

**MINUTES OF THE MEETING
OF THE GRADUATE ACADEMIC POLICIES AND PROCEDURES COMMITTEE
February 22, 2016
APPROVED**

The Graduate AP&P Committee met on Monday, February 22, 2016 at 3:00 pm in the William C. Strickland Conference Room of I.G. Greer Hall as the original meeting scheduled for February 15, 2016 was postponed due to adverse weather conditions.

Present: Mark Bradbury, Scott Collier, Patty Dale, Karen Fletcher, Elizabeth Graves, Marty Hall, Dru Henson, Holly Hirst, Marie Hoepfl, Lisa Houser, Denise Levy, Kathleen Lynch-Davis, William Pollard, Max Poole, Ben Powell, Debbie Race, Robert Sanders, David Shows, Jennifer Snodgrass, Susan Staub, Tyler Steelman, Glenda Treadaway, Sandra Vannoy, David Wiley

Excused: John Abbott

Absent: Audrey Dentith, Sharron Grimes, Gary McCullough, Dontrell Parson, William Pelto, Terry Rawls

Guests: Phillip Ardoin, Jim Fogelquist, Tom Hansell, Katherine Ledford, Nancy Love, Billy Schumann

1. At 3:02 pm, Dr. Marie Hoepfl confirmed the presence of a quorum, called the meeting to order and asked guests to introduce themselves.
2. **MOTION 1: Approval of Minutes.** It was moved (Shows) and seconded (Steelman) that the minutes of the January 25, 2016 Grad AP&P meeting be accepted – 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. **New Business:**
 - a. Curriculum proposals:

College of Arts & Sciences:

Department of Appalachian Studies

MOTION 2: To approve proposals from the Department of Appalachian Studies – PASSED

G_CAS_AS_2015_06 CREATE course **AS 5065 (Sustainability and the Arts in Appalachia)** to read as follows:

AS 5065. Sustainability and the Arts in Appalachia (3). On Demand. This course explores theory and practice in the growing field of sustainability and the arts as it applies to the Appalachian region. Students will study global cultural theory in the fields of ethnomusicology, creative placemaking, and the arts. This theoretical approach will be grounded in participatory projects supporting local cultures.

G_CAS_AS_2015_07 CHANGE the credit hours for **AS 5900 (Internship)** from 3-6 to 1-6 to read as follows:

AS 5900. Internship (1-6).F;S;SS. Graded on an S/U basis.

G_CAS_AS_2015_08 REVISE the **MA in Appalachian Studies (204*/05.0199)** to REMOVE the **Appalachian Music: Roots and Influences Concentration (204D)** and CHANGE the name of the **Appalachian Culture Area Concentration (204B)** to **Culture and Music (204F)** to read as follows:

Course Requirements for the Master of Arts in Appalachian Studies

Total Semester Hours Required (minimum): 36

Required Courses

- AS 5000: Bibliography and Research (3)
- Choose 3 s.h. of coursework from the list below.
 - o AS 5005: Global Appalachia (3)
 - o ANT 5120: Appalachian Culture and Social Organization (3)
- Choose 3 s.h. of coursework from the list below.
 - o AS 5040: Documentary Field Research Methods (3)
 - o ANT 5410: Qualitative Research Methods (3)
- Choose 3 s.h. of coursework from the list below.
 - o AS 5900: Internship (3)
 - o AS 5999: Thesis (3)

Concentration (CHOOSE ONE)

Culture and Music Concentration (Code: 204F)

- Choose 15 s.h. of coursework from the list below.
 - o AS 5015: Old Time Music Traditions (3)
 - o AS 5030: Bluegrass Traditions (3)
 - o AS 5035: Local Music Traditions (3)
 - o ENG 5710: Advanced Folklore (3)
 - o ENG 5720: Appalachian Literature (3)
 - o HIS 5209: Research Seminar in Appalachian History (3)
 - o REL 5400: Religion in Appalachia (3)
 - o SOC 5300: Appalachia in Social Context (3)

Sustainability in Appalachia Concentration (Code: 204E)

- Choose 15 s.h. of coursework from the list below.
 - o ANT 5200: Sustainable Development: Theory, Method, and Case (3)
 - o AS 5060: Community-Based Research (3)
 - o AS 5065 Sustainability and the Arts in Appalachia (3)
 - o BIO 5508: Biogeography (3)
 - o PLN 5470: Community Development (3)
 - o PS 5130: Appalachian Political Perspectives (3)
 - o TEC 5605: Sustainable Resource Management (3)

Choose 9 s.h. of interdisciplinary coursework from the list below or from the courses listed above with the approval of the advisor. Other courses with related topics from other departments, such as those in Anthropology, Appalachian Studies, Business, English, Geography, History, Planning, Public Administration, and Technology may be selected with permission of the advisor.

Electives

Methods and Applications

- AS 5025: Pedagogy for Appalachian Studies (3)
- AS 5998: Thesis Preparation (3)
- ENG 5520: Technical Writing (3)
- GHY 5812: Advanced GIS (3)
- PA 5271: Grants Strategies and Preparation (3)

Human Interactions

- AS 5110: Ethnographic Field Study (1-6)
- ENG 5640: Cultural Studies (3)
- ENG 5650: Gender Studies (3)
- GHY 5130: Seminar in Human Geography (3)
- SOC 5560: Race and Minority Relations (3)
- SOC 5750: Social Stratification (3)
- TEC 5139: Technology and Culture (3)

Environment and Institutions

- GHY 5100: Seminar in Physical Geography (3)
- GHY/PLN 5400: Planning Theory and Process (3)
- MBA 5080: Sustainable Business for a Global Economy (3)
- PA 5270: Not-for-Profit Organizations (3)
- PS 5670: Advanced Environmental Politics (3)
- TEC 5606: Sustainable Water and Wastewater Technology (3)

Other Requirements for the Master of Arts:

- **Thesis:** Optional
- **Proficiency:** None
- **Candidacy:** Required; see the program director for specific timeline and requirements for admission to candidacy
- **Comprehensive:** A written examination is required
- **Product of Learning:** Not required

The Center for Appalachian Studies offers the following programs:

- **Master of Arts degree program in Appalachian Studies (204*/05.0199), with concentrations in**
 - o **Culture and Music (204x)**
 - o **Sustainability in Appalachia (204E)**
- **Graduate Certificate in Appalachian Studies (200A/05.0199)**
- **Graduate Minor in Appalachian Studies (203/05.0199)**

The **Culture and Music** concentration focuses on scholarship and research in the social sciences, humanities, and fine and applied arts, seeking to deepen understanding of the Appalachian socio-cultural and historical experience. The concentration also focuses on scholarly treatment of regional music traditions, including ballads, shape-note songs, traditional string bands, bluegrass, gospel, and country, including the African-American as well as European-American traditions.

The **Sustainability in Appalachia** concentration is based on applied research and interdisciplinary course work spanning the social and natural sciences as well as the humanities. It provides a foundation for those students who seek to meet the needs of present generations without compromising the ability of future generations to meet their needs. For students interested in Appalachian and other highland and rural peoples, as well as other peoples threatened by the results of unsustainable practices and patterns, this course of study provides the background in the search for sustainable solutions.

Department of Government and Justice Studies

MOTION 3:

To approve proposal from Department of Government and Justice Studies to CHANGE the MA degree in Political Science – PASSED with two abstentions (Bradbury and Steelman)

G_CAS_GJS_2015_10

CHANGE the **MA degree in Political Science (267*)** to read as follows:

PROGRAM OF STUDY FOR THE MASTER OF ARTS IN POLITICAL SCIENCE

Admission Requirements: Baccalaureate degree with a major or minor in Political Science, Criminal Justice or a related field from an accredited college or university; complete application to the Graduate School; official general GRE exam scores; two-page statement of intent explaining applicant's academic and professional goals in chosen concentration and the value of regional studies to the contemporary world; additional courses (up to 15 hours maximum) may be required if so indicated by the student's deficiencies.

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 Political Science Semester Hours Required (minimum): 33

Required Courses 9-12 s.h.

- PS 5001: Scope and Methods (3)
- PS 5002: Research Methods and Statistics (3)*
- PS 5900: Internship in Public Affairs (3-6)**

Concentration (CHOOSE ONE)

American Government Concentration (21 or 24 s.h.) (Code: 267C)

- PS 5030: Seminar in American Government and Politics (3)
- PS 5150: Seminar in Public Policy (3)
- 3 s.h. from the following in consultation with the MA Advisor:
 - o PS 5010: Seminar in Political Philosophy (3)
 - o PS 5020: Pro-Seminar in International Relations (3)
 - o PS 5040: Pro-Seminar in Comparative Politics (3)
 - o PS 5670: Advanced Environmental Politics (3)
- 12-15 s.h. of graduate electives selected in consultation with the MA Advisor

OR

Environmental Politics and Policy Analysis Concentration (21 or 24 s.h.) (Code: 267F)

- PS 5670: Advanced Environmental Politics (3)
- ECO 5621: Environmental Economics and Policy (3)
- ECO 5660: Benefit Cost Analysis (3)
- PLN 5460: Environmental Policy and Planning (3)
- 9-12 s.h. of electives selected in consultation with the MA Advisor. At least ONE must be from Section A.

Section A: Policy and Governance

- o PS 5010: Seminar in Political Philosophy (3)
- o PS 5020: Pro-Seminar in International Relations (3)
- o PS 5030: Seminar in American Government and Politics (3)
- o PS 5040: Pro-Seminar in Comparative Politics (3)
- o PS 5150: Seminar in Public Policy (3)
- o PS 5330: Problems in State and Local Government (3)
- o PS 5675: Readings and Research in Environmental Policy (3)****
- o PA 5060: Seminar in Public Administration (3)
- o PA 5180: Public Policy Analysis and Program Evaluation (3)

Section B: Professional Skills

- o GHY 5810: Digital Image Processing (3)
- o GHY 5812: Advanced GIS (3)
- o PA 5271: Grants Strategies and Preparation (3)

- o PA 5460: Budgeting and Fiscal Administration (3)
- o PLN/COM 5425: Task-Oriented Group Facilitation Methods (3)
- o PLN 5470: Community Development (3)
- o PS 5675: Readings and Research in Environmental Policy (3)
- o PS 5800: Directed Research (1-3)
- o TEC 5129: Project Management (3)

Section C: Scientific Principles

- o BIO 5222: Communities and Ecosystem Ecology (4)
- o BIO 5502: Freshwater Ecology (4)
- o BIO 5575: Ecotoxicology (4)
- o GHY 5820: Geographical Hydrology (3)
- o GS 5510: Environmental Problems (3)
- o PS 5675: Readings and Research in Environmental Policy (3)
- o TEC 5605: Sustainable Resource Management (3)
- o TEC 5606: Sustainable Water and Wastewater Technology (3)

**OR International Relations/Comparative Politics Concentration (21 or 24 s.h.)
(Code: 267E)**

- PS 5020: Pro-Seminar in International Relations (3)
- PS 5040: Pro-Seminar in Comparative Politics (3)
- 3 s.h. from the following:
 - o PS 5010: Seminar in Political Philosophy (3)
 - o PS 5030: Seminar in American Government & Politics (3)
 - o PS 5150: Seminar in Public Policy (3)
 - o PS 5670: Advanced Environmental Politics (3)
- 12-15 s.h. of graduate electives selected in consultation with the MA Advisor

Other Requirements for the MA in Political Science:

- **Thesis:** Optional
- **Proficiency:** Students must demonstrate a proficiency in reading a foreign language or quantitative analysis as a research tool. The department may determine the proficiency required.
- **Candidacy:** Required for thesis option; awarded upon approval of thesis committee and prospectus
- **Comprehensive:** During the final semester of course work, candidates must pass a written comprehensive examination.
- **Product of Learning:** Not required

** PS 5998: Thesis Preparation (3) and PS 5999: Thesis (3) may be counted in place of PS 5900 for students when appropriate with permission of the graduate program director(s).

MOTION 4: To approve proposal from Department of Government and Justice Studies to ADD a graduate certificate in Non-profit Administration - PASSED with one abstention (Bradbury)

G_CAS_GJS_2015_11

Add a **Graduate Certificate in Non-profit Administration** to read as follows:

<p>PROGRAM OF STUDY FOR THE GRADUATE CERTIFICATE IN NON-PROFIT ADMINISTRATION Admission Requirements: Baccalaureate degree from an accredited college or university; complete application to the Graduate School; GRE scores are not required. Location: On Campus</p>		
<p>Course Requirements for the Graduate Certificate in Non-profit Administration (Code: 149A) Total Semester Hours Required (minimum): 15</p>		
Required Courses	<ul style="list-style-type: none"> • PA 5270: Not-For-Profit Organizations (3) • PA 5271: Grants Strategies and Preparation (3) • PA 5010: Field Based Research (3) 	9
Elective Courses	<ul style="list-style-type: none"> • 6 s.h. of graduate electives chosen with permission of the program director, with preference given to those from the list below. Note that that some of these courses may require special permission or have prerequisites beyond what is required for this certificate. <ul style="list-style-type: none"> ○ PA 5180: Public Policy Analysis and Program Evaluation (3) ○ PA 5260: Organization Theory and Behavior (3) ○ PA 5360: Public Personnel Administration (3) ○ PA 5460: Budgeting and Fiscal Administration (3) ○ PA 5665: Public Management (3) ○ COM 5150: Strategic Communication (3) ○ SW 5820: Social Welfare Organization Management (3) ○ SW 5840: Nonprofit and Public Human Services Administration (3) 	6

Department of Languages, Literatures and Cultures

MOTION 5: To approve proposal from Department of Languages, Literatures and Cultures WITH Amendment to include new course as a pre-approved elective in the Graduate Bulletin under **Romance Languages – SNH Concentration** - PASSED

GU_CAS_LLC_2015_09 CREATE **SNH 5035 (Language Variation in the Spanish-speaking World)** to read as follows:

SNH 5035. Language Variation in the Spanish-speaking World (3). On demand. Study of regional and social variation in modern Spanish, both in Spain and Latin America, and of minority languages, language contact, and language policy in the Spanish-speaking world.

The Spanish Graduate Certificate will now list the following elective options:

Choose 18 s.h. from the following courses (may include up to 3 s.h. of independent study or 6 s.h. of selected topics)

- SNH 5001: Hispanic Children's and Adolescent Literature (3)
- SNH 5002: Masterpieces of Hispanic Art and Literature (3)
- SNH 5003: Hispanic Short Fiction (3)
- SNH 5005: The 20th Century Hispanic Novel (3)
- SNH 5023: Poetry in Spain and Latin America (3)
- SNH 5024: Theater and Performance in the Hispanic World (3)
- SNH 5026: Hispanic Cultural Studies (3)
- SNH 5027: The Media in Latin America and Spain (3)
- SNH 5028. Seminar in Spanish Linguistics (3)
- SNH 5035: Language Variation in the Spanish-speaking World (3)
- SNH 5075. Migration in Literature and Film (3)
- SNH 5500: Independent Study (1-3)
- SNH 5530-5549: Selected Topics (1-4)
- SNH 5555: History of the Spanish Language (3)
- SNH 5565: Advanced Spanish Expression (3)

The Romance Language MA program will now list the following elective options for Spanish language concentrators:

Spanish Language Concentrators:

- Choose 21 or 24 s.h. from the following courses
 - SNH 5001: Hispanic Children's and Adolescent Literature (3)
 - SNH 5002: Masterpieces of Hispanic Art and Literature (3)
 - SNH 5003: Hispanic Short Fiction (3)
 - SNH 5005: The 20th Century Hispanic Novel (3)
 - SNH 5023: Poetry in Spain and Latin America (3)
 - SNH 5024: Theatre and Performance in the Hispanic World (3)
 - SNH 5026: Hispanic Cultural Studies (3)
 - SNH 5027: The Media in Latin America and Spain (3)
 - SNH 5028. Seminar in Spanish Linguistics (3)
 - SNH 5035: Language Variation in the Spanish-speaking World (3)
 - SNH 5075. Migration in Literature and Film (3)
 - SNH 5555: History of the Spanish Language (3)
 - SNH 5565: Advanced Spanish Expression (3)
 - Electives (SNH 5500, SNH 5530-5549, LLC 5530-5549), chosen with the approval of the Advisor or the Program Director (0-6)

Hayes School of Music (HSOM):

MOTION 6: To approve proposal from the School of Music - PASSED with one abstention (Snodgrass)

G_MUS_MUS_2015_03 ADD language to the Graduate Bulletin regarding proficiency examinations in music theory, aural skills, and music history, to be completed successfully prior to admission to candidacy for the **MM—Performance** degree. To read as follows:

PROGRAM OF STUDY FOR THE MASTER OF MUSIC IN PERFORMANCE

Admission Requirements: Baccalaureate degree from an accredited college or university; complete application to the Graduate School; official general GRE exam scores; successful audition before appropriate music faculty; proficiency in music theory, aural skills, music history/literature, and music performance.

AND

Other Requirements for the MM in Music Performance:

- **Thesis:** Required for Composition Concentration.
- **Proficiency:** All students are required to demonstrate proficiency in music theory, aural skills, and music history/literature prior to being recommended for Admission to Candidacy. Students entering the concentration in vocal performance (558V) must demonstrate proficiency or prove by academic transcript one year of study of French and German, undergraduate diction, piano proficiency, Alexander Technique, and one of the following courses: Survey of Song Literature, Opera History and Literature, or Vocal Pedagogy. Vocal students not demonstrating proficiency in these subjects may be required to take appropriate courses prior to being recommended for Admission to Candidacy in the second year of study.
- **Candidacy:** Required; see the program director for specific timeline and requirements for admission to candidacy
- **Comprehensive:** Written and oral examinations will be given.
- **Product of Learning:** None required

MOTION 7: To approve proposals from the School of Music - PASSED with one abstention (Snodgrass)

G_MUS_MUS_2015_04 ADD language to the Graduate Bulletin regarding proficiency examinations in music theory, aural skills, and music history, to be completed successfully prior to registration for Internship in **Music Therapy for Music** Therapy Equivalency students and prior to admission to candidacy for the Master of Music Therapy degree to read as follows:

PROGRAM OF STUDY FOR THE MASTER OF MUSIC THERAPY (MMT)

Other Requirements for the MMT:

- **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.

Product of Learning: Not required

G_MUS_MUS_2015_05 REVISE language in the Graduate Bulletin regarding admission requirements related to proficiency in aural skills and piano for the **Master of Music Therapy** degree to read as follows:

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.

*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 3.0. 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.

Reich College of Education (RCOE):

Department of Curriculum & Instruction

MOTION 8: To approve proposal from the Department of Curriculum & Instruction -

PASSED

G_COE_CI_2015_7

ADD a **secondary mathematics and secondary science track** to the **Graduate Certificate in Middle and Secondary Teaching**. ADD **CI 5900. Internship/Practicum (1-6). F;S.** to the program of study. Revise the Graduate Bulletin copy to read as follows:

Course Requirements for the Graduate Certificate in Middle and Secondary Education (Code: 446A) Semester Hours Required (19 or 24)		
Required Courses for All Tracks	<p>CI 5550: Successful Schools for Young Adolescents (3) CI 5630: Instructional Technology (3)</p> <p>CI 5900: Internship/Practicum (1 or 6)-as determined by program director</p> <p>Choose one of the following diversity courses:</p> <ul style="list-style-type: none"> • CI 5045: Advanced Topics in Diversity (3) • CI 5750: Teaching Diverse Young Adolescents (3) <p><i>PRAXIS II exams and other specific requirements may be necessary to meet North Carolina A-Level Teaching License requirements.</i></p>	10 or 15
Track- based Courses (Choose one track)	<p>Middle Grades Education</p> <ul style="list-style-type: none"> • CI 5650: Middle Level Instruction and Assessment (3) • CI 5850: Middle Level Curriculum (3) • 3 s.h. of coursework chosen in consultation with a {middle grades, mathematics, science} advisor <p>Career and Technical Education</p> <ul style="list-style-type: none"> • CTE 5619 Curriculum Development in Career and Technical Education (3) • CTE 5660 Advanced Methods in Teaching Career and Technical Education (3) • CTE 5650 Research in Career and Technical Education (3) <p>Secondary Mathematics</p> <ul style="list-style-type: none"> • CI 5085 Teaching Secondary Mathematics • MAT 5015 Advanced Seminar in Secondary Mathematics Education (3) • 3 s.h. of coursework chosen in consultation with a {middle grades, mathematics, science} advisor <p>Secondary Science</p> <ul style="list-style-type: none"> • GS 5403 Teaching Science in Middle and High Schools (3) • GS 5404 The Meaning and Nature of Science (3) • 3 s.h. of coursework chosen in consultation with a {middle grades, mathematics, science} advisor 	9

The Department of Curriculum and Instruction offers the graduate certificate in Middle and Secondary Teaching (446A/13.1206)[T] in cooperation with the Departments of Biological Sciences, Chemistry, Geology, Mathematical Sciences, and Technology and Environmental Design.

The following tracks are available:

- Middle Grades Education: English/Language Arts, Science, Math or Social Studies for grades 6-9.
- Career and Technology: Business, Marketing, Technology, Health Sciences, or Trade & Industry for grades 6-12
- Secondary Mathematics: 9-12
- Secondary /Science: 9-12

The program provides a pathway to an initial teaching license for candidates who have earned a bachelor's degree from an accredited institution in a field related to the target license area. Successful completers will demonstrate achievement of all North Carolina Department of Public Instruction licensure requirements leading to both a graduate certificate and a recommendation for a teaching license by Appalachian State University.

The certificate program will expand on candidates' knowledge in the specific discipline area (undergraduate preparation) and further integrate teaching theory and practice as well as prepare them for today's culturally diverse and technology-enhanced classrooms.

This Graduate Certificate includes middle grades, career/technical education and secondary math, and secondary science tracks. The Graduate Certificate program is designed for individuals with related undergraduate degrees and preparation (e.g., business, preengineering, science, mathematics, history) who are seeking a North Carolina A-level teaching license for employment purposes or to allow for job transitions. In addition, current teachers who are interested in adding licensure in high-need areas or for other developmental age groups will benefit from this program.

Admission Requirements: Baccalaureate degree in a discipline related to the chosen teaching area from an accredited college or university; complete application to the Graduate School.

Location: Online or on Campus

School of Graduate Studies:

MOTION 9: To approve proposal from the School of Graduate Studies - PASSED

GRD_2015_2 CREATE **GRD 5530-5549 Selected Topics** to read as follows:

GRD 5530-5549. Selected Topics (1-3).On Demand. Subject matter may vary from term to term depending on student interest and need. A student may enroll more than once in a selected topics course provided that the content does not duplicate that of the previous course.

College of Fine and Applied Arts (FAA):

MOTION 10: To approve proposal from the College of Fine and Applied Arts - PASSED

Department of Sustainable Technology & the Built Environment

GU_FAA_STBE_2015_14_ CHANGE the course descriptions for **TEC 5718** and **TEC 5758** to match those for the dual-listed courses TEC 4718 and 4758, as follows:

TEC 5718. Construction Management (3).On Demand. This course Introduces students to 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 spreadsheets and scheduling programs, for construction management activities. Prerequisites: **MAT 1020** (College Algebra with Applications) or higher, **TEC 1708** (Construction Technology and Building Codes), **TEC 2718** (Building Mechanical Systems), **TEC 3038** (Commercial Construction Technology), **TEC 3718** (Construction Estimating), and basic knowledge of computer word processing, Internet procedures, and spreadsheets, or permission of the instructor. [Dual-listed with **TEC 4718.**]

TEC 5758. Planning and Scheduling (3).F;S. This course introduces students to the complex process of planning for construction projects. The course covers project planning and scheduling, determining and leveling project resources, estimating, budgeting, and cost control for construction projects. Special attention will be given to the use of specialized scheduling software for construction management activities. Prerequisites: **MAT 1020** (College Algebra with Applications) or higher, **TEC 1708** (Construction Technology and Building Codes), **TEC 2718** (Building Mechanical Systems), **TEC 3038** (Commercial Construction Technology), **TEC 3718** (Construction Estimating), or permission of the instructor. [Dual-listed with **TEC 4758.**]

b. Policy Proposals:

School of Graduate Studies:

MOTION 11: To approve proposal from the School of Graduate Studies – PASSED with one abstention (Levy).

GRD_2015_3 REVISE two policies in the Graduate Bulletin: 1) Modify language in policy related to **Probationary Status** and 2) Modify language in policy related to **Appeals Process** – to read as follows:

Probationary Status

After being suspended from graduate study for poor academic performance, a graduate student may appeal for a semester on probation. If the program and the Graduate School approve an appeal from the student, the student will be granted one semester to bring the GPA up to 3.0 or better or to repeat a course with a failing grade. That student will be considered enrolled under probationary status during the post-appeal semester. Restrictions:

- A student can have only **one** probationary term per degree program. If the student was admitted provisionally, the first term counts as the probationary term.
- A student enrolled under probationary status cannot hold a graduate assistantship, fellowship, or NC Tuition Scholarship.
- A transfer course may not be used to substitute for a course in which a student earned a grade of "F" at Appalachian.

Programs wanting to retain a suspended student under probationary status must submit a retention plan for the student to the School of Graduate Studies. This plan is an agreement among the student, program, and the Graduate School outlining the conditions for probation from both the program and the Graduate School. The retention plan should include the following:

1. Term of probation requested;
2. Program's reason(s) for retaining the student; and,
3. Conditions/requirements required by program during probationary period.

Appeals Processes

Students have the right to appeal any decision concerning course grades, termination from their graduate program or termination from their graduate assistantship. Appeals involving grades or other faculty-related issues are handled through the department and the dean of the academic college or school housing the department. There are detailed procedures and strict timelines for grade appeals. See "[Grade Appeals](#)" for more information.

Appeals involving termination from an assistantship or termination from a graduate program (e.g., denial of admission to candidacy, denial of a probationary term, etc.) are handled through the program and the Graduate School. The steps in this procedure are as follows.

1. Appeal to the program through the Program Director and/or the Department Chair.
 - a. Programs are encouraged to include a clearly defined appeals process in the student handbook for the respective program.
 - b. Chairs should notify their respective college deans when student appeals are denied at the program/department level.
2. If the situation cannot be resolved at the program level, the student may appeal to the Graduate School within thirty (30) calendar days of the program's denial of the first appeal by submitting documentation in writing to the Associate Dean for Graduate Studies. The program will also be given an opportunity to provide written documentation about the situation.
 - a. Programs should provide specific details regarding why the program has denied the appeal and what steps were taken prior to the action, including a record of communication with the student regarding the action.

- b. The Graduate School's primary role in the appeals process is to review the student appeal and the program decision to ensure that due process has been followed.
- 3. Appeals denied by the Graduate School will automatically be sent to the Graduate AP&P's Appeals Committee for review. The Appeals Committee is an ad hoc subcommittee of the Graduate AP&P consisting of graduate faculty from three departments other than the student's home department; the committee meets only on demand and does not usually meet with the student or the program. The committee's decision is binding. If the committee supports the student's appeal, the program will be required to accommodate the student's continuation in the program.

4. Old Business:

- A. No old business discussion due to time constraints per Marie Hoepfl.

5. Discussion Items:

A. Updates from the School of Graduate Studies

Max Poole referenced that the request to establish a MS in Data Analytics Program in the College of Business has now been returned and the University is working on its response. The proposal to establish a PsyD Appendix A document is still at the UNCGA awaiting review. Fermentation Sciences is now ready to submit their Appendix A. The UNCGA has sent a survey out to the different schools to get a sense of where they stand on moving to a Masters level Athletic Training program.

Rob Sanders stated that award committees have been formed for both student and faculty awards. A combined Awards Ceremony is scheduled for Thursday, April 14, 2016 and more information will be sent out about that event.

Rob Sanders and Max Poole will be working on graduate assistantship and North Carolina Tuition allocations.

The first "3rd Thursday" event took place last week and was very successful; another is scheduled for March.

Patty Dale referenced for inclusion in the minutes the **FIO** item:

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Change the prerequisites and semester offering for **PHL 4549 (Seminar)** [Note: This course is dual-listed with PHL 5649 but these changes do not apply to that course.] to read as follows:

PHL 5649. Seminar (3).F;S. An intensive study of special problems, topics, or issues related to the study of philosophy. The subject matter of this course will vary and barring duplication of subject matter, a student may repeat the course for credit. Prerequisite: one course in philosophy or consent of the instructor. [Dual-listed with **PHL 4549.**]

- B. Susan Staub asked Max Poole when the assistantship allocations would be announced. He reiterated that the proposed hourly rate increase is still in discussion amongst the Deans because of the impact on the Colleges also increasing their respective contributions. Meeting adjourned at 5:02 pm by Marie Hoepfl, with a reminder that the next meeting will be March 21, 2016 and the deadline for proposal submission is Friday, February 26, 2016.