

## AP&P Subcommittee-Academic Policies (Academic Governance Handbook-AGH) Minutes

- Jon Beebe - Faculty Representative (AP&P)
- Rich Crepeau - Faculty Senate (Acad. Policy)
- Julie Hayes - AP&P Specialist
- Marie Hoepfl-Graduate AP&P
- Kristin Hyle - General Education
- Joe Klein - Faculty Representative (AP&P)
- **Edgar Peck - Committee Chair**
- Ben Powell - AP&P Chair
- Tina Proctor - College of Health Sciences
- Debbie Race - Registrar's Office
- Robert Sanders - Graduate School
- Tara Strickland - Registrar's Office
- David Wiley - COE

**Meeting** Monday February 29<sup>th</sup> at 11am General Education Conference Room  
**Attendance** Beebe, Crepeau, Hayes, Hyle, Peck, Powell, Race, Sanders  
**Upcoming Meeting** March 2016

**CC:** Paul Gates (Faculty Senate), Susan Davies (Enrollment Services), Mike Mayfield (Academic Affairs),  
Debbie Race (Registrar), Jane Rex, Selena Dollar (Transfer Services)

### Old Business Agenda (2015-2016)

**I. The name of the Academic Governance Handbook is recommended to be changed to the AP&P Manual.**

**II. The following sections of the AGH were recommended for deletion-Nov 13, 2015 subcommittee meeting.**

Academic Load

Admissions Policies-Exceptions

Catalog Adoption

Student records-Policies and procedures concerning the release of student information

**III. The following sections of the AGH were recommended for deletion-Nov 30, 2015 subcommittee meeting.**

Change of Course

Leave of Absence

**IV. The following sections of the AGH were recommended for deletion-Jan 25, 2015 subcommittee meeting.**

Instructional Assistance Program

### **V. Updates on recommended edits**

Awarding degrees posthumously	(Policy Manual)	Edits ready	Julie Hayes
Grade Changes	(Faculty Handbook)	Pending (Apr goal)	Dr. Crepeau
Incomplete grades	(Bulletins)	Proposal Submitted	Tara Strickland
Independent study	(Faculty Handbook)	Pending (Apr goal)	Dr. Crepeau
Individual study	(Faculty Handbook)	Pending (Apr goal)	Dr. Crepeau
Selected Topics	(AGH)	Edits ready	Edgar Peck
Sched of courses offered for credit	(AGH)	Edits ready	Edgar Peck
Centers & Institutes	(Policy Manual)	Pending	Edgar Peck/AlanUtter
Change of Major	(UG Bulletin)	Proposal Submitted	Tara Strickland
Req. to take coursework at another	(UG Bulletin)	Proposal Submitted	Strickland/Dollar

### **VI. Update AP&P Manual (Academic Governance Handbook) online links. (Hayes)**

Julie is working to develop a new website (built but not visible). Julie is also working with the webmaster to update all links.

## **New Business Agenda**

I. Consider editing the following sections of the Academic Governance Handbook. Recommendations will be forwarded to the AP&P Committee for consideration. Changes under consideration will be forwarded to Faculty Senate, Academic Affairs, Registrar's Office, and Graduate School.

### **1. Numbering of coursework**

The committee recommends editing this section of the AGH

#### **Numbering of coursework (AGH)**

The following is a summary of the restrictions imposed by University policy on the numbering of coursework. To begin, University policy stipulates the following general classifications:

<u>Number Range</u>	<u>Level</u>
0001-0999	Remedial
1000-1999	Freshman
2000-2999	Sophomore
3000-3999	Junior
4000-4999	Senior
5000-5999	Master's
6000-6999	Specialist
7000-7999	Doctorate

Within the ranges listed above, however, the following blocks of numbers are reserved for courses which are common to most departments:

1500-1549  
2500-2549  
3500-3549  
4500-4549  
5500-5549  
6500-6549  
7500-7549

Numbers specified within the reserved ranges are as follows:

Independent Study - 2500, 3500, 4500, 5500, 6500, 7500

General & Departmental Honors - 1510-1519, 2510-2519, 3510-3519, 4510-4519

Selected Topics – 1530-1549, 2530-2549, 3530-3549, 4530-4549, 5530-5549, 6530-6549, 7530-7549

Instructional Assistance – 3520

Other numbers reserved by University policy are:

Internships - 2900, 3900, 4900, 5900, 6900, 7900

Bibliography & Research – 5000 Graduate Research – 5989

Thesis/ Dissertation – 5999, 6999, 7999

Experiential Learning - 1999, 2999, 3999, 4999

The above is intended as a guide in preparing course proposals for both the Graduate Council and the Academic Policies and Procedures Committee. For more information, contact the Registrar. **DELETE**

#### **Numbering of Coursework (EDITED ABOVE STATEMENT)**

Proposals for new courses or programs must be submitted to the Registrar's office during the proposal development process to confirm the appropriateness of course numbering.

## 2. Academic Governance

The committee recommends editing this section of the AGH

### A. ACADEMIC GOVERNANCE (CURRENT AGH)

According to the Faculty Handbook (Chapter II, Section II), the basic mission of the University is instruction of students; therefore, the procedures for curriculum modification are most important and should be clear.

The basic and most important unit in determining curricula is the academic department. Departments recommend their own departmental courses and programs after careful consideration by the faculty of that department. Each department should have a representational curriculum committee involving faculty and undergraduate students (and graduate students, if there are graduate programs in that department).

**Appears in Faculty Handbook 3.4**

Each college/school shall have a curriculum committee to carefully consider changes to courses, programs, policies, or structures within or affecting that college/school. This curriculum committee should include faculty and undergraduate students (and graduate students, if there are graduate programs in that college/school).

In addition, the Graduate School, the Teacher Education Council, and the Core Curriculum Committee shall each carefully consider changes to courses, programs, or structures within or affecting their programs. These curriculum committees shall include faculty, undergraduate, and graduate students.

The Academic Policies and Procedures Committee is the final committee to carefully consider changes to the University's curriculum, policies, and structures. (A thorough explanation of the policies and procedures pertaining to this committee follows in section "C. Academic Policies and Procedures Committee.")

The Provost and the Chancellor shall communicate to the University in a timely fashion their decisions on proposals and motions involving changes in academic policies, programs, or structures.

#### 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. 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 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 may then present the proposal to the Academic Policies and Procedures Committee.

**Appears in Faculty Handbook 3.4.1**

#### GUIDELINE II

Recommendations for changes in general academic policies or academic programs must be submitted to the Academic Policies and Procedures Committee by any of the following:

- A. Department, program, college, or school
- B. Faculty Senate
- C. Student Government Association

- D. Graduate Student Association Senate
- E. Council of Deans
- F. Council of Chairs

If the proposal does not originate from a specific academic department, it must go through one of the bodies listed above.

**Appears in Faculty Handbook 3.4.2**

### GUIDELINE III

The Academic Policies and Procedures Committee is, in most circumstances, the final recommending body to the Provost and Vice Chancellor for Academic Affairs and the Chancellor. Faculty and student members on this committee serve as representatives for the faculty and students, respectively.

**Appears in Faculty Handbook 3.4.3**

### GUIDELINE IV

If a proposal for changes in a department's curriculum is not approved by that department, the group initiating the proposal may appeal (within 90 days after rejection) first to the advisory council of the college to which that department belongs. If the proposal is rejected by the college or school, the group may appeal (within 90 days after rejection) to the Academic Policies and Procedures Committee.

When a departmental proposal is not recommended by other necessary groups, the department may appeal to the Academic Policies and Procedures Committee (within 90 days after rejection).

**Appears in Faculty Handbook 3.4.4**

#### A. ACADEMIC GOVERNANCE (EDITED)

The basic and most important unit in determining curricula is the academic department.

Each department/academic unit and college/school shall have a curriculum committee to carefully consider changes to courses, programs, policies, or structures within or affecting the academic unit. All academic units should develop and implement plans for involving students in academic governance at the departmental level.

In addition, the General Education Council, Honors Council, and Teacher Education Council shall each carefully consider changes to curriculum, policies, programs, or structures within or affecting their programs.

The Graduate and Undergraduate Academic Policies and Procedures (AP&P) Committees are the final committees to carefully consider and recommend changes to the University's curriculum, policies, programs, or structures.

The Provost and the Chancellor shall communicate to the University in a timely fashion their decisions on proposals/motions involving recommendations for changes in curriculum, policies, programs, or structures.

**Subcommittee Note: Guidelines I-IV below were taken verbatim from the Faculty Handbook**

### 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. 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.

### GUIDELINE II

Recommendations for changes in general academic policies or academic programs must be submitted to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and

Procedures Committee by any of the following:

- A. Department, program, college, or school
- B. Faculty Senate
- C. Student Government Association
- D. Graduate Student Association Senate
- E. Council of Deans
- F. Council of Chairs

A faculty member, student, or ad hoc faculty or student group will channel proposals through the appropriate body above.

#### GUIDELINE III

The Undergraduate Academic Policies and Procedures Committee and the Graduate Academic Policies and Procedures Committee are, in most circumstances, the final recommending bodies to the provost and executive vice chancellor and the chancellor. The faculty members and the students on these committees serve as the representatives for the faculty and students, respectively. As such, these groups should make their respective views known through their appointed representatives and should make arrangements for their respective representatives to be held accountable to them.

#### GUIDELINE IV

If a proposal for changes in a department's courses or programs is not approved by that department, then the group initiating the proposal may appeal (within 90 days after rejection) first to the advisory council of the college to which that department belongs. If the proposal is also rejected by the college or school, then the group may appeal (as above) to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee.

When a departmental proposal is not recommended at the college advisory council level, the department may appeal to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee.

Reference Faculty Handbook sections 3.4.1, 3.4.2, 3.4.3, 3.4.4, 7.2.2, 7.3.4.8, 7.3.4.13 for additional information about Academic Governance. [\[Link Faculty Handbook\]](#)

### 3. The Academic Policies and Procedures Committee

The committee recommends editing this section of the AGH

#### B. THE ACADEMIC POLICIES AND PROCEDURES COMMITTEE (CURRENT AGH)

**Members on Committee:** The faculty membership of AP&P shall not exceed fifteen and include at least one faculty member from each college or school with additional members based on a proportional FTE faculty distribution. The term for appointment of faculty is three years. The student membership shall include one undergraduate student from Student Government Association and one graduate student from the Graduate Student Association. The ex officio non-voting membership of AP&P should include one person from each of the following areas: Library, Registrar, Instructional Technology Services, Provost's Office, and General Studies. **Appears in Faculty Handbook 7.3.4.8, 7.3.4.13**

Faculty membership is proportional to the distribution of faculty among the colleges and schools. The data on faculty distribution should be reviewed annually. **Appears in Faculty Handbook 7.3.4.8, 7.3.4.13**

The chair of AP&P shall be a tenure-track faculty member and elected from the membership. The chair is a non-voting member. The seat vacated by the chair shall be replaced by a faculty member from the same college or school as the chair. The term of chair is for three years and is renewable. The chair shall receive one quarter reassigned time per semester.

**Report To:** The Provost and Executive Vice Chancellor. **Appears in Faculty Handbook 7.3.4.8, 7.3.4.13**

**Areas of Responsibility:** The major area of responsibility shall be the curriculum and academic policy. Other areas are: advanced placement; graduation requirements; appeals concerning academic matters from any college, department, member of the faculty or students, and matters referred to it by the Provost and Executive Vice Chancellor or the Chancellor. **Appears in Faculty Handbook 7.3.4.8, 7.3.4.13**

#### Operating Procedures for the AP&P Committee:

1. Proposals to be considered by the Academic Policies and Procedures Committee must be agenda-ready and in the hands of the members of the committee at least twenty-five (25) calendar days prior to each monthly meeting. Agenda-ready means that the proposals have been approved by all necessary groups except the AP&P Committee.
2. Proposals to be presented to the AP&P Committee should be submitted using the format for the approved AP&P Proposal Form. **\*\*Hotlink to form**
3. Committee meetings are limited to two hours in length unless a vote to extend is passed. In the event of a backlog of Committee business, a second meeting is to be called for that month.
4. Voting on proposals is by voice vote or by a show of hands and recorded on an individual tally sheet. Proxy representation for the purpose of voting is NOT permitted.
5. A quorum for the transaction of business shall consist of two-thirds majority of members of the Committee. Decisions shall be by a simple majority of the votes cast.
6. The order of consideration of proposals before the Committee is to be rotated among the colleges and schools.
7. The appropriate dean's office is to send a copy of an agenda-ready proposal presented to the Committee to each department listed as being affected by the proposal.

## B. THE ACADEMIC POLICIES AND PROCEDURES (AP&P) COMMITTEES (EDITED)

Complete information about the memberships of the Graduate and Undergraduate Academic Policies and Procedures (AP&P) Committees, reporting, and areas of responsibility are outlined in the Faculty Handbook sections 7.3.2 and 7.3.3 and 7.3.4.8 and 7.3.4.13. [\[Link Faculty Handbook\]](#)

### Operating Procedures for the AP&P Committees:

1. Proposals to be presented to an AP&P Committee must be submitted using the approved proposal forms listed in section C and available on the AP&P website. [\[Link AP&P website\]](#)
2. Proposals to be considered by an Academic Policies and Procedures Committee must be agenda-ready and submitted prior to the published due date (approximately twenty-five [25] calendar days prior to the scheduled meeting). The committee will send its agenda to the entire faculty at least six (6) working days prior to a scheduled meeting according to the Faculty Handbook guidelines.
3. Committee members, deans' offices, authors, department chairs, faculty and students should provide feedback and inquiries on the AP&P AsULearn forum to address proposal concerns prior to Committee meetings when appropriate and possible.
4. The proposal author, department chair, or dean's office is to consult any department or unit that may be affected by the proposal prior to submission and send a copy of an agenda-ready proposal presented to the Committee(s).
5. A quorum for the transaction of business shall consist of two-thirds majority of the voting members of the Committee.
6. The order of consideration of proposals before the Committee is to be rotated among the colleges and schools.
7. Committee meetings are limited to two hours in length unless a vote to extend is passed. In the event of a backlog of Committee business, a second meeting will be called for that month.
8. Voting on proposals/motions is by voice vote or by a show of hands. Proxy representation and absentee voting for the purpose of voting on proposals under consideration is **NOT** permitted. Proposal/motion decisions shall be by a simple majority of the verbal or show of hands votes cast.
9. The chairs of the AP&P committees shall be elected from the voting membership. The chairs are elected in the first fall semester meeting by the voting members. The chairs retain their right to vote on proposals/motions. The term of chair is for one year and is renewable. The chair is eligible to receive one quarter reassigned time per semester. (Faculty Handbook 7.3.2.).

#### 4. Curriculum Approval Process Flow Chart

**The committee recommends editing this section of the AGH Information appears on the AP&P website**

- C. CURRICULUM APPROVAL PROCESS FLOW CHART (CURRENT AGH)  
The Curriculum Approval Process Flow Chart (link)

#### C. Curriculum/Program Planning Resources (EDITED)

Resources are available on the Academic Policies and Procedures website: <http://app.appstate.edu> (Link)

[AP&P Membership Lists; Meeting Dates/Agendas/Minutes](#)

[AP&P Proposal Forms and Protocol](#)

[AP&P Deadlines](#)

[AP&P Process Flowchart](#)

[UNC-GA Academic Program Planning Workshop](#)

[UNC-GA Process for Planning and Establishment of New Program](#)

[GA-SACS flowchart](#)