

**MINUTES OF THE MEETING
OF THE GRADUATE ACADEMIC POLICIES AND PROCEDURES COMMITTEE
September 19, 2016
APPROVED**

The Graduate AP&P Committee met on Monday, September 19, 2016 at 3:00 pm in the William C. Strickland Conference Room (224) of I.G. Greer Hall.

Present: John Abbott, Mark Bradbury, Amy Cheney, Patty Dale, Audrey Dentith, Dru Henson, Holly Hirst, Marie Hoepfl, Lisa Houser, Victor Mansure, Gary McCullough, Kim McCullough, Max Poole, Ben Powell, Debbie Race, Robert Sanders, David Shows, Tracy Smith, Lynn Stallworth, Susan Staub, Sandra Vannoy

Excused: Scott Collier, Karen Fletcher, Marty Hall, David Wiley

Absent: Jes Coggins, Phyllis Kloda, Laura Padgett, Dontrell Parson, William Pelto, Terry Rawls

1. **CALL TO ORDER**

At 3:00 pm, Dr. Max Poole called the meeting to order as the Chairperson for the 2016-2017 year had not be elected.

2. **INTRODUCTIONS**

Dr. Poole asked that attendees introduce themselves and he referred everyone to a handout he provided (inserted following). Member changes are as follows: Dr. Lynn Stallworth substituting for Dr. William Pollard this semester; Dr. Kim McCullough replacement for Dr. Denise Levy; Dr. Amy Cheney replacement for Dr. Elizabeth Graves; Dr. Tracy Smith returned from sabbatical; Ms. Phyllis Kloda, new Dean of Fine and Applied Arts; and Ms. Jes Coggins, new GSAS President.

2016-2017 Graduate AP&P Membership

Chairperson: To be elected (previously Marie Hoepfl)

Deputy Chairperson: to be elected (previously Mark Bradbury)

College and School Representatives (voting)

College of Arts and Sciences

- Dr. Mark Bradbury - Government & Justice Studies - Summer 2018
- Dr. Holly Hirst - Mathematical Sciences - Summer 2017
- Dr. Susan Staub- English - Summer 2017

College of Education

- Dr. Amy Cheney - Leadership and Educational Studies - Summer 2017
- Dr. Audrey Dentith- Educational Leadership - Summer 2019
- Dr. Tracy Smith - Curriculum & Instruction - Summer 2017

College of Business

- Dr. David Shows - Master of Business Administration Program/Marketing - Summer 2017
- Dr. Lynn Stallworth - Accounting (substitute for Bill Pollard)- Summer 2018

College of Fine and Applied Arts

- Dr. Marie Hoepfl - Technology and Environmental Design - Summer 2017

College of Health Sciences

- Dr. Scott Collier – Health & Exercise Science – Summer 2019
- Dr. Kim McCullough – Communication Sciences and Disorders – Summer 2018

School of Music

- Dr. Victor Mansure – Music – Summer 2019

Belk Library and Information Commons

- Mr. John Abbott - Summer 2017

Graduate Student Association Senate

- Ms. Jes Coggins - Spring 2017

Administrative Members (non-voting)

Deans/Associate Deans

- Dr. Dru Henson, College of Arts and Sciences
- Dr. Sandra Vannoy, College of Business
- Dr. David Wiley, College of Education
- Dr. Phyllis Kloda, College of Fine and Applied Arts
- Dr. Max Poole, School of Graduate Studies
- Dr. Rob Sanders, School of Graduate Studies
- Dr. Gary McCullough, College of Health Sciences
- Dr. William Pelto, School of Music

Administrative Unit Members

- Dr. Terry Rawls, Distance Education
- Mr. Dontrell Parson, School of Graduate Studies
- Ms. Laura Padgett, School of Graduate Studies
- Dr. Ben Powell, Undergraduate AP&P & Department of Management
- Ms. Karen Fletcher, Office of Research
- Ms. Patty Dale, Registrar's Office
- Ms. Debbie Race, Registrar's Office

NOTE: Dr. Max Poole moved to Agenda Item 4 to expedite the elect of the Committee Chairperson and the Committee Deputy Chairperson.

4. **ELECTION** of 2016-2017 Committee Chairperson and Deputy Chairperson

- A. Dr. Poole thanked Drs. Hoepfl and Bradbury for serving as Committee Chairperson and Deputy Chairperson for 2015-2016. He stated that the appointment was for one year, but that both individuals has indicated that they would serve again if asked.

MOTION 1: Nominations were opened for the position of Committee Chairperson. Only Dr. Marie Hoepfl was nominated and a motion was made (McCullough) and seconded (Smith) that the nominations be closed and that a vote be taken. Nomination of Dr. Marie Hoepfl as Committee Chairperson for 2016-2017 - **PASSED**.

- B. Chairperson Hoepfl took over the meeting and began with the election of the Deputy Chairperson.

MOTION 2: Nominations were opened for the position of Committee Deputy Chairperson. Only Dr. Mark Bradbury was nominated and a motion was made (Shows) and seconded (Abbott) that the nominations be closed and that a vote be taken.

Nomination of Dr. Mark Bradbury as Committee Deputy Chairperson for 2016-2017 – **PASSED.**

The meeting returned to Agenda Item 3: the structure of GAPP and its subcommittees.

3. Brief **HISTORY and ROLE** of GAPP

- A. Chairperson Hoepfl explained that the Graduate Academic Policies and Procedures Committee “merges” the previous Graduate Council and the Graduate portion of the Undergraduate AP&P Committee. Each voting committee member is also a member of either the Curriculum or Policy Subcommittee. The Subcommittees undertake a finer, more detailed approach to the review of proposals to then move them forward to the larger Committee to be put to a vote. The Chairperson and Deputy Chairperson also serve as GAPP representatives on a joint AP&P Subcommittee that reviews and updates policy statements that pertain to both the Undergraduate AP&P and Graduate AP&P Committees. Finally, there is an Awards and Recognition Subcommittee that works to aid the Graduate School in granting fellowships, scholarships, and awards to students and faculty. That Subcommittee will be gathered ad hoc when the award time period approaches in March.

MOTION 3: A motion was made (Dentith) and seconded (Stallworth) that a vote be taken on the nomination of Audrey Dentith as the Chairperson of the Awards and Recognition Subcommittee – **PASSED.**

- B. Chairperson Hoepfl thanked all members for their commitment and reiterated that the GAPP is the final approving body for changes to graduate curricula and policies; therefore, members should be vigilant in proposal review. She also explained that there is an AsULearn site where agendas, meeting minutes, and proposals are posted each month. It is an open and public forum that anyone can request to join.
- C. Rob Sanders mentioned that there is also an “as needed, standing” ad hoc committee for any student appeals sent through the School of Graduate Studies.
- D. Chairperson Hoepfl mentioned that Marty Hall creates the agendas and transcribes the minutes of each GAPP meeting for posting. Sharron Grimes receives and posts all submitted proposals. Debbie Race and Patty Dale of the Registrar’s Office were thanked for their participation and great attention to detail.

5. **APPROVAL OF MINUTES**

- A. **MOTION 4:** It was moved (Shows) and seconded (Mansure) that the minutes of the April 18, 2016 Grad AP&P Meeting be approved – **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.

6. NEW BUSINESS

- A. Policy Proposals:** These proposals have not been reviewed by the Policy Subcommittee but will be discussed at their first meeting. A lengthy discussion followed, with Associate Dean Sanders answering questions.

Cratis D. Williams School of Graduate Studies:

- G_GRAD_2016_01 1) Change graduate school admissions policy to require applicants to only submit transcripts for degrees earned and any graduate coursework completed within the past five years.
- 2) Change the Graduate School requirement for official test scores. Test scores would only be required by the Graduate School for applicants BELOW a 3.0 GPA in the last degree earned. Individual programs may elect to continue the test score requirement as one of the factors in the admissions review.
- G_GRAD_2016_02 Change language in Graduate Bulletin to clarify policy regarding Double Major and Double Degree. The new policy is intended to provide clearer guidelines on how students may choose to pursue pre-approved dual degree programs of study. The new language will remove any references to distinctions between double majors and double degrees, and refer to any dual program of study as "dual degree."

7. DISCUSSION ITEMS/ANNOUNCEMENTS

- A. Graduate School Updates
1. Miscellaneous Graduate School information per handout provided by Dean Poole (inserted following):

QUICK GRADUATE SCHOOL RELATED UPDATES:

Total University Enrollment (Fall 2016):

- Appalachian total enrollment for the University: **18,295**, up from 17,932 in Fall 2015, an increase of 363, or 2.0%. The target was 18,300.
- Total distance education enrollment is **1,304**, up from 1,227 in Fall 2015, an increase of 6.3%.
- Diverse new student enrollment (for which ethnicity/race is indicated) is **949**, up from 761 in Fall 2015, an increase of 188, or 24.7%

Graduate Enrollment:

- Total graduate enrollment is **1,700**, up from 1,642 in Fall 2015, an increase of 58, or 3.5%. The target was 1,595. Graduate student enrollment constitutes 9.3% of total enrollment, essentially stable from 9.2% in Fall 2015.
- Total main campus graduate enrollment is **1,102**, up from 1,031 in Fall 2015, an increase of 71, or 6.9%. The target was 1,032.
- Total distance education graduate enrollment is **631**, down from 641 in Fall 2015 a drop of -1.6%.

- Under-represented minority new graduate enrollment is **105**, or 13.5% of new graduate students, up from 10.9% in Fall 2015, an increase of 27, or 34.6%.

New Programs that are accepting students in 2016-17:

- MS in Nursing (MSN; Fall 2016).
- Masters of Health Administration (MHA; Fall 2016).
- MS in Data Analytics (Spring 2017).

New Programs under-development (on the official list of five):

- PsyD in Clinical Psychology.
- MS in Fermentation Sciences
- Master's in Athletic Training

Miscellaneous:

- Had 2417 paid applications in 2015-16 (July through June).
- Had over 700 graduate assistantship agreements processed for fall 2016.
- “Graduate Connections” was inaugurated for Fall 2016. The program, in partnership with GSAS, offers a blend of graduate student professional and personal development opportunities with social activities. The purpose is not only to provide P&PD Opportunities for the students but to contribute to building a “graduate student community” at ASU.

2. Rob Sanders announced a Graduate Program Director Meeting (for both new and continuing Directors) is scheduled for Friday, September 30, 2016 in the Plemmons Student Union.
3. The Graduate School has drafted a student survey, which will be broader and more comprehensive than the one sent to alumni after they graduate. In addition, a Graduate School customer satisfaction survey will be sent to faculty and staff about their dealings with the School of Graduate Studies.

B. Policy Priorities for 2016-2017 – This item was not discussed.

C. Other

1. A “streamlined” process of handling Graduate AP&P proposal changes/edits, etc. will be implemented to make the process easier for all involved.
2. Dean Poole referenced the last handout, showing the members of the GAPP Subcommittees and the GAPP meeting schedule for 2016-2017 (inserted following):

Graduate AP&P Standing Subcommittees 2016-17

Curriculum Subcommittee

- Dr. Mark Bradbury (Chairperson)
- Dr. Holly Hirst
- Dr. Audrey Denith
- Dr. David Shows
- Dr. Kim McCullough
- Mr. John Abbott
- Ms. Patty Dale
- Dr. Victor Mansure
- Dr. Robert Sanders, Liaison

Policy Subcommittee

- Dr. Marie Hoepfl
- Dr. Lynn Stallworth
- Dr. Scott Collier (Chairperson)
- Dr. Susan Staub
- Dr. Tracy Smith
- Dr. Amy Cheney
- Ms. Debbie Race
- Ms. Jes Coggins
- Dr. Max Poole, Liaison

Awards and Recognition Subcommittee (Ad hoc Subcommittee: Formed when needed)

- Audrey Dentith, Chairperson (members to be determined in Spring)
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2016

- **September 19 (proposal deadline August 28)**
- **October 17 (proposal deadline September 25)**
- **November 21 (proposal deadline October 23)**

2017

- **January 30 (proposal deadline January 1)**
- **February 20 (proposal deadline January 22) - *LAST meeting to have proposals approved and included in Fall 2017 bulletin***
- **March 27 (proposal deadline February 26)**
- **April 24 (proposal deadline March 25)**

8. ADJOURNMENT

- A. **MOTION 5:** It was moved (Abbott) and seconded (Shows) that the meeting be adjourned at 4:30 pm so that members could break into subcommittees to plan meetings and elect subcommittee chairs.