

**MINUTES OF THE MEETING
OF THE GRADUATE ACADEMIC POLICIES AND PROCEDURES
COMMITTEE April 24, 2017**

The Graduate AP&P Committee met on Monday, April 24, 2017 at 3:00 pm in 421 Belk Library.

Present: John Abbott, Mark Bradbury, Amy Cheney, Patty Dale, Marty Hall, Dru Henson, Holly Hirst, Marie Hoepfl, Victor Mansure, Gary McCullough, Kim McCullough, Bill Pollard, Max Poole, Ben Powell, Debbie Race, Robert Sanders, Susan Staub

Excused: Scott Collier, Audrey Dentith, Beth Fiske, Karen Fletcher, Tracy Smith, Sandra Vannoy

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

Guests: Kim Kirby (MBA Program), Edgar Peck (AP&P Joint Subcommittee Chair)

1. CALL TO ORDER and INTRODUCTIONS

At 3:04 pm, Chairperson Hoepfl called the meeting to order. She noted this is the final meeting of the 2016-2017 academic year, and acknowledged the efforts of Marty Hall, who has been responsible for posting meeting agendas and for preparing meeting minutes.

2. APPROVAL OF MINUTES

MOTION 1: It was moved (Mansure) and seconded (Cheney) to approve the minutes of the March 27, 2017 Graduate AP&P Meeting – **PASSED**

3. ANNOUNCEMENTS/FIOs:

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.

4. OLD BUSINESS

A. Policy Proposals:

MOTION 2: Motion from the Curriculum Subcommittee to approve the following proposal from the AP&P Joint Subcommittee, with these recommended changes: Add to p. 4 after paragraph beginning with: “Each

department/academic unit and college/school shall have a curriculum committee. Only graduate faculty and affiliate graduate faculty may vote on changes to graduate programs and curriculum in their respective areas.” [NOTE: this language is direct from the Faculty Handbook, section 4.5]. On p. 9, the second line under Semester Offering Info - there appears to be an extra “, only”. Following discussion, the motion was modified to approve the proposal without the modifications suggested by the Curriculum Subcommittee -- **PASSED**

AP&P Joint Subcommittee Change the AP&P Manual to reflect recent edits proposed by the AP&P Joint Subcommittee.

5. NEW BUSINESS

A. Curriculum Proposals:

MOTION 3: Motion from the Curriculum Subcommittee to approve the following proposal from the Department of Government and Justice Studies and the Walker College of Business - **PASSED**

College of Business and College of Arts and Sciences

Department of Government and Justice Studies and the Walker College of Business

G_COB/CAS_MBA/MPA_2016_01 Create a program of study for a Dual Degree arrangement between the Master of Business Administration and Master of Public Administration programs

MOTION 4: Motion from the Curriculum Subcommittee to **TABLE** the following proposals from the Department of Human Development and Psychological Counseling - **PASSED**

College of Education

Department of Human Development and Psychological Counseling

G_COE_HPC_2016_1 Change the name of the **Master of Arts in College Student Development (Major Code: 496*/13.1102)**, to **Master of Arts in Student Affairs Administration**.

G_COE_HPC_2016_2 Change the name of **HPC 5820. College Student Development Theories I (3).F.** to **College Student Development Theories**

G_COE_HPC_2016_3 Change the name of **HPC 5821. College Student Development Theories II (3).S.** to **Social Justice and Inclusion in Student Affairs**

- G_COE_HPC_2016_4** Change the name of **HPC 6410. Student Development Administration (3).F.** to Student Affairs Administration
- G_COE_HPC_2016_5** Change the name of **HPC 5340. Research in College Student Development and Student Affairs Practice (3).S.** to Research in Student Affairs Administration
- G_COE_HPC_2016_6** Change the name of **HPC 5460. Professional Practice in College Student Development (3-9).SS.** to Professional Practice in Student Affairs Administration
- G_COE_HPC_2016_7** Change the name of **HPC 5751. Ethics and Law in Professional Practice (3).S.** to Ethics and Law in Student Affairs Administration

B. Policy Proposals:

MOTION 5: Motion from the Policy Subcommittee to approve the following proposal from the Dean’s Council - **PASSED** with the following recommended changes:

Under 4.2.3.4 (Field Experience), 4.2.4.1 (Independent Study), 4.2.4.5 (Research), 4.2.5.2 (Internship), 4.2.5.3 (Practicum). we would like to suggest that the word ‘appropriate’ be added to say “. . . approved by the **appropriate** Academic Policies and Procedures Committee.” Add ‘Undergraduate’ to the paragraph under Transfer Credit -- i.e., “**Undergraduate** transfer credit is awarded”

Revise the clinical statement to read: “This type of instruction is **primarily** reserved for courses in health sciences disciplines.” Regarding Section 4.3.3 - This policy only applies to undergraduate transfer credit since a B or better is required for graduate transfer credit. Perhaps add the following statement: “**See Graduate Bulletin for the policy regarding graduate level transfer coursework.**”

Also, regarding section 4.3.5 - The graduate school does not offer credit for life experience. It notes that the policy only applies to undergraduate at the bottom of the section but it might be clearer if it uses the term, “undergraduate” earlier in the section. **Change “Persons” in the first sentence to “Undergraduates” and/or include “undergraduate” in the statement, “related to the student’s undergraduate degree program.”**

And/or, include an explicit statement in the NOTE for credit for life experience, as follows: “Note: Anyone seeking credit for life experience must be either a candidate for an undergraduate degree at Appalachian or taking courses for teacher licensure. Credit for life experience cannot be used to repeat a course, **to satisfy graduate-level program requirements, or to meet** the University’s residency requirements for graduation.”

Dean's Council

DeansCouncil_2016_6 Update the Credit Hour Policy in the [ASU Manual](#) for use as a reference in the revised AP&P Manual (formerly known as the Academic Governance Handbook).

6. DISCUSSION ITEMS/ANNOUNCEMENTS

A. Graduate School Updates

1. Max Poole thanked Committee members for great attendance with particular gratitude expressed to Marie Hoepfl, Mark Bradbury, and Scott Collier for their leadership.
2. Rob Sanders announced that Graduate Education Day is May 16, 2017 in Raleigh.
3. Rob Sanders thanked everyone for their attendance at the recently held Graduate School Awards Ceremony.

7. ADJOURNMENT

MOTION 6: It was moved (Mansure) and seconded (Powell) that the meeting be adjourned at 4:30 pm.