

Appalachian State University  
Graduate Council  
Minutes of the Meeting Held April 19, 2010  
(Approved September 20, 2010)

**Present:** John Abbott, Joseph Cazier, Scott Collier, Keith Davis, Tom Fisher, Pollyanne Frantz, Dave Haney, Serena Heinz, Dru Henson (for Neva Specht), Holly Hirst, Marie Hoepfl, Charna Howson, Edelma Huntley, Jim Killacky, Jenny Primm, Martin Root, Nancy Schneeloch-Bingham, Julie Taubman, Peter Villanova, Meredith Whitfield

**Excused:** Susan Davies, Charles Duke, Lynn Stallworth, Glenda Treadaway

**Absent:** Doris Bazzini, Randy Edwards, Alecia Jackson, William Pelto, Chris Thaxton

**Guest(s):** Jesse Lutabingwa, Renee Scherlen

Dr. Huntley called the meeting to order and introduced Dr. Jesse Lutabingwa and Dr. Renee Scherlen.

It was moved (Hoepfl) that the minutes of the March 15 meeting be approved. Change Charna Howson's title when employed at UNC Greensboro from "Assistant Director" to "Associate Director." Motion carried unanimously to approve the minutes with this change.

**Reports/Announcements from Dean Huntley**

- Faculty and administrators will meet with a delegation from Mexico, including their newly appointed Dean of Research and Graduate Studies, regarding interest in a faculty exchange/research exchange. Areas of interest include environment, renewable energy, tourism, recreation management, geography and planning, and urban studies.
- Kudos were extended to Dr. Hoepfl and faculty and students from the Department of Technology for being one of twenty institutions selected worldwide to have an exhibit in the 2011 Solar Decathlon sponsored by Department of Energy.
- ASU's first graduate student is enrolled in the PSM student exchange with the University of Trieste.
- Senator Kay Hagen was invited to the Council of Graduate School's legislative forum. The topic is the future of graduate education in the U.S.
- Seventy-five percent of graduate students in the U.S. are at the master's level. Appalachian was invited to an NSF seminar in May to discuss master's training and STEM education at the graduate level. Appalachian is pleased to become part of national discussions.

### **Reports/Announcements from the Graduate School – Holly Hirst**

- There will be a seminar for GRAM recipients today. The guest speaker is Steve Jesseph of Worldwide Apparel Responsible Applied Production. 2010-11 GRAM proposals are due this week. Ten two-year awardees will be chosen.
- Commencement is May 8 at 12:30 p.m. in the Holmes Center. Over 450 graduation applications were received. Please encourage your students to ask the faculty to come to Commencement then refreshments in Durham Park.
- Kudos to the Graduate Council's Student Affairs committee for tackling the 170 plus applications for fellowships. Chancellors: 7 of the top 10 have accepted; we have offered to 3 on the waitlist. We are still waiting on funding confirmation for the Provost fellowships.
- April 15 is the deadline for students to respond to many program offers of funding. The Graduate School will pull data later this week to see how the graduate admission season is shaping up.
- The Graduate School held its first joint sessions with Distance Education promoting graduate programs in both Hickory and Yadkinville. We hope to cycle through all major off campus locations, two or three a semester, to keep up our visibility. Morganton will be next.
- A Graduate Faculty meeting was held on May 3 in the Library. Dr. Huntley gave an overview of national trends and discussed challenges and opportunities.
- Student Research Day will be April 22 in the Union. The top 3 graduate posters will receive awards based on abstracts. Judges will converse with 10 finalists to select 3. There are also 3 undergraduate awards.

### **Reports/Announcements from Sponsored Programs – Charna Howson**

- Month-end and year-to-date reports are posted to the ORSP website. There were 33 submissions for March compared to 27 at this time last year, a 13% increase. Award amounts are up 69%, \$13.4M to date. Two March submissions were for ARRA funding; ASU currently has 9 funded ARRA projects. Although awards are increasing in value, there is a decrease in the number funded.
- ORSP is sending letters to sponsors to ask whether monthly reports are required. If not, quarterly reports will be submitted.

### **Reports/Announcements from Proposal Development – Pollyanne Frantz**

- There is an NSF web conference (Transforming Undergraduate Education in STEM) on April 22. Nikki Bennett (CHE) will be one of the presenters.
- There is a May 10-14 professional writing retreat, a targeted workshop for Economics faculty seeking funding opportunities.
- There is strong interest on campus for basic grant proposal writing. Sessions will be scheduled in 2010-11.
- For the full report from the Proposal Development office, visit:  
<http://www.graduate.appstate.edu/facultystaff/council/agendas/apr10/propdev.pdf>

### **Reports/Announcements from Research Protections – Julie Taubman**

- IRB. 1) The IRBIS IRB management tool makes available eForms which will benefit investigators in that the form can use internal logic so that users do not see questions

which do not apply. This will eliminate data entry in Research Protections. 2) Discussions continue with the hospital for IRB collaboration to review stage III and IV clinical trials for cancer patients.

- The IACUC semi-annual inspection cited some flood damage but was otherwise OK.
- Biosafety Council (chaired by Scott Collier). 1) The Council is officially registered with NIH with approval of the committee roster. 2) CITI has a biosafety training module that we will work to get up and going. 3) There was a campus survey to targeted departments to assess levels of activity in biohazards.
- The Radiation Safety Task Force met to review a draft of the Radiation Safety Management Plan. Brian Raichle, Radiation Safety Officer, is incorporating their comments.
- We are trying out a new “Export Control Review Form” with sponsored projects that have export controls issues.
- The Intellectual Property Council met last month to recommend the disposition of two IP disclosures. The Council has a third. The Council will make a recommendation to the Provost.

#### **Reports/Announcements from Federal Relations – Meredith Whitfield**

- Senator Kay Hagen’s office in Asheville is seeking interns. For additional information, contact Meredith Whitfield or visit Senator Hagen’s website.
- Ms. Whitfield met with personnel from UNC-A who wish to pursue joint earmarks, such as hops and the Blue Ridge Parkway.
- The next earmark submissions should come out before end of the Spring semester.
- Ms. Whitfield is trying to schedule the next campus visit of Congressional staff in September.

#### **Presentation: Internalization Strategic Plan: 2010-15**

Dr. Jesse Lutabingwa and Dr. Renee Scherlen presented the ASU Internationalization Strategic Plan: 2010-15 which discusses international research, international programs, and recruitment of international graduate students. The plan will focus on institutions abroad. Several research areas at Appalachian were identified for collaboration with institutions in Angiers, France; Trieste, Italy; Poland; and Brazil.

At the graduate level, it is a challenge to recruit students to study abroad or participate in an exchange program. There are issues with the length of time abroad and financial aid. The offices of International Education and Financial Aid are discussing financial aid issues. If an ASU class is taken internationally, financial aid is available but financial aid is not available for a student enrolled at another institution. Muskie and Fulbright students receive funding, but there is insufficient funding to support many international students. One possibility is to write grants to fund international research assistants.

The International Council received feedback which indicated ASU does not feel it is attractive to international students. One possibility is to identify alumni in foreign countries who can encourage students to come to ASU. Another possibility is to survey ASU faculty to identify foreign countries with which relationships have been established.

Graduate programs can discuss whether their programs should be internationalized.

Dr. Lutabingwa requested feedback on the strategic plan. This is a university plan which will require many departments working to implement these goals and objectives. It was noted that internationalization is targeted for the Chancellor's Combined Campaign, e.g., students studying abroad, funding international students enrolled at Appalachian, and supporting faculty exchange programs.

Dr. Hirst noted that the Diversity Associate Program could provide a \$9,000 assistantship to an international student, if the student meets the criteria. An international student, if chosen, could then work with recruitment of other international students.

Dr. Lutabingwa thanked Dr. Huntley for inviting him and Dr. Scherlen to discuss the strategic plan with the Graduate Council. Dr. Lutabingwa welcomes additional feedback.

A sequence of international course numbers or Graduate School course numbers needs to be created to acknowledge study abroad courses. Dr. Hirst noted that the Graduate School will prepare a proposal for the first AP&P meeting in the Fall. Dr. Aeschleman informed Dr. Huntley that if the Graduate Council approves a generic prefix for international study abroad, he will present the proposal at the April 20 AP&P meeting. Course work taken internationally could transfer in with a grade or S/U.

It was moved (Hoepfl) that the Graduate Council consider adopting a course prefix for international course work. Dr. Killacky called for the question. Ms. Ware indicated she did not know if she would be able to research the prefix prior to the April 20 AP&P meeting. Dr. Huntley suggested that Dr. Hirst present the proposal in the Fall. Council members are asked to provide feedback to Dr. Hirst.

## **New Business**

### Subcommittee Reports

- Academic Policies Committee. No report.
- Faculty Development Committee. Dr. Hoepfl noted that the subcommittee did not move forward to develop and distribute a faculty survey to gather information on issues related to graduate education and ascertain pressure points for graduate faculty. Committee members will meet before the end of the semester to plan for Fall.
- Student Development Committee
  1. Dr. Davis noted that Meredith Doster (Appalachian Studies) was selected to receive the 2010 Outstanding Teaching Assistant Award.
  2. Review of the 170 Chancellor's Fellowships applications gave the committee insight into student recruitment and the impact on the decision making ability of faculty.
  3. The Student Development Committee will conduct a workshop, through the Hubbard Center, on writing strong nomination letters for students: Strong Letters for Strong Students. This workshop will be held on Friday, September 4 from 10-11:30.

**Other**

- Graduate programs need to be more proactive in recruitment. Dr. Hirst noted that although there is little increase across graduate program enrollment, there is a huge increase in applicants. Most programs have no room for growth. It may be worthwhile to examine those programs that do have space for growth and recruit in those areas.
- Dr. Denise Martz was selected as an administrative intern in the Graduate School for Fall 2010. Dr. Martz will work with graduate programs and the Graduate Council to draft a strategic plan for the Graduate School, including goals and objectives. It is hoped that goals and objectives developed at the departmental level and common to multiple programs will help to build the Graduate School's strategic plan.
- A research intern will be selected to work with the Graduate School during Spring 2011.

**Upcoming Topics of Discussion**

- What is a thesis?
- What should an assistantship be?
- Rules and regulations on certificates.
- Planning and review process for graduate programs.
- Role of the Graduate Faculty as a formal body.

Mr. Fisher made a motion to adjourn.