

Provost Approved 1/30/2018.

*Effective Fall 2018 unless otherwise noted.*

**MINUTES OF THE MEETING  
OF THE GRADUATE ACADEMIC POLICIES AND PROCEDURES (GAPP)  
COMMITTEE  
November 20, 2017**

The Graduate AP&P Committee (GAPP) met on Monday, November 20, 2017 at 3:00 pm in the Room 224 of I.G. Greer Hall.

Members Present: Mark Bradbury, Will Canu, Scott Collier, Audrey Dentith, Marie Hoepfl, Nickolas Jordan, Victor Mansure, Gary McCullough, Kim McCullough, Bill Pollard, Max Poole, Ben Powell, Debbie Race, Rob Sanders, Tracy Smith, Susan Staub, Sandra Vannoy, Ray Williams

Administrative Staff and Guests: Laura Padgett (Coordinator GAPP), Kyle Thompson and Margaret Barth

Absent: Karen Fletcher, Phyllis Kloda, Dontrell Parson, Terry Rawls, James Douthit, Alecia Jackson, John Abbott, Jeff Bates, Dru Henson, David Shows

**1. CALL TO ORDER**

At 3:05 pm, Chairperson Marie Hoepfl called the meeting to order.

**2. APPROVAL OF MINUTES**

A. **MOTION 1:** It was moved (Williams) and seconded (Mansure) that the minutes of the October 23, 2017 GAPP meeting be approved. **PASSED.**

**3. ANNOUNCEMENTS/FIOs**

**4. NEW BUSINESS**

Curriculum Proposals:

A. Curriculum Proposals:

There was no representative present for the HPC proposals so Chairperson Hoepfl asked to postpone the discussion on them until a representative arrived.

**College of Education**

Department of Curriculum and Instruction

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**G\_COE\_CI\_2017\_1** Add CI 5660 Developing Expertise in Academic Content. The course will fulfill the depth of content licensure requirement for the Middle/Secondary Graduate Certificate program and serve as a concentration or elective course in the Middle Grades Master's program.

Tracy Smith provided information about the new course. Candidates for the program have to demonstrate their understanding of content as well as pedagogy. This course has been offered as a special topics course in the past.

**Motion 1:** There was a motion from the Curriculum Subcommittee to approve. The vote was taken. **PASSED.**

### **College of Health Sciences**

#### Department of Nutrition and Health Care Management

**G\_HS\_NHM\_2017\_1** Add an online graduate course entitled, "Introduction to Community and Public Health" (NUT 5100, 3 c.h.)

**G\_HS\_NHM\_2017\_2** Add an online graduate course NUT 5200 (3 credit hours):  
LIFECYCLE NUTRITION FOR PUBLIC HEALTH  
NUTRITION PROFESSIONALS

**G\_HS\_NHM\_2017\_3** Add an online graduate course NUT 5275: DIET, OBESITY, AND DISEASE (3 c.h.)

**G\_HS\_NHM\_2017\_4** Add an online graduate course NUT 5350: Public Health Nutrition Leadership and Practice (3 c.h.)

**G\_HS\_NHM\_2017\_5** Add an online graduate course NUT 5375: Community and International Health Assessment (3 c.h.)

**G\_HS\_NHM\_2017\_6** Add an online graduate course NUT 5450: Capstone Proposal

**G\_HS\_NHM\_2017\_7** Add an online graduate course NUT 5475: PUBLIC HEALTH NUTRITION CAPSTONE (2 c.h.)

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**G\_HS\_NHM\_2017\_8** Add an online graduate certificate entitled "Public Health Nutrition Practice (PHNP)".

**G\_HS\_NHM\_2017\_9** Revise the Program of Study for the MS in Nutrition (841A/51.3101) to change it from a degree with no concentrations to a degree with two concentrations. Add concentrations in Dietetics (841x/51.3101) and Public Health Nutrition (841x/51.3101). The current stand-alone program (841A) will no longer be offered.

**G\_HS\_NHM\_2017\_10** Change the bulletin to reflect proposals G\_HS\_NHM\_2017\_1 through G\_HS\_NHM\_2017\_9

Chairperson Hoepfl recognized guests that attended to answers questions. Kyle Thompson and Meg Barth offered information regarding the program. They shared that there is a growing population of those interested in this program and the online graduate certificate is designed for working professionals. Meg explained that it is a new strategic direction for their department to offer this program online.

**Motion 2:** There was a motion from the Curriculum Subcommittee to approve all proposals. Chairperson Hoepfl suggested grouping the proposals into the following:

Proposals 1 - 7	A vote was taken.	<b>PASSED.</b>
Proposal 8	A vote was taken.	<b>PASSED.</b>
Proposals 9 – 10	A vote was taken.	<b>PASSED.</b>

### **College of Education**

#### Department of Human Development and Psychological Counseling

**G\_COE\_HPC\_2016\_1** Change the name of the M.A. in College Student Development (496\*) program to an M.A. in Student Affairs Administration (contingent upon approval by UNC Systems Office)

**G\_COE\_HPC\_2016\_2** Change the name of HPC 5820 from College Student Development Theories I to College Student Development Theories

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- G\_COE\_HPC\_2016\_3** Change the name of HPC 5821 from College Student Development Theories II to Social Justice and Inclusion in Student Affairs
- G\_COE\_HPC\_2016\_4** Change the name of HPC 6410 from Student Development Administration to Student Affairs Administration
- G\_COE\_HPC\_2016\_5** Change the name of HPC 5340 from Research in College Student Development and Student Affairs Practice to Research in Student Affairs Administration
- G\_COE\_HPC\_2016\_6** Change the name of HPC 5460 from Professional Practice in College Student Development to Professional Practice in Student Affairs Administration
- G\_COE\_HPC\_2016\_7** Change the name of HPC 5751 from Ethics and Law in Professional Practice to Ethics and Law in Student Affairs Administration

Nickolas Jordan was present to answer questions about the HPC proposals. There was discussion concerning Proposal 3 that it appeared to be a new course to some members. There were also concerns raised that no catalog course description updates had been provided for Proposals 4 through 7. Debbie Race also reminded all that with the program name change the program number will change from the current number.

**Motion 3:** There was a motion from the Curriculum Subcommittee to approve. Chairperson Hoepfl suggested grouping the proposals into the following:

- |                     |                   |                |
|---------------------|-------------------|----------------|
| Proposals 1 & 3     | A vote was taken. | <b>PASSED.</b> |
| Proposals 2 & 4 – 7 | A vote was taken. | <b>PASSED.</b> |

## B. Policy Proposals

Susan Staub reported that the Policy Subcommittee is currently discussing changes to the dual-listed course policy. She anticipates having something for the GAPP to consider at its next meeting. The committee is also considering the definition of what constitutes a concentration. Ben Powell noted that UAPP discussed this issue for two years and didn't take any action, but said that discussion could serve as a starting point for GAPP as it takes up this issue.

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Mark Bradbury asked if the policy to require all transcripts from graduate student applicants has been revisited? Max reported that the issue was tabled until the committee completes the dual-listed policy proposal.

## 5. OLD BUSINESS

## 6. DISCUSSION ITEMS

### A. Updates from the Graduate School – Max Poole and Rob Sanders

Rob shared that Stephanie Hickey has been serving on the MAC (Military Affairs Committee) and reported that they would like to have a graduate faculty representative on the committee. Mark Bradbury is willing to serve.

Max reported on the use of DocuSign by the Business and Finance Team. There are 1700 graduate assistantship contracts processed in the first two weeks of the year. Currently, there are many errors in contracts, which hold up the process. This can prevent the students from getting paid. Marty Hall and her team have developed a way to use an electronic approval system for the contracts. This has recently been rolled out and is in use.

Max also reported that the deadline for new program proposals is in early December. One program proposal is currently under development, for a graduate program in Fermentation Sciences.

Rob reported that the Graduate School is making progress with Slate and they anticipate holding training sessions in early December. He explained that the first version will be basic. AdmissionPros is still open for Spring 2018 admits. Mark asked if each program can receive the historical data from AdmissionPros before it goes away completely. Rob shared that he will take a look at the file format to determine if it will prove helpful to the programs. Program directors are encouraged to download data regarding applicants for purposes of record-keeping and program review.

Laura shared that the Graduate School is offering an all-expense paid trip for 10 graduate students to present at William & Mary's Graduate Research Symposium in March. She asked for program directors to share the opportunity with their students. Deadline is December 8<sup>th</sup> for abstracts to be submitted for consideration.

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7. **ADJOURNMENT** (4:45 pm)

Marie Hoepfl reminded members that our next meeting is January 22, 2018.  
Deadline for proposals is January 1, 2018.