

**MINUTES OF THE MEETING
OF THE GRADUATE ACADEMIC POLICIES AND
PROCEDURES (GAPP) COMMITTEE
April 23, 2018
DRAFT**

The Graduate AP&P Committee (GAPP) met on Monday, April 23, 2018 at 3:00 pm in Linville Falls Room, Plemmons Student Union.

Members Present: Doris Bazzini, Mark Bradbury, Audrey Dentith, Dru Henson, Marie Hoepfl, Victor Mansure, Gary McCullough, Kim McCullough, William Pollard, Ben Powell, Debbie Race, Rob Sanders, Tracy Smith, Susan Staub, Ece Karatan, Scott Collier, Max Poole, Eric Berry, David Shows, Nickolas Jordan, John Abbott

Administrative Staff and Guests: Laura Padgett (Coordinator, GAPP), Julie Hayes, Kim Kirby

Absent: John Mackall, James Douthit, Karen Fletcher, Phyllis Kloda, Dontrell Parson, Terry Rawls

Excused: Sandy Vannoy

1. CALL TO ORDER

At 3:07 p.m., Chairperson Marie Hoepfl called the meeting to order.

Guests were welcomed and asked to introduce themselves.

2. APPROVAL OF THE MINUTES

MOTION 1: It was moved (Collier) and seconded (Bazzini) that the minutes of the March 19, 2018 meeting be approved. The vote was taken. **PASSED.**

3. NEW BUSINESS

A. POLICY PROPOSALS (from Policy Subcommittee)

1. Transcript Policy update

MOTION 2: There was a motion from the Policy Subcommittee to approve the Revised Transcript Policy. The vote was taken. **PASSED.** See Addendum.

2. AP&P Manual update

MOTION 3: There was a motion from the Joint Subcommittee to approve the AP&P Manual updates including changes to Guideline 1, voted on by GAPP last year, and the dual-listed course proposal section changes. The vote was taken. **PASSED.** See Addendum.

Provost approved 11/15/18
Effective Fall 2019 unless otherwise noted.

3. AP&P Curriculum Proposal form update

MOTION 4: There was a motion from the Joint Subcommittee to approve modifications to the AP&P Proposal Form. A vote was taken. **PASSED.** See Addendum.

4. DISCUSSION ITEMS

- A. Dean Max Poole provided a handout which outlines the achievements of the Graduate School in the past four years.
- B. Rob Sanders reported that all fellowships have been awarded for the coming year.
- C. Chairperson Hoepfl announced that both Tracy Smith and Susan Staub will be away for the Fall semester.
- D. Chairperson Hoepfl thanked everyone for serving this year and gave special recognition to Max Poole for his work as the Dean of the Graduate School.

E. ADJOURNMENT

Chairperson Hoepfl asked for adjournment of the meeting at 4:30 p.m.

**ADDENDUM TO THE
MINUTES OF THE MEETING
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(GAPP) COMMITTEE
April 23, 2018**

Proposed Transcript Policy

To apply, you will need to provide the following:

- Official transcripts showing any completed degrees and transcripts showing any coursework completed at institutions other than Appalachian in the last five years. Please note that some programs may require additional official undergraduate transcripts or transcripts older than five years to verify coursework for licensure purposes, completion of course prerequisites, etc. In addition, you may submit transcripts for any other coursework you would like to have considered. Former students of Appalachian do not need to submit official transcripts for their Appalachian coursework, but transcripts from all other institutions attended in the last five years must be submitted.
- Any additional information required by the program, such as a questionnaire, writing sample, statement of purpose, proof of teacher licensure, etc. See the *Bulletin* for specific program requirements.

Official transcripts should be secured from the university or college, embossed with the school seal, enclosed in a sealed envelope, and sent to Cratis D. Williams School of Graduate Studies, 232 John E. Thomas Building, 287 Rivers Street, ASU Box 32068, Boone, NC 28608. Some universities will send official transcripts electronically, and this method may be used when available. Paper transcripts that do not arrive in the Graduate School in sealed envelopes will be considered unofficial and cannot be used for admission purposes.

AP&P Manual Changes

AP&P Manual

**Summary of AP&P Joint Subcommittee Recommendations
March 29, 2018**

Edits to Existing Sections

1. Guideline 1, page 4: Clarification of departmental voting on graduate curriculum proposals

Section Additions

1. Dual-listed course proposals, page 8: Add language clarifying the procedure for proposing dual-listed courses.

Provost approved 11/15/18
Effective Fall 2019 unless otherwise noted.

Consideration by AP&P Committees

Graduate AP&P	April 23, 2018
Undergraduate AP&P	May 2, 2018

Guideline I

Any proposal for changes in a department's courses or programs must first be acted upon by the department before being submitted to the college advisory council. Only graduate faculty and affiliate graduate faculty may vote on changes to graduate programs and curriculum in their respective areas (*Faculty Handbook*, § 4.5). Any proposal for changes (excluding course changes within existing programs) in a college's or school's programs or structures must first be acted upon by the faculty of the college or school concerned before being presented to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee.

After a proposal for curricular or structural change has been acted upon by a college or school and after the dean of that college or school has submitted the proposal to all other necessary groups, the dean will then present the proposal to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee.

Dual-Listed Course Proposals

Dual-listed courses are classes taught concurrently at the 4000/5000 level and by the same instructor, either (1) meeting at the same time and in the same classroom, or (2) in the same online setting. Dual-listed graduate courses are noted in the course descriptions as follows: "[Dual-listed with XXX 4xxx.]"

All dual-listed courses must be approved by both the Undergraduate (UAP&P) and the Graduate Academic Policies and Procedures Committee (GAP&P) and will be designated as dual-listed in the University Bulletins. Approval will require the submission of a single "GU" AP&P proposal form with syllabi indicating the advanced academic content and rigor appropriate for graduate courses. Only courses at the 4000 level will be approved for dual listing with 5000-level courses, and only the credit hours of dual-listed courses that were reviewed/approved will count in the student's Graduate Program of Study. Course descriptions for undergraduate dual-listed courses must include the following standard wording: "[Dual-listed with XXX 5xxx.] Dual-listed courses require senior standing; juniors may enroll with permission of the department."

In the case of dual-listed selected topics and study abroad courses, syllabi for the undergraduate and graduate course pairings must be submitted for review and approval by the School of Graduate Studies. All materials must be submitted to allow sufficient time for approval before the course is taught, preferably before the schedule is published for the next semester.

Consideration should be given to the ratio of undergraduate to graduate students in these classes and, where possible, graduate students should make up at least 30% of the enrollment.