

APPALACHIAN STATE UNIVERSITY
GRADUATE COUNCIL
Minutes of the Meeting Held February 16, 2009
(Approved March 16, 2009)

Present: John Abbott, Bill Brewer, Joseph Cazier, Keith Davis, Pollyanne Frantz, Sammie Garner, Dave Haney, Holly Hirst, Marie Hoepfl, Lisa Holliday (for Neva Specht), Edelma Huntley, Mike Kernodle, Jim Killacky, Susan McCracken, Nina Jo Moore (for Glenda Treadaway), Jenny Primm, Nancy Schneeloch-Bingham, Lynn Stallworth, Seaton Tarrant, Julie Taubman, James Westerman

Absent/Excused: Tom Fisher, Bill Harbinson, Alecia Jackson

Absent/Unexcused: Charles Duke, Randy Edwards, Dru Henson, Chris Thaxton

1. It as moved (Abbott) that the minutes of the January 26, 2009 meeting be approved. Motion carried. No opposition; no abstentions.
2. Reports/Announcements from the Dean – Edelma Huntley
 - Points of Pride. Dr. Huntley distributed a handout of highlighted activities. New highlights will periodically appear on the web site.
 - Out-of-state Tuition Scholarships. The Board of Governors passed a campus-based tuition increase. Out-of-state tuition scholarships, however, are allocated by the Legislature. There will be fewer out-of-state tuition scholarships due to the additional funding needed to meet the new tuition differential.
 - The University Research Council is evolving into a policy-making body. A formal procedure will be implemented to request extensions and budget revisions, with the entire Council granting approval.
3. Reports/Announcements from Graduate Studies – Holly Hirst
 - The Graduate Fact Book lists full and part-time enrollment, degree majors, certificates, licensure, gender and residency data. Dr. Hirst requests feedback on the data provided. Web address:
<http://www.graduate.appstate.edu/facultystaff/factbook/index.html>
 - Approval is pending on the increase of Summer School assistantship stipends to \$1200. Summer assistantship funds are generated from student credit hours from the previous summer. To ensure continued funding, students must be enrolled in 2 s.h. in order to be eligible to hold a summer assistantship.
 - The Dean's Office plans to distribute assistantship allocations and NC tuition scholarships in the coming week.
 - Last Spring the Council passed a ruling to allow double degrees with the provision that there be no more than 50% course overlap. Although this policy is easy to monitor when both are 36 hour programs, those with 60 vs. 36 hours need

- additional interpretation. In situations when the student is required to enroll in more than 3 additional hours for the double major, the Graduate School will review requests individually, considering over 50% course overlap.
- The Graduate School requested feedback on a situation involving a student who is requesting transfer of a course with a grade of B-. University policy requires a grade of B or higher on courses transferred from other institutions. The student, whose current GPA is 3.6, lobbied the department for acceptance of the transfer course. Following discussion, the Council decided that the current policy stands; i.e., the B- course will not transfer. The student has the option to appeal this decision.
 - Another situation discussed was a student with a program of study that includes a combination of 21 hours of independent studies and special topics on a 36 s.h. program. Two courses have since become official, but there remain 15 hours of selected topics. Although the department feels these substitutions are reasonable, the Graduate School is concerned and is requesting justification above the 9 s.h. (25%) limit. Dr. Hirst will meet with the department chairperson.
4. Reports/Announcements from Sponsored Programs – Susan McCracken
- Proposals submitted to date are down, but the amount of the awards increased: http://www.graduate.appstate.edu/facultystaff/council/agendas/feb09/Rpt2Grd_08_09.xls
 - January 2009 Grant and Contract Award Data: <http://www.orsp.appstate.edu/grants/awards/awards09/jan09award.html>
 - July 1 through January 31, 2009 Grant and Contract Award by Department and College: http://www.orsp.appstate.edu/grants/awards/documents/YTD_09.pdf
 - ORSP and Special Funds are working together to create an information session for Principal Investigators new to the university.
 - Policy on Facilities and Administrative (F&A) Costs. Reductions in F&A (indirect) will only be considered if the funding agency limits such according to its guidelines or if collection of F&A would severely minimize the project, as in the case of a small monetary award. There will be no reduction for non-profit organizations, international agencies, or projects which require new staff in permanent positions. The new policy will be posted on the web site. Requests for waiver require the approval of the chair and college dean before the requests are submitted to ORSP.
5. Reports/Announcements from the Proposal Development Team – Pollyanne Frantz
- January report from the Research Development Officers: http://www.graduate.appstate.edu/facultystaff/council/agendas/feb09/Frantz_GCRep_Feb09.pdf
 - The College of Arts and Sciences needs a Research Development Officer.
 - “Fundamentals of Successful Grant Writing” will be held March 26-27. There is interest from Lees-McCrae, UNC-Asheville, and Winston-Salem State. There are 20 registrants to date.
 - National Endowment for the Humanities proposal development consultations will be held March 19-20.

- The federal Department of Education has opened up the competition for GAANN (graduate assistance in areas of national need) to master's degree programs. ASU has programs that are eligible.

6. New Business – Academic Policies Committee

- A. There are three Technology proposals with minor course description changes for dual-listed courses. In addition, the Department of Leadership and Educational Studies sent through an older version of a proposal to add HED 6310 Critical Issues on Higher Education at the January meeting. AP&P approved the following four curriculum proposals contingent on Graduate Council approval.

TEC849-FAA-2009 -266. In the Graduate Bulletin, change the course description of TEC 5758 to reflect prerequisite changes and a course description change to the undergraduate version of this course.

TEC850-FAA-2009 -267. In the Graduate Bulletin, change the course description and prerequisites for TEC 5618.

TEC851-FAA-2009 -268. In the Graduate Bulletin, change the course description for TEC 5718, and add the following prerequisites: TEC 2708 Construction Technology, TEC 2738 Commercial Construction, and TEC 3718 Construction Estimating, or permission of instructor.

LES 14 (revised). Add HE 6310 Critical Issues in Adult and Developmental Education/(3).On Demand. to the Graduate Catalog.

Discussion:

- The college council of Fine & Applied Arts approves these proposals.
- The difference in the LES Proposal 14 is the wording change from “higher education” to “adult and developmental education.”

MOTION: The Academic Policies Committee moves these four proposals be approved.

VOTE: Motion carried. No opposition; no abstentions.

- B. Program of Study and Candidacy Timing (discussion)

During Fall 08 graduation audit, it was noted that 40% of the applicants did not have a Program of Study on file. The Graduate School proposes that the Program of Study for a student be submitted no later than halfway (50% of the coursework) through the degree program. Penalty for non-compliance would be a hold placed on registration, with exceptions approved by the Graduate School. It was suggested the Program of Study move from a blank form to check-sheet version.

A discussion proceeded about whether each program wishes to continue to require a separate "candidacy" step, and if the answer is yes, request a description of what achieving candidacy entails and the point at which it must be achieved by the student (e.g., by 75%, by 30 hours, etc.).

C. Dual-listed courses (discussion). There is a need to clarify who can enroll at the undergraduate level in dual-listed courses, and how many of these courses can count for graduate students. Suggestions for action:

- enforce the 12 hour limit on dual listed courses (right now we assume that departments do this)
- request a limit of senior standing on the 4xxx version of the course
- devise a more detailed policy on the expectations of students enrolled in the 5xxx version of the course

Monitoring might include 1) the Registrar's Office barring undergraduates from registering for a graduate-level class without departmental permit; and/or 2) placing a check-box on the Program of Study to identify dual-listed courses. This discussion will continue with Deans since the suggestions involve changing undergraduate policies.

D. Centralized Admission Criteria (continued discussion from the January meeting). A handout describing minimum requirements for unconditional admission was distributed. Provisional admissions are limited to 20% of the cohort or group and all require approval of the Graduate School. Provisionally admitted students must meet the conditions of admission must be met by the end of the first term in order for the applicant to continue in the degree program. The Academic Policies Committee will continue to discuss minimum admission requirements.

7. Report from the Faculty Development Committee: Graduate Faculty – Bill Brewer/Holly Hirst (continued discussion from the November meeting)

The proposed process for application to Graduate Faculty will be coordinated with personnel actions related to hiring, reappointment, promotion, tenure, and post-tenure review. Current levels of membership are Affiliate, Associate, and Full Membership. The graduate faculty document draft includes suggested credentials to document qualifications for Graduate Faculty membership.

Feedback from the Council included replacing the wording "Probationary" with "initial contract period" and listing all categories referring to tenure together. The revised document will be distributed to departments for feedback. The Council requests a vote before the end of the Spring semester.

8. Student Affairs Committee – Sammie Garner

The committee chose 10 Chancellor's Fellows and has a wait-list of 12. Award hinges on acceptance of admission. Programs include speech/language pathology,

accounting, professional school counseling, public administration, Appalachian studies, college student development, and experimental psychology.

Dr. Hirst reported there will be little in the way of endowed scholarships/fellowships. The only available scholarships and fellowships are funded by tuition increase funds and an allocation from New River Power and Light.

9. It was moved (Hoepfl) that the meeting be adjourned.