

**GRADUATE AP&P COMMITTEE
MINUTES
October 19, 2015
APPROVED**

Present: John Abbott, Mark Bradbury, Scott Collier, Patty Dale, Audrey Dentith, Karen Fletcher, Elizabeth Graves, Sharron Grimes, Dru Henson, Holly Hirst, Marie Hoepfl, Lisa Houser, Denise Levy, Kathleen Lynch-Davis, Gary McCullough, Dontrell Parson, William Pollard, Max Poole, Ben Powell, Debbie Race, Robert Sanders, David Shows, Susan Staub, Tyler Steelman, Sandra Vannoy, David Wiley

Excused: Marty Hall

Absent: Jennifer Snodgrass, Glenda Treadaway

Guests: Susan Davies, Sharon Jensen, Katherine Ledford

1. Call to order, introductions, and welcome- Marie Hoepfl.
2. **Approval of Minutes.** It was moved (Hirst) and seconded (Abbott) that the minutes of the September 21, 2015 Grad AP&P meeting be accepted. By voice vote the minutes were approved.
3. **New Business:**
 - A. **MOTION 1: G_DEANS COUNCIL_2015_2** (Recommendation from the Dean's Council regarding student liability insurance coverage). Susan Davies and Sharon Jensen discussed the proposal to update the Graduate Bulletin (a) to reflect changes in the student liability insurance coverage which, effective Fall 2015, includes both general and professional liability coverage; and, (b) to reflect current practice of requiring student liability insurance coverage for courses coded as "field experience" or "clinical".

VOTE 1: It was moved (Holly Hirst) and seconded (David Shows) that the proposal be accepted. The Motion was unanimously approved by voice vote.
 - B. **Discussion regarding hard copy requirement for Thesis/Dissertations.** Marie Hoepfl shared the results for the Thesis/Dissertation survey which indicated that about half of responding departments favored keeping departmental hard copies. John Abbott stated the Library would check on whether electronic copies in NCDocks would be sufficient to meet the UNC system documentation standards. Max Poole shared that several departments have indicated to him that they would not like to receive hard copies. This subject will be up for more review.

4. Old Business:

- A. For Information Only: 2014 School of Music Curriculum Proposals.** Max Poole explained that three School of Music Curriculum proposals (**HSOM_MMT_2014_3**; **HSOM_MMT_2014_2**; **HSOM_MMT_2014_1**) were approved by the Graduate Council in October-November 2014, but due to the extended illness of the Music graduate program director they were never submitted to old AP&P Committee for final approval. As a result they were not entered into the 2015-16 Graduate Bulletin. The oversight was caught in August of this year as the Bulletin was being reviewed before publishing. Since the Graduate Council had earlier approved the changes and has since replaced the old AP&P in graduate matters, Graduate Dean Poole requested and the Provost approved that the changes be entered into the 2015-16 Graduate Bulletin to allow them to go into effect in Fall 2015, as was originally requested.
- B. Marie Hoepfl discussed the structure of the Graduate AP&P subcommittees.** She affirmed that the subcommittees will conduct initial vetting of curriculum and policy proposals and will make recommendations, but that only the full Graduate AP&P Committee will do official voting. Also, curriculum proposers will be invited to attend meetings of both the subcommittee (optional) and the full Graduate AP&P. Holly Hirst suggested a folder be created separate from the discussion forum for each set of proposals; this folder would contain the PDF files for all proposals in one place for easier retrieval and review by members of the curriculum subcommittee. Holly also suggested an invitation to the subcommittee meeting be sent to the College that presents the proposal.

5. Updates:

- A. Dontrell Parson** shared recent events from the Admissions Team which included the Graduate Fair held on October 8th in the Plemmons Student Union. He also stated the Admissions team would be attending Graduate Fairs at East Carolina University and Winston Salem State University.
- B. Rob Sanders** stated the Graduate School is planning to host another 3 Minute Thesis (3MT) competition in January, with more details to come. Also, the Graduate School is surveying programs to gauge interest in a Marketing 101 workshop for promoting graduate programs. Rob shared the new proposal naming protocol for AP&P, found at <http://app.appstate.edu/file-naming-protocol-updated>
- C. Max Poole** provided updates about working with Tyler Steelman (President, GSAS) in identifying Graduate Student housing; in conducting a GSAS graduate student services survey; and about the effectiveness of the Accelerated Master's program.

Meeting adjourned at approximately 4:30 p.m. Meeting minutes prepared by Sharron Grimes and Max Poole.