enrolling in courses.

Program of Study: It is the student's responsibility to develop a written plan of study with her/his advisor after completing 9 hours. In planning this program, students should take the required courses (excluding Internship) prior to taking the comprehensive exam.

Internship: The internship ([HPC 6900](#)) is designed to be a full-time learning experience (600 clock hours) in an agency setting. These placements are arranged through consultation with the student's advisor and in most cases will be with agencies outside of the immediate Boone area. Students employed in agency settings may, with permission, complete their internship within the context of their work setting.

Students must preregister to insure their places in the courses they select.

National Accreditation: This program is accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP) and, thus, graduates are immediately eligible to take the examination to become a National Certified Counselor (NCC). Graduates of this program with appropriate experience will be eligible to take an examination given by the National Academy of Clinical Mental Health Counselors. Successful completion of the examination will qualify the individual to become a Certified Clinical Mental Health Counselor.

Music Therapy, MMT

←Return to: [Hayes School of Music](#)

Program Code: MMT_560A

CIP Code: 51.2305

Program of Study for the Master of Music Therapy (MMT)

Admission Requirements: Baccalaureate degree in music therapy* from an accredited college or university; [complete application to the Graduate School](#); official general GRE exam scores; proficiency in music theory, aural skills, music history/literature, music performance, piano proficiency, and professional music therapy competencies; submission of the Music Therapy Program questionnaire; live or video recorded audition; on-site or virtual interview.

*Prospective students who hold baccalaureate degrees in music, but not music therapy, may apply for admission to a combined Equivalency and Master of Music Therapy (MMT) program. In this program, students complete both requirements for eligibility to sit for the examination administered by the Certification Board for Music Therapists and MMT degree requirements. Students in the combined Equivalency/MMT program may take only equivalency courses in the first year of enrollment and must complete all Equivalency requirements including the internship prior to enrolling in [MUS 5050](#), [MUS 5051](#), [MUS 5061](#) or [MUS 5900](#). Continuation in the MMT program requires a grade of at least a “B” (3.0) in music therapy courses taken in each of the first two semesters of the Equivalency program and a minimum cumulative Equivalency GPA of 3.3. Completion of both the Equivalency and the MMT is likely to require 3.5-4 years of full-time study, including completion of clinical training.

To be considered for admission, applicants must meet the [criteria for admission to the Graduate School](#). Meeting this condition does not guarantee admission.

Location: On Campus

Course Requirements for the Master of Music Therapy

Total Required (Minimum 36 Hours)

Required Music Therapy Courses (21 Hours)

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- [MUS 5050 - Supervision and Collegiate Teaching in Music Therapy \(2\)](#)
 - [MUS 5051 - Advanced Topics in Music Therapy \(3\)](#)
 - [MUS 5060 - Bonny Method of GIM \(3\)](#) (See Note Below)
 - [MUS 5061 - Advanced Clinical Improvisation \(3\)](#)
 - [MUS 5200 - Music Therapy Laboratory \(0\)](#) (See Note Below)
 - [MUS 5900 - Advanced Music Therapy Practicum \(1-3\)](#)

Choose One of the Following Options

-
- [MUS 5995 - Clinical Paper in Music Therapy \(1\)](#) plus 3 hours additional Music Therapy elective
 - [MUS 5999 - Thesis \(1-4\)](#)
 - Select 3 hours of graduate research coursework in consultation with the MMT advisor.

Elective Courses (3 Hours)

-
- 3 hours of music or music therapy graduate courses

Specialty Area Courses (12 Hours)

-
- 12 hours of graduate courses to be selected in consultation with the MMT advisor.

Other Requirements for the MMT

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- **Thesis:** Optional
 - **Proficiency:** All students are required to demonstrate proficiency in music theory, aural skills, and music history/literature. Equivalency students who have not demonstrated proficiency in these subjects by the end of the first year of study may be required to take appropriate courses in the second year of study and are required to demonstrate proficiency in these areas prior to MUS 4901 Internship in Music Therapy. Students who hold a bachelor's degree in music therapy are required to demonstrate these proficiencies prior to recommendation for Admission to Candidacy.
 - **Candidacy:** Required; see the program director for specific timeline and requirements for admission to candidacy
 - **Comprehensive:** Written and oral examinations will be given.

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- **Product of Learning:** Not required

Notes for the Master of Music Therapy Program

[MUS 5060 - Bonny Method of GIM \(3\)](#), requires participation in a 5-day intensive workshop that is conducted off-campus between academic terms and requires payment of workshop fees in addition to tuition. This course may be repeated with permission of the MMT director for up to 9 hours of credit towards the MMT.

All students who hold the Bachelor's degree in music therapy are required to register for and successfully complete [MUS 5200 - Music Therapy Laboratory \(0\)](#) each semester in which they are enrolled. Equivalency/Master's students who have completed 5 hours of MUS 3900 Music Therapy Practicum are required to register for and successfully complete [MUS 5200 - Music Therapy Laboratory \(0\)](#) each subsequent semester in which they are enrolled.

Students who have not had a previous course in statistics must complete one course in statistics, in addition to the research course indicated above. (For an explanation of the course prefixes used in the following list of courses, see the index.)

G_GRD_2018_1

Change transcript policy to reduce requirements for non-degree applicants. Change requirement for transcripts from all degrees earned and all coursework earned in last five years, to transcript for undergraduate degree only.