

**MINUTES OF THE MEETING
OF THE GRADUATE ACADEMIC POLICIES AND PROCEDURES COMMITTEE
November 21, 2016
APPROVED**

The Graduate AP&P Committee met on Monday, November 21, 2016 at 3:00 pm in the William C. Strickland Conference Room (224) of I.G. Greer Hall.

Present: John Abbott, Mark Bradbury, Amy Cheney, Scott Collier, Patty Dale, Audrey Dentith, Beth Fiske, Karen Fletcher, Marty Hall, Dru Henson, Marie Hoepfl, Victor Mansure, Gary McCullough, Kim McCullough, Max Poole, Ben Powell, Robert Sanders, David Shows, Tracy Smith, Lynn Stallworth, Susan Staub, Sandra Vannoy, David Wiley

Excused: Holly Hirst

Absent: Jeff Bates, Sharron Grimes, Lisa Houser, Phyllis Kloda, Laura Padgett, Dontrell Parson, William Pelto, Debbie Race, Terry Rawls

1. CALL TO ORDER and INTRODUCTIONS

At 3:08 pm, Chairperson Hoepfl called the meeting to order and introduced guests:

Dr. Bill Anderson, Department Chairperson, Department of Geology
Dr. Claudia Cartaya-Marin, Department Chairperson, Department of Chemistry
Dr. Brooke Christian, Assistant Professor, Department of Chemistry

2. APPROVAL OF MINUTES

MOTION 1: It was moved (Mansure) and seconded (Collier) to approve the minutes of the October 17, 2016 Graduate AP&P Meeting – **PASSED**

Procedural notes: All dual-listed undergraduate course changes are approved through the Undergraduate AP&P Committee. Except as otherwise noted in these minutes, curriculum and policy motions are made from the respective Grad AP&P subcommittees and do not require a second.

3. ANNOUNCEMENTS/FIOs:

Semester Offerings Changes will be an FIO in the AP&P minutes for record keeping purposes. Semester offering changes are emailed to semesterofferings@appstate.edu from each Dean's Office.

- TEC 5139 Changed from Spring to Fall Effective 201740
- TEC 5149 Changed from Fall to Spring Effective 201740
- TEC 5210 Changed from Spring to Spring, Even numbered years Effective 201740

- TEC 5220 Changed from Fall to Fall, Odd numbered years Effective 201740
- TEC 5260 Changed from Fall to Fall, Even numbered years Effective 201740
- TEC 5380 Changed from Fall to Spring Effective 201740
- TEC 5390 Changed from Spring to On Demand Effective 201740
- TEC 5420 Changed from Summer School to Fall Effective 201740
- TEC 5430 Changed from Fall to Spring Effective Fall 201740
- TEC 5573 Changed from Spring to On Demand Effective Fall 201740

4. NEW BUSINESS

A. Curriculum Proposals:

College of Arts & Sciences:

Department of Chemistry

MOTION 2: Approve proposals from the Department of Chemistry – **PASSED**

GU_CAS_CHE_2016_01 Change the prerequisites for CHE 4580/**CHE 5580. Biochemistry I (3).F;S.** to read as follows:
This course covers the properties of amino acids, proteins, carbohydrates, lipids and nucleic acids and presents a brief introduction to enzymology. Major emphasis is on the chemistry of biological compounds. An introduction to intermediary metabolism is also presented. Prerequisites: **BIO 1801 (Biological Concepts I); CHE 2101 (Fundamentals of Organic Chemistry)** or **CHE 2202 (Organic Chemistry II)** with a minimum grade of "C-". Lecture three hours. [Dual-listed with **CHE 4580.**]

GU_CAS_CHE_2016_02 Change the prerequisites for CHE 4582/ **CHE 5582. Biochemistry II (3).S.** to read as follows:
This course will cover the intermediary metabolism of amino acids, nucleic acids, carbohydrates and lipids. Metabolic pathways and their associated enzymes are emphasized. Prerequisite: **CHE 4580 (Biochemistry I)** with a minimum grade of "C-". Lecture three hours. [Dual-listed with **CHE 4582.**]

Department of Geology

MOTION 3: Approve the proposals from the Department of Geology – **PASSED**

GU_CAS_GLY_2016_01 Change name of the dual-listed courses GLY 4705/ **GLY 5705. Advanced Environmental and Engineering Geology (3).S.** to read as follows:

GLY 5705. Engineering Geology (3). S. Field and laboratory analysis of problems arising from interactions between humans and Earth and application of geologic knowledge to the mitigation of these problems. Lecture two hours, laboratory three hours. Prerequisites: a minimum of six semester hours of geology courses above the 1000 level, or permission of the instructor. [Dual-listed with **GLY 4705.**]

Department of Sustainable Technology and the Built Environment

MOTION 4: Approve the proposals from the Department of Sustainable Technology and the Built Environment – **PASSED** with one abstention (Hoepfl)

GU_FAA_STBE_2016_09: Delete **TEC 5573. Control System Technology (3).S.** Change the course description, prerequisites, and dual listing for **TEC 5718. Construction Management (3).On Demand.** to read as follows:

TEC 5718. Construction Management (3).On Demand. This course focuses on the mechanics of managing construction projects and personnel. Organizational structures, required licenses, codes, permits, safety requirements, personnel management, customer relations, scheduling, accounting, insurance, and financing are addressed. Special attention is given to the use of computer software, such as estimating and scheduling programs, for construction management activities.

G_FAA_STBE_2016_10: Delete **TEC 5309. Computer Networking (3).S.Even-numbered years,** **TEC 5409. Technical Presentations (3).F.Odd-numbered years.,** and **TEC 5909. Computer Uses for Technical Research and Development (3).F.**

G_FAA_STBE_2016_11: Change the course description of **TEC 5728. Commercial Building Design (3).F;S.** to read as follows:

This is an advanced level course exploring the broad field of commercial architectural design. It investigates the details of buildings, from structural elements to decorative components. Students will apply a variety of design development techniques, including sketching and rendering, computer-aided drafting and design (CADD), and model building. Required course projects include a full set of construction drawings for a commercial building using CADD software, as well as a rendering and model of the building. Students will also research and prepare a detailed report on a historical or current topic in architecture.

Prerequisite: **TEC 3728 (Architectural Design Studio I)** or permission of the instructor.

Hayes School of Music

MOTION 5: It was moved (Bradbury) and seconded (Smith) to approve the proposal from the Hayes School of Music - **PASSED**

G_MUS_MUS_2016_1: Extend the range of **AMU 6001-6025. Applied Music (Secondary) (1-1).F;S.** and **AMU 6001-6025. Applied Music (Major-principal) (2-4).F;S.** to include **AMU 6026 Applied Conducting** to read as follows:

AMU 6001-6026. Applied Music (Secondary) (1-1).F;S. One 30-minute individual lesson and six practice hours per week. Additional fee (Summer Term).

AMU 6001-6026. Applied Music (Major-principal) (2-4).F;S. Two 30-minute individual lessons or equivalent in individual and/or class lessons and six practice hours per week for each semester hour credit. Additional fee (Summer Term).

MOTION 6: Approve the proposals from the Hayes School of Music - **PASSED**

G_MUS_MUS_2016_2: Add **MUS 5101. Second Performance Ensemble (1).F;S.** Designed for graduate students who are taking a second performance ensemble within a given semester. Students will assume leadership roles as set forth by the ensemble director, including activities such as directing sectional rehearsals, preparing program notes and assisting with individual instruction.

G_MUS_MUS_2016_3: Change Admission Requirements for the **Master of Music Therapy (MMT) Degree** in the Graduate Bulletin to read as follows:

Master of Music Therapy (MMT) Degree.

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.

5. OLD BUSINESS

A. Policy Proposal:

School of Graduate Studies:

MOTION 7: (From Policy subcommittee): Approve the proposals from the School of Graduate Studies – **PASSED**

Grad School G_GRAD_2016_2 Change language in Graduate Bulletin to clarify policy regarding Double Major and Double Degree to read as follows:

Dual Degree

The purpose of a dual degree program is to allow students to simultaneously complete two complementary graduate degree programs through a prearranged curriculum plan that meets the requirements of both degree programs, while allowing for dual credit for a specified set of shared courses.

Students apply for entrance into an approved dual degree program either (1) at the time of initial admission into the School of Graduate Studies, or (2) by later requesting entrance into a second degree program that could be paired with the student's initial program. Those students requesting a later admission must apply before completing 18 hours in their initial degree program.

Students begin the admissions process by conferring with both program directors of the requested paired programs. Admission to all dual degree programs requires approval by both paired degree programs and the School of Graduate Studies. The form to add a second degree program is available on the Graduate School forms page.

Students and programs participating in a dual degree pairing will be subject to the following requirements:

1. Degree programs that have been paired two times in the last five years to offer a dual degree must develop a formal program of study (POS) before offering the dual degree pairing a third time. The dual degree POS must be approved by the respective programs, their colleges, the School of Graduate Studies, and the Graduate Academic Policies and Procedures Committee (GAPP). Once approved, the degree pairing will be published in the Graduate Bulletin.
2. If the dual degree pairing has been offered no more than two times in the last five years, the program directors can create individualized programs of study for requesting students with the approval of both programs, their respective chairpersons, and the School of Graduate Studies. However, it is expected that those paired programs will develop a formal pre-approved POS before offering the pairing for a third time.
3. All admissions requirements for both degree programs must be met.
4. The paired POS must meet all requirements for both degree programs, including admission to candidacy, proficiency, comprehensive exam, or other requirements. All courses being shared for credit must be clearly defined in the paired POS. No more than 50% of the courses, based on the program with the least required credit hours, may be shared on the dual degree POS.
5. Students must complete both dual degree programs within seven (7) years of the initial admission term and must graduate from both programs in the same term. No dual degrees will be awarded retroactively.
6. Students completing a dual degree program will be responsible for submitting and paying for two Intent to Graduate Applications (one for each diploma to be issued).

6. DISCUSSION ITEMS/ANNOUNCEMENTS

A. Graduate School Updates

1. Max Poole discussed the FIO item “Permission to Plan” for Psy-D. It was agreed that the information about this new program proposal would be mentioned in the meeting minutes and posted to the AsULearn site for open review.
2. Max Poole announced that Spring 2017 registration in Graduate Studies is currently up by 70 students. Distance Education is up by 15 students.
3. Scott Collier, Chairperson of the Policy Subcommittee, indicated that discussion of proposal **Grad School G_GRAD_2016_1** will begin again at the next Subcommittee meeting, to be held on December 5 at 9:30 in Holmes Convocation Center.
4. Rob Sanders announced that Marie Hoepfl is utilizing her current research methods course students to vet the Student Satisfaction Survey created by the School of Graduate Studies prior to its implementation.
5. Rob Sanders discussed the **FIO** item, the School of Graduate Studies proposal **Grad School / G_GRAD_2016_3**, that seeks to clarify the process of withdrawal from a graduate program. This will be reviewed by the Policy Subcommittee.
6. Marie Hoepfl stated that the Joint Subcommittee of Undergraduate and Graduate AP&P, chaired by Edgar Peck, is still working on reviewing and updating the AP&P Manual.

7. ADJOURNMENT

MOTION 7: It was moved (Bradbury) and seconded (Mansure) that the meeting be adjourned at 4:35 pm. Chairperson Hoepfl reminded members that the next meeting will be held Monday, January 30, 2017.