

**MINUTES OF THE MEETING
OF THE GRADUATE ACADEMIC POLICIES
AND PROCEDURES COMMITTEE
March 18, 2019**

The Graduate AP&P Committee met on Monday, March 18, 2019 at 3:00 p.m. in IG Greer 224.

Members present: Eric Berry, Will Canu, Scott Collier, Stacey Garrett, Marie Hoepfl, Nickolas Jordan, Sandi Lane, Victor Mansure, Gary McCullough, Brad Nash, Jennifer Natale, Ben Powell, David Shows, Ray Williams, Dale Wheeler, Susan Staub, Tracy Smith, Jennifer McGee, Stephanie Lee, Mike McKenzie, Debbie Race, Tim Forsyth, Dru Henson

Administrative Staff & Guests:

Absent: James Douthit, Karen Fletcher, Onur Ince, Phyllis Kloda, Dontrell Parson, Terry Rawls, Adam McCourry, David Hostetler, Rob Sanders, Laura Padgett, Sandy Vannoy

1. CALL TO ORDER

Chairperson Marie Hoepfl called the meeting to order at 3:00 p.m.

2. APPROVAL OF THE MINUTES

MOTION 1: A motion was made (Ray Williams) and seconded (David Shows) to approve the minutes of the January 28, 2019 GAPP Meeting. A vote was taken. **Motion passed.**

MOTION 2: A motion was made (Brad Nash) and seconded (Scott Collier) to approve the minutes of the February 18, 2019 GAPP Meeting. A vote was taken. **Motion passed.**

3. ANNOUNCEMENTS/FIOS

From Mike McKenzie

Rob Sanders has announced that he has taken another position in Florida. We will begin a search immediately. Obviously, it is important that the new Associate Director has graduate experience here at Appalachian State. You are invited to consider it. Rob has historical knowledge that we'll be using to train the new person. We certainly want to be sure we get the right person.

Mike was stepping out of the meeting because he's on the search committee for VP of Research. That position is very important to the Graduate School. Office of Research and Graduate School work closely together. Mike invited us to watch the candidate presentations

and give feedback. He emphasized that we need research funding to help us move forward. Search Committee will be meeting Tuesday of next week. Feedback forms are due Friday.

4. NEW BUSINESS:

A. New Policy Proposals

G_GRD_2018_2 Change the requirements for the Accelerated Admissions program to (1) make it inclusive of early acceptance decisions (no graduate courses required), and (2) reduce the minimum GPA requirement to 3.2 cumulative GPA.

MOTION 3: There was a motion from the Policy & Procedures Subcommittee to approve this policy proposal. Scott Collier, chairperson of the Policy Subcommittee, provided some further explanation regarding the subcommittee's deliberations. A vote was taken. **Motion passed.**

G_GRD_2018_3 Change the minimum number of hours required for graduate programs of study, including non-thesis options, from the current 36 semester hours to 30 semester hours, and to set a minimum number of 6 sh of shared coursework in all master's degree programs of study that include concentration.

MOTION 4: There was a motion from the Policy & Procedures Subcommittee to approve this policy proposal. Discussion points regarding the subcommittee's deliberations on this proposal were provided by Scott Collier and Marie Hoepfl. Stacy Garrett and Ben Powell noted that line 1 of the proposed language regarding minimum number of hours refers only to "when establishing a program," and the committee agreed that this language should be updated to: "...when establishing *or revising* a graduate program...." Other discussion focused on the minimum number of shared semester hours we should require for concentrations within a degree program. There is currently no policy addressing this issue, but consensus that there needs to be a minimum standard set; in other words, multiple concentrations within a degree program that share zero courses is not acceptable. Will Canu said that it seems like only one common course is not enough. Victor Mansure added that as written, with no specific minimum set, the policy sounds like its enforcement would depend on who is sitting in the Graduate School. Victor felt we needed a "policy that is a policy." Will added that people need more guidance when they are authoring a concentration. Should it be a percentage or a set of hours? Ray Williams said he thought the subcommittee had agreed on six hours. Scott Collier relayed that, according to Mike McKenzie, no current program would be hurt with a 6 sh minimum. Will: If the main concern is impacting existing programs, then there is nothing here that would hurt a program now. Ben: To clarify line 1 of the proposed copy, add

“The following rules apply when you are planning or revising a program.” Tim Forsyth asked what “revising” would mean. Will, Ben, and Marie indicated that it would mean a change to the PoS. Victor Mansure proposed a **friendly amendment** to update the language in line 1 of the proposed copy to “The following rules apply when establishing a graduate program or revising a graduate program of study” and to update the third bullet item to stipulate “Degrees with multiple concentrations must include a shared core of coursework of at least six (6) semester hours. Marie Hoepfl seconded. A vote was taken to approve the friendly amendment and approved unanimously. A vote was taken on the revised Motion 4. **Motion passed.**

B. Joint Subcommittee:

Approve *AP&P Manual* Updates

MOTION 5: There was a motion from the Joint Subcommittee to approve this policy proposal. Marie provided a short overview of the proposed changes to the Manual, which include sections about modes of instruction, when a new course number is needed, and guidelines for what must be minimally included on course syllabi. Marie noted that department and program name changes don’t require approval from this body, they only come through as FIOs. A vote was taken. **Motion passed.**

5. Old Business:
6. Discussion Items:
7. Adjournment: Meeting adjourned at 3:55 pm.

Provost approved 6/18/2019
Effective Fall 2020 unless otherwise noted.

**ADDENDA TO THE MINUTES OF THE GRADUATE ACADEMIC POLICIES AND
PROCEDURES COMMITTEE MEETING ON MARCH 18, 2019**

Coursework Requirements

The minimum number of courses required when establishing a program depends upon the level of the program and whether the program has a thesis option. All coursework on a graduate program of study must be at the graduate level (courses numbered 5000 or above). Each program lists the number of hours required for completion; see the specific program for details. The following rules apply.

- Master's degrees that include a thesis component: Minimum of 30 semester hours of coursework; some programs require more.
- Master's degrees without a thesis component: Minimum of 36 semester hours of coursework, except the MS in Accounting, which requires 30. Master's degrees in professional areas or those that lead to licensure typically require more than 36 hours. In some cases, students pursuing a second master's degree may be exempt from some of the required semester hours for the second degree. Please see the "Second Master's Degree" information in this section.
- Specialist degrees require a minimum of 30 hours of coursework beyond the master's degree.
- Doctoral degrees require a minimum of 60 hours of coursework beyond the master's degree. Students holding the Education Specialist Degree from Appalachian may be exempt from some hours in the Ed.D. program. This exemption is not automatic, and must be approved through the program director. Note: This exemption is not allowed for students holding the specialist degree from another institution.
- Graduate Certificates require 12-18 hours of coursework, depending on the subject.
- Graduate Minors require 8-12 hours of coursework, depending on the subject.

Coursework Requirements

The following rules apply when establishing a graduate program or revising a graduate program of study. ~~The minimum number of courses required when establishing a program depends upon the level of the program and whether the program has a thesis option.~~ All coursework on a graduate program of study must be at the graduate level (courses numbered 5000 or above). Each program lists the number of hours required for completion; see the specific program for details. ~~The following rules apply:~~

- Master's degrees ~~that include a thesis component~~: Minimum of 30 semester hours of coursework; some programs require more.
- ~~Master's degrees without a thesis component: Minimum of 36 semester hours of coursework, except the MS in Accounting, which requires 30. Master's degrees in professional areas or those that lead to licensure typically require more than 36 hours.~~ In some cases, students pursuing a second master's degree may be exempt from some of the required semester hours for the second degree. Please see the "Second Master's Degree" information in this section.
- Degrees with multiple concentrations must include a shared core of coursework of at least six (6) semester hours.
- Specialist degrees require a minimum of 30 hours of coursework beyond the master's degree.
- Doctoral degrees require a minimum of 60 hours of coursework beyond the master's degree. Students holding the Education Specialist Degree from Appalachian may be exempt from some hours in the Ed.D. program. This exemption is not automatic, and must be approved through the program director. Note: This exemption is not allowed for students holding the specialist degree from another institution.
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