

APPALACHIAN STATE UNIVERSITY
GRADUATE COUNCIL
Minutes of the Meeting Held February 18, 2008
(Unapproved)

PRESENT: Sally Atkins (for Keith Davis), William Brewer, Tom Fisher, Pollyanne Frantz, Sammie Garner, Dave Haney, Dru Henson, Holly Hirst, Marie Hoepfl, Edelma Huntley, Bob Johnson, Cathy McKinney (for Nancy Schneeloch-Bingham), Nancy Schneeloch-Bingham, Neva Specht, Andrew Smith, Lynn Stallworth, Glenda Treadaway, Jenny Ware, Ray Williams

Absent/Excused: Chuck Dumke, Charles Duke, Randy Edwards, Bill Harbinson, Alecia Jackson, Nancy Mamlin, Neva Specht, James Westerman, Phil Witmer

Guest: Amy Sanders

1. Dr. Huntley called the meeting to order.
2. It was moved (Brewer), seconded (Fisher), and unanimously accepted that the minutes of the January 28 meeting be approved.
3. Reports/Announcements from the Dean - Edelma Huntley
 - Dr. Mark Meo will interview for the position of Director of the Research Institute for Environment, Energy, and Economics on February 25-28. Dr. Meo completed his undergraduate degree in biology, his master's in marine sciences, and his Ph.D. from the University of California, Davis with a focus in ecology/environmental policy analysis. He will make a public presentation on Tuesday, February 26 at 4:30 p.m. in 114 Library. Dr. Meo is responsible for the wind turbines in Weatherford, OK.
 - Dr. David Bjornstad, an economist employed at the Oak Ridge National Laboratory, will interview on March 3-4. His presentation will be on Monday, March 3 at 4:30 in 114 Library. Economist.
 - It has been determined that Faculty Senate should not run elections for Graduate Council. Councils are appointed. There will be vacancies in each college for 2009-10. Faculty Senate can send out as a point of interest, but current members who wish to rotate off should notify Dr. Huntley. She encourages current members to retain their seats on the Council.
4. Reports/Announcements from Research and Sponsored Programs - Bob Johnson
 - January Submissions:
<http://www.graduate.appstate.edu/orsp/proposal/awards/submission08/jan08sub.html>
 - January Awards:
<http://www.graduate.appstate.edu/orsp/proposal/awards/award08/jan08award.html>

- Submissions are \$28.8M, an increase of \$12M over this time last year (up 77%). Awards are ahead \$3.3M (45% increase over this time last year). There is tremendous activity by faculty, staff, and students.
- Appalachian Today, which includes Appalachian Explorations, comes out at the end of February. There are three articles highlighting faculty here in addition to four more mentioned in Research Notes. Those highlighted integrate educational (teaching), research, and working with students.
- URC Competitive Grant – deadline was January 25. The committee will review and hopes to make awards within six weeks. There were about 30 submissions. Awards up to \$70,000 for spring; \$140,000 per year. The maximum award is \$5000.
- Research Compliance. A contract was signed with the Citi Group. Citi is an organization at the medical school at University of Miami, Florida which developed tutorials for Institutional Review Board, IACUC, and Responsible Conduct for Research. This will be a mandatory online training required by faculty, staff and students engaging in research. NSF announced funding is dependent on RCR education. Appalachian must comply.

5. Reports/Announcements from Graduate Studies - Holly Hirst

- The call for nominations for student awards (outstanding graduate student, outstanding researcher, AEL) was emailed to program directors and chairs in mid-January, but few nominations were submitted.
- GSAS is working on a quality of life survey for on-campus graduate students (housing, meeting other students, library, financial aid, etc.). They will be working with Institutional Research to finalize the survey and hope to distribute it in Fall.
- A proposal was submitted to Student Development to have a referendum for graduate students to pay the sustainability/green fee paid by undergraduates.
- A graduate assistantship issue arose this semester when registration fell after the January payroll deadline. Some contracts could not be cleared in time to submit Pay Authorizations to Payroll. The Graduate School worked very hard to notify students and process contracts in a timely manner, but there were still outstanding issues into February. If future registrations should fall after to Payroll deadline, the graduate school will pay the students in 3 installments instead of 4.
- A policy change is that Graduate Assistantships can only be issued in 10 and 20 hour increments. There were 730 contracts processed by one staff member or academic year 07-08. In addition, the Graduate School processes all employment forms (I-9, tax forms, selective service, etc.) on each contract processed. Most of the cancellations/refusals were related to 5 and 10 hour assistantships as well.

5. Reports/Announcements from the Proposal Development Team - Pollyanne Frantz

- The Library subscribed to the Foundation Directory online. This is a very powerful resource which lists 92,000 foundations and contact information.
- The report of research development activity can be found at:

<http://www.graduate.appstate.edu/gradstudies/facultystaff/agendas/feb08/RDO%20Report.pdf>

- Dr. Frantz is meeting with Student Development to discuss collaborations with faculty on topics such as suicide prevention, alcohol prevention, violence against women. The point person of these discussions is Dino DiBernardi; Cindy Wallace is also involved.
- Coming soon
 - April 3-4: Thomas Blackburn (Grants Consultancy of Washington, DC). Twenty faculty are scheduled for the workshop, and 70 individual consultations are scheduled the day prior to the workshop.
 - community of science workshops
 - humanities consultant with an NEH specialty (former director of the Grants Resource Center) – after Commencement. There will be a small stipend incentive payable to attendees on submission of a draft proposal.

6. Old Business

A. Academic Policies Committee -- Holly Hirst

Graduate School Proposal 1

- *Refine policies on requirements for students interested in double majors, double degrees, double concentrations, undergraduates enrolling as graduate students, and graduate minors*
1. This proposal was tabled from the January meeting for additional discussion:
 - the seven-year time limit should be stated in the proposal
 - applicants are paying for each graduate program application submitted
 - clarify double-counting of courses
 2. Students approved to pursue two programs will be subject to the following requirements:
 - a. A committee composed of a minimum of one graduate faculty member from each program and one additional person appointed by the Graduate School will review and approve the two programs of study before submission to the Registrar's Office.
 - b. Both programs of study must be reviewed and approved simultaneously; students who add a second program after submitting a program of study must resubmit.
 - c. The two programs of study must meet all requirements for both majors including all admission to candidacy, proficiency, exit (thesis, product of learning), and comprehensive requirements (and associated paperwork), ***with no more than 50% of the courses from one program counting on the other.***
 - d. Students must complete both degree programs within 7 years of the initial admission term and must graduate from both programs in the same term.
 - e. Students completing a double degree will be responsible for submitting and paying for two applications to graduate (one for each diploma to be

issued). Students completing a double major will receive one diploma listing both majors, and so must only apply once.

VOTE: Motion carried. None opposed; no abstentions.

Graduate School Proposal 3

- *Change requirement on graduate independent study.*

Discussion:

- 1) Intent of the motion: Remove from policy the statement that students must be admitted to candidacy before they are allowed to register for an independent study course. Students should be allowed to pursue areas of interest if approved by the instructor, chair, dean, and the Graduate School.
- 2) Current policy states that “No more than six semester hours of independent study may be applied toward a graduate degree, and no more than twenty-five percent of the student’s degree program may be taken in a combination of selected topics and independent studies.” Several members felt the 6 hour limit should also be removed. Discussion involved the percentage of independent study hours allowed for programs which can vary from 30-60 hours, varying from 10-20%. Members wish to get feedback from their departments on this proposal.

MOTION: It was moved (Atkins) and seconded (Hoepfl) that this proposal be tabled until the next meeting.

VOTE: Motion carried. None opposed; no abstentions.

Graduate School Proposal 2

- *Clarify the process for thesis in the bulletin.*

The student must (1) be admitted to candidacy, (2) have presented a prospectus to the thesis committee and received approval of the proposed topic, and (3) received any necessary IRB or IACUC approval to work with human or animal subjects, **before** being permitted to register for thesis credit. All thesis hours will be automatically added to a student’s program of study, and may result in more than the minimum hours needed for the degree. Thesis hours will be graded as IP until the thesis has been granted final approval.

The thesis defense must be completed at least 10 calendar days before the last regular class day, and the final draft of the thesis must be submitted to the graduate school no later than 7 calendar days prior to the last regular class day. The Graduate School will review the thesis for style and format, and return the manuscript to the student within 15 business days of submission. Students may be required to make modifications and resubmit for additional review prior to signature by the Dean of Research and Graduate Studies. Once the Dean has signed the thesis, the thesis requirement is met, and the grade in the thesis hours will be changed to S by the Registrar’s Office. This entire

approval process must be completed by the day before the next academic term begins or the student will not be eligible to graduate until the next term. For detailed information on the thesis process, the student should refer to the Thesis Handbook, available from the Graduate School.

- 1) The current grading of a thesis is S/U. The Graduate School seeks to implement a policy (IP or In Progress) for students who receive S/U each grading period but do not complete the thesis.
- 2) Students can petition to retroactively drop courses, and many drop the thesis hours. This becomes an issue in instances of financial aid based on course load.
- 3) Members wish to get feedback from their departments on this proposal.

MOTION: It was moved (Hoepfl) and seconded (Smith) that this proposal be tabled until the next meeting.

VOTE: Motion carried. None opposed; no abstentions.

- B. Faculty Development Committee – Bill Brewer. Graduate Faculty Membership discussion continued from the January meeting.

MOTION: It was moved (Brewer) and seconded (Smith) that discussion of Graduate Faculty Membership be postponed until the next meeting due to lack of time.

VOTE: Motion carried. None opposed; no abstentions.

7. New Business

- A. Student Affairs Committee. Between now and March 2 the committee will be selecting the first round Chancellor's Fellowships.

8. Meeting adjourned.