

APPALACHIAN STATE UNIVERSITY
GRADUATE COUNCIL
Minutes of the Meeting Held April 20, 2009
(Approved September 21, 2009)

Present: Bill Brewer, Joseph Cazier, Keith Davis, Charles Duke, Tom Fisher, Sammie Garner, Dave Haney, Bill Harbinson, Holly Hirst, Marie Hoepfl, Lisa Holliday, Jim Killacky, Susan McCracken, Nancy Schneelock-Bingham, Lynn Stallworth, Julie Taubman, Chris Thaxton, Glenda Treadaway, Peg Werts, Jim Westerman

Absent/Excused: John Abbott, Pollyanne Frantz, Edelma Huntley, Mike Kernodle, Jenny Primm

Absent/Unexcused: Randy Edwards, Dru Henson, Seaton Tarrant

Guests: Leon Ginsberg, Mike Mayfield, Beverly Moser, Georgia Rhoades

Dr. Hirst called the meeting to order. Dr. Huntley is attending an NSF funded international collaboration conference as Dean and Chief Research Officer.

1. It was moved (Garner), seconded (Thaxton), and unanimously approved that the minutes of the March 16 meeting be approved as distributed.
2. Reports/Announcements from the Dean – Holly Hirst for Edelma Huntley
 - Impact of the budget issues. As of April 9, the budget was frozen for any orders not received or services not completed by April 16. The Graduate School ceased spending from both state funds and special funds for a temporary period. On April 14, special funds were released. Assistantships and fellowships offered verbally or in writing prior to April 9 will be processed. There will be no new commitments against 2009-10 funds until further notice.
 - The positions for the University Registrar and the Dean of the new health college are currently frozen.
 - Graduate School diplomas were purchased and received prior to the cut-off date, and so should not be affected.
 - Funds currently frozen include 2009-10 tuition scholarships as well as the GRAM program, funded by tuition increase dollars and earmarked for financial aid for graduate students.
 - Funds for Chancellor's Fellowships were all awarded.
 - Dr. Haney indicated expenses associated with orientation are approved.
3. Reports/Announcements from Graduate Studies – Holly Hirst
 - Dr. Hirst sent emails to chairs and program directors to inform them of the following Graduate Council discussions related to graduate education:

- Admission to Candidacy – allow programs the option to retain or delete the requirement
- Program of Study – submission within a determined percentage of program completion; consequence of non-submission is a registration hold
- Centralized admission criteria – minimum admission criteria (as recommended by the Task Force on Graduate Education) with 10% provisional admissions

A subcommittee of the council will work on drafting specific wording for these policies over the summer with the intent of presenting them at the September meeting of the Graduate Council.

- Low Enrollment Program Update – Social Work. Dr. Leon Ginsberg was invited to update the Council on its low-enrollment program response. The report was submitted to UNC-General Administration. Link to [Social Work](#) for this response. The MSW accreditation visit is scheduled for April 29-May 1.

4. Reports/Announcements from Sponsored Programs – Susan McCracken

- a. [March 2009 Grants and Contracts Award Data](#). The university is down about \$500K in awards by comparison with the same time last year.
- b. [July 1, 2008 through March 31, 2009 Grant and Contract Awards by Department/College](#)
- c. Proposals completed within the five-day deadline will be mailed to funding agencies; however, overnight deliveries will no longer be funded by the Graduate School. Proposals submitted through Grants.gov should be received as early as possible due to the technical difficulties when submitting through this website.
- d. Sponsored Programs was advised by Academic Affairs that proposals should continue to include cost-share, but with caution. All chairpersons and deans must approve matching funds.
- e. Four information sessions were held to discuss the American Recovery and Reinvestment Act (stimulus package). Many submitted one-page concept papers for review and feedback.

5. [Reports/Announcements from the Proposal Development Team](#) – Pollyanne Frantz

- Visit <http://www.arra.appstate.edu/> for information on the American Recovery and Reinvestment Act opportunities.
- The Life Sciences proposal writing workshop is postponed until Fall because the spending freeze affects Appalachian's ability to provide a cash match for the grant.

6. New Business

Academic Policies Committee – Holly Hirst

Foreign Languages

FLL 09-13. Delete the MA in Romance Languages, Spanish (major code 228A/16.0999) and MA in Romance Languages, French (222A/16.0999) majors, which are those that require a thesis.

FLL 09-14. Combine the department's two MA majors that share a teaching focus (MA in Romance Languages, Spanish (Teaching) (229/16.0999) and MA in Romance Languages, French (Teaching) (223*/16.0999), each of which has a K-12 and college teaching concentration, into a single major with four concentrations:*

MA in Romance Languages:

- 1. French K-12 Teaching*
- 2. French College Teaching*
- 3. Spanish K-12 Teaching*
- 4. Spanish College Teaching*

MOTION: Approve FLL-09-13 and FLL-09-14 as presented.

Dr. Beverly Moser noted that these proposals address concerns from the low enrollment program review. The program enrollment will be re-evaluated in 18 months.

VOTE: Motion carried. None opposed. No abstentions.

Government & Justice Studies

GJS 16. Add the new concentration Environmental Politics and Policy Analysis to the Master of Arts Program in Political Science.

MOTION: Approve GJS 16 (add a concentration to the MA political science program) subject to the following edits (1) and suggested actions (2) and (3):

(1) The actual bulletin description will be reorganized to align with the other concentrations and correct a variety of typos.

(2) Academic Policies ***strongly*** encourages that GJS contact the following units, since there appears to be great potential for collaboration: Geography and Planning, Technology, Appalachian Studies (Sustainable Development), and the Research Institute for Energy, Economics, and the Environment.

(3) Academic Policies had one additional question: Where in this major will the connection be made between environmental science and technology and the associated policy?

The committee moved approval with the concerns addressed and the proposal corrected. It was moved (Hoepfl) and seconded (Thaxton) that the proposal be tabled until the September meeting.

VOTE: Motion carried. None opposed. No abstentions.

Sociology

SOC 4. Add on-line Graduate Certificate in Sociology

The Committee chose ***not*** to make a motion regarding the proposal to establish a graduate certificate in sociology. The following concerns were expressed in the APC meeting:

- The proposed catalog copy indicates that a bachelor's degree is the admission requirement and that certificate recipients will be qualified to teach in the community college. This is not sufficient to meet the SACS requirement for teaching college transfer coursework.
- There is no information on the demand for this certificate; in light of the first concern, the committee would like to see the data collected to determine potential applicants.
- Has the sociology faculty discussed this with the Higher Education faculty in LES? This certificate may dovetail well with the MA in Higher Education currently being offered, and the HE faculty may be able to help with assessing demand for the certificate give their connections with regional community colleges.

The chairperson was unable to attend Graduate Council and indicated that, if the department was not represented, the proposals were to be withdrawn.

7. Faculty Development Committee -- Bill Brewer

Graduate Faculty Membership (See attached.)

MOTION: It was moved (Brewer) and seconded (Davis) that a friendly amendment be made to change the wording of “new assistant professors” to “new faculty.”

VOTE: Motion carried. None opposed. No abstentions.

The document will be presented to Faculty Senate and Dean’s Council. The document puts in place a process for appointment or renewal of Graduate Faculty membership at the time of hire, reappointment, promotion, tenure, or post-tenure review. Only two categories of membership will be recognized: Member and Affiliate Member.

8. Student Affairs Committee – Sammie Garner. The Graduate Student Awards and reception were held on April 16.

- Outstanding MA Thesis: Arts & Humanities: Christina Romanelli
- Outstanding MA Thesis: Science & Education: Marissa Swaim
- Outstanding MA Thesis: Science & Technology: Lauren Hunter
- Outstanding Graduate Teaching Award: Anna Petroff

9. Dual-listed courses. Drs. Mike Mayfield and Georgia Rhoades were invited to discuss dual-listed courses and their impact on both General Education and graduate education.

A. Dual-listed courses tied to GEN ED requirements to date include:

- historical and social perspective: SOC 4560 --- required for MS in CJ
- wellness literacy requirement: DAN 4460 --- preapproved elective for MA in Community Counseling and for Certificate in Expressive Arts Therapy

- junior writing course: BIO 4601
 - senior capstone courses: CD 4864/4865; PSY 4655; SNY 4565 --- preapproved elective for MA in Romance Languages Spanish/Spanish (Teaching) and for Certificate in Spanish; FRE 4565 --- preapproved elective for MA in Romance Languages French/French (Teaching) and for Certificate in French
- B. There was general consensus that senior capstone courses are reflective of knowledge in the discipline as well as learning outcomes and appropriate for graduate students. Likewise, the wellness literacy perspective class should be appropriate for graduate students since Dance has no graduate program and is open to majors and non-majors.
- C. There was much concern with the dual-listing of a junior writing course as a graduate level course.
- D. It was moved (Thaxton) that GEN ED courses not be dual-listed as graduate courses except for capstone courses. During discussion, Dr. Haney noted that the Graduate Council could: 1) request GEN ED to propose a related rule; 2) propose a policy about undergraduates in graduate courses; or 3) begin communication with GENED regarding dual-listed courses.
- E. The role of this Council is to maintain the integrity of strong graduate programs. There was consensus that questions about dual-listed courses are an unintended consequence of moving to GEN ED as well as changing the university numbering system approximately ten years ago. Action:
- A committee will be appointed in Summer, 2009 to review and make recommendations concerning dual-listed courses for graduate-level credit.
 - Dr. Hirst will bring these concerns to the attention of the departments and offer suggestions for resolution.
 - Open communication with GEN ED.
10. Dr. Hirst expressed appreciation to three members rotating off of Graduate Council: Jim Westerman (Management), Bill Brewer (English), and Sammie Garner (Family and Consumer Sciences).
11. It was moved (Fisher) that the meeting be adjourned.

Graduate Faculty Membership Policies and Procedures

Rationale for change: The process does not sync with other processes involving reappointment, promotion, tenure, and post tenure review. This independent process results in graduate membership lapsing unintentionally and in extra work for faculty. In addition, the materials presented when requesting membership do not always reflect the information needed to determine the faculty member's suitability to teach graduate courses and participate in mentoring graduate students in research or creative endeavors.

Recommendation 1: Timeline.

In order to simplify the process for applying for Graduate Faculty membership, Graduate Faculty appointment/reappointment should be requested at the same time that faculty apply for reappointment, tenure, promotion, and/or post tenure review. Currently, application for Graduate Faculty is a separate process. By making application for Graduate Faculty concurrent with reappointment/tenure/post-tenure review (for which research, teaching, and service are all important components), the Graduate School will ensure that it receives a holistic picture of the faculty member's accomplishments and qualifications.

Appointments and reappointments to Graduate Faculty Membership will be made only in cases in which the faculty member has or will potentially have graduate responsibilities. All memberships are contingent upon the recommendation of the faculty member's home department, and the approval of both the college/school Dean and the Dean of the Graduate School.

The timing of Graduate Faculty Membership appointment and reappointment is as follows:

Appointment and reappointment for tenure-track faculty hired without tenure: The process will coincide with hiring, reappointment, and tenure, typically in the first semester, the third year, and the sixth year. Faculty members given credit for years taught at other universities and who, as a result, are reappointed or tenured on a different schedule will be eligible for Graduate Faculty Membership at a schedule depending on when they will be considered for reappointment or tenure.

Appointment and reappointment for faculty with tenure: Tenured faculty will be considered for reappointment at the same time as promotion and/or post-tenure review. This includes faculty hired with tenure.

Reappointment for tenured faculty members on administrative reassignment: Those on administrative reassignment (not subject to post-tenure review) will be eligible for reappointment as Members every five years. This five-year cycle will begin in the initial year of the faculty member's fulltime administrative assignment. If the faculty member returns to teaching, s/he will not have to reapply for graduate faculty membership until s/he comes up for post-tenure review.

Appointment of qualified faculty to Affiliate Membership may be approved by the Graduate Dean at the request of an academic department and with the approval of the college/school Dean for terms of up to three years.

Recommendation 2: Procedure.

The procedures for graduate faculty membership and faculty reappointment, tenure/, and post-tenure review follow the same administrative review process, except that the materials listed below under recommendation (4) will go from the Dean of the faculty member's college or school to the Dean of the Graduate School for consideration and final approval. Departments and colleges should amend appointment, reappointment, tenure, and post-tenure review forms or application instructions to prompt faculty to indicate their intent to apply for graduate faculty membership at each juncture.

Recommendation 3: Qualifications.

The following qualifications are required for Graduate Faculty Membership:

- The highest degree (PhD, EdD, MFA) in the discipline
- Evidence of engagement in graduate education and research, including:
 - Evidence that the faculty member is staying current in the discipline
 - Evidence of effective teaching and mentoring at the graduate level; new faculty may include evidence of *potential* for effective teaching and mentoring

Affiliate membership may be granted in circumstances where the faculty member's credentials do not meet the above requirements, but professional or other academic experience equip the individual to teach a specific graduate class or classes.

The list appended to this document provides suggestions for appropriate evidence of engagement. Academic departments are encouraged to use these lists as guidelines in conjunction with the requirements laid out in their promotion, tenure, reappointment, and merit pay documents.

Recommendation 4: Application.

The application for Graduate Faculty Membership must include:

The application form, available from the Graduate School website. (See last page of this document.)

A cover letter summarizing evidence of engagement in graduate education and research in the last five years, including specifically the following:

- Evidence of effective teaching and mentoring at the graduate level; new faculty may include evidence of *potential* for effective teaching and mentoring
- Evidence of staying current in the discipline

Addendum: Suggested credentials to document qualifications for Graduate Faculty Membership

Departments should consider these suggestions when recommending faculty for membership.

GENERAL ENGAGEMENT IN GRADUATE EDUCATION AND RESEARCH

Typical Credentials (these should dominate)	Atypical credentials (should not be listed in lieu of typical credentials)
Service on committees or councils or task forces relevant to graduate education at Appalachian	Service as referee or panelist for federal, state or private agency allocating research funds
Service on departmental graduate committee	Leadership in a regional or national professional organization germane to the discipline
Service on university-wide graduate and research awards committees	Attendance as department representative at graduate recruiting fair
Service on committee or task force to develop new graduate program or certificate	Presentation on "how to apply to graduate school" for student organization or class
Service as graduate program director or coordinator	
Service as graduate advisor of record	
Service on departmental graduate admissions committee	
Service on departmental graduate awards committee	
Leadership in statewide, regional, or national organizations focused on graduate education	
Service on statewide, regional, or national committees for graduate awards	

STAYING CURRENT IN THE DISCIPLINE

Typical Credentials (these should dominate)	Atypical credentials (should not be listed in lieu of typical credentials)
Refereed scholarly articles and reports	Book reviews in professional journals
Books and monographs	Conference session organized and chaired
Book chapters	Service as conference program chair
Funded external grants and contracts on which faculty member is the PI or co-PI	Funded external grants and contracts on which faculty member is participant but not PI or co-PI
Juried creative activities or performances	Funded internal research proposal
Published playscripts or compositions	Self-published or self-produced creative work
Invited recitals or performances	Production assistance on student performances
Refereed papers presented at learned or professional meetings, symposia, conferences	Unfunded grant proposals with high scores
Invited keynote address to disciplinary or professional organization	Regular newspaper or journal column with state-wide or regional circulation
Published abstracts and conference proceedings (not duplicative of papers presented)	Expert witness testimony
Departmental, college, or university awards for outstanding research	Invited talks to community groups
Intellectual property disclosures	Articles currently under review
External awards (professional organizations, scholarly societies) for research	Conference presentations under review
Scholarly editions	Workshops attended in discipline
Editions of essay collections	
Serving on editorial boards for disciplinary publications	
Serving as reviewers for grant proposals in the discipline	

EFFECTIVE TEACHING AND MENTORING AT THE GRADUATE LEVEL

Typical Credentials (these should dominate)	Atypical credentials (should not be listed in lieu of typical credentials)
Graduate courses taught (including evaluations)	Guest lecture(s) in graduate course(s)
New graduate course(s) developed	Service on thesis or dissertation committees
Master's theses and/or doctoral dissertations chaired	General supervision of research assistants
Products of learning directed	Presentation(s) at workshop(s) for graduate students
Capstone or culminating graduate research projects directed	Presentation at graduate student orientation
Evidence of effective graduate research mentoring (student publications and/or presentations, student research awards)	Faculty evaluation of graduate teaching assistants
Co-author with graduate student on published research or major conference presentation	
Service on graduate advisory, examining, and reading committees	
Evidence of effective mentoring of graduate students in teaching (GTA award for protégée)	
Departmental, college, or university awards for graduate teaching and mentoring	
Service as graduate teaching assistants coordinator	
Service on master's thesis or doctoral dissertation committees at other institutions	
Management and supervision of graduate internship programs	

Appalachian State University
Application for Graduate Faculty Membership

Attach an up-to-date vita or resume and a letter describing evidence of engagement in **graduate** education and research during the last five years, including:

- Evidence of staying current in the discipline
- Evidence of effective teaching and mentoring at the graduate level; new faculty may include evidence of *potential* for effective teaching and mentoring

For additional guidelines and examples, please refer to the Graduate Faculty Membership policy available on the Graduate School Website.

Name: _____ Date: _____

Discipline: _____

Department: _____

Eligibility: Affiliate Member* Member

Date of approval of the Department Personnel Committee: _____

Approval of Department Chair: Approve Do Not Approve

Signature of Department Chair: _____

Approval of College/School: Approve Do Not Approve

Signature of Academic Dean: _____

Approval of the Dean of Research and Graduate Studies: _____

****If Affiliate Membership is requested, complete the following:***

Specific responsibility (e.g., course, thesis/dissertation committee, etc.): _____

Timeframe for the requested responsibility: _____

If external to Appalachian, is this person eligible to teach graduate courses at his/her home institution?

YES

NO

