

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

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

Present: John Abbott, Mark Bradbury, Patty Dale, Karen Fletcher, Elizabeth Graves, Marty Hall, Dru Henson, Holly Hirst, Marie Hoepfl, Denise Levy, Kathleen Lynch-Davis, Victor Mansure, Gary McCullough, William Pollard, Ben Powell, Debbie Race, Robert Sanders, Susan Staub, Sandra Vannoy, David Wiley

Excused: Scott Collier, Max Poole

Absent: Audrey Dentith, Sharron Grimes, Lisa Houser, Dontrell Parson, William Pelto, Terry Rawls, David Shows, Jennifer Snodgrass, Tyler Steelman, Glenda Treadaway

Guests: Tim Huelsman, Pam Kidder-Ashley, Rose Mary Webb

1. At 3:08 pm, Dr. Marie Hoepfl confirmed the presence of a quorum, requested guest introductions, and called the meeting to order.
2. **MOTION 1: Approval of Minutes.** It was moved (Mansure) and seconded that the minutes of the February 22, AP&P meeting be accepted with one (1) correction as noted in the Minutes – 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:** Policy Proposals

The School of Graduate Studies:

MOTION 2: To approve the proposal from the School of Graduate Studies to CHANGE the Thesis/Dissertation hardcopy requirement policy- PASSED

G_GRD_2015_4 Remove **Thesis/Dissertation Hardcopy Archival Requirement** and have policy statement read as follows:

Appalachian State University now requires Electronic Thesis and Dissertations (ETD) which are permanently housed in NC DOCS thus removing the necessity of archiving bound copies in the ASU University Library and in departmental

libraries with the following provisions: (a) departments have the option of requiring a bound hardcopy for their archival purposes, and (b) students will be afforded instructions for how to purchase personal bound copies.

MOTION 3: To approve the proposal from the School of Graduate Studies regarding Program Review – TABLED until April 18, 2016

G_GRAD_2015_5 CHANGE the graduate program review process originally adopted in 2008.

4. Old Business:

- A. Update on Scholarships and Awards Review:** Rob Sanders stated that March 10, 2016 was the deadline for Fall applicants to submit their applications. There were initially 102 students eligible for the Provost's and Chancellor's Fellowships. Laura Padgett, Director of Enrolled Student Services, is working with Jenny Snodgrass, the Chair of the Scholarship/Fellowship Awards Committee to review them. The top seven students receive a Chancellor's award until they are exhausted and then the Provost's Awards are given. It is a long process because students take time to accept, etc. Also, over the years the Graduate School monies to support diversity recruitment of under-represented minorities has increased from \$6,000, to \$10,000 last year and now it is \$30,000. As a result, the Graduate School is looking to have a diversity cohort similar to the Fellowships process. The initial report from Rob Sanders is that 30 students will receive Diversity scholarships of \$1,000 per year for two years and possibly half-time assistantships. The details are still to be determined because of funding restrictions. He noted that we are just trying to be competitive in our recruiting efforts. Further, because the increase in wages for Graduate Assistantships did not go forward, there will be an increase in the number of GRAMs offered as well as the development of the Diversity Cohort pilot program. The faculty awards have been determined and the student awards are in process.
- B. Discussion on policy priorities:** Marie Hoepfl referred to the list of priority policies topics compiled at the Retreat in September. Discussion followed about the issues surrounding Dual Degrees or Dual Majors and the attendant tuition surcharges associated with them. The Accelerated Admission program and issues involving financial aid and other impacts were discussed. Rob Sanders agreed there are logistical questions regarding how to designate a student as both an undergraduate and as a graduate student. Anna Basnight in the School of Graduate Studies has worked with the Registrar's Office and Tena Gulliver to use an attribute in the Banner Student record that will indicate accelerated admission status, allowing accelerated students to register for graduate courses without needing a special course form. There are currently 140 Accelerated Admissions students and that attribute should assist in their registration process. The Graduate School is also looking to July to implement the use of AdmissionsPros to replace hardcopy form processing of entry into the Accelerated Admissions program.

Mark Bradbury began a discussion about reviewing the GRE requirement. Discussion followed.

Marie Hoepfl returned again to the Dual Degree/Dual Majors issue and asked about committee interest in addressing that policy. A discussion about the Accounting and MBA programs and surcharges followed. Marie encouraged Committee members to send her comments about future policy priorities for the Policy Subcommittee to review.

5. Discussion Items:

A. Updates from the Graduate School

- a. Rob Sanders announced that Enrollment Management received funding and approval to purchase Catalog software. Patty Dale is in the process of setting up vendor demonstrations on both April 6 and April 13, 2016 from 3:00 to 5:00 pm. Demonstrations are planned during the Undergraduate AP&P Meeting but everyone from this Committee is invited to attend as well. To clarify, there are actually two pieces of software: the catalog software, and the accompanying curriculum management software. Having both pieces under the same platform would reduce the cumbersome nature of the current systems. Rob encouraged everyone to attend these sessions and again stated the dates and times for the demonstrations.

Marie commented on a FIO item regarding the review of the Academic Governance Handbook by a committee formed under the old AP&P Committee and led by Edgar Peck in the College of Health Sciences. The review should lead to a much more streamlined Handbook that outlines AP&P Committee duties better. Ben Powell stated that it will be more of an operational manual rather than a policy manual.

Meeting adjourned at 4:35 pm by Marie Hoepfl, with a reminder that the next meeting, and the last of the semester, will be April 18, 2016.