

Appalachian State University
Graduate Council
February 21, 2011
(Approved March 21, 2011)

Present: John Abbott, Becki Battista, Joseph Cazier, Keith Davis, Pollyanne Frantz, Garner Dewey (for Glenda Treadaway), Tom Fisher, Charles Gibson, Dru Henson, Holly Hirst, Marie Hoepfl, Lisa Holliday, Charna Howson, Edelma Huntley, Jim Killacky, Katherine Ledford, Mike Mayfield, Martin Root, Julie Taubman

Excused: Doris Bazzini, Jennifer Snodgrass

Absent: Susan Davies, Charles Duke, Randy Edwards, William Pelto, Jenny Primm, Peter Villanova, Fred Whitt

Dr. Huntley called the meeting to order. It was moved (Root) and seconded (Abbott) that the minutes of the January 24 meeting be approved. Motion carried. None opposed; no abstentions.

Announcements from the Dean – Edelma Huntley

- Appalachian has entered into discussions with The Universidad de Alicante in Spain regarding graduate programs such as biology, physics, exercise science, nutrition, and international business. Discussions have included biotechnology and the Kannapolis research campus. The Graduate Council will be kept informed of these discussions.
- The NC Legislature is discussing the elimination of \$140M allocated for North Carolina Tuition Scholarships. Data from NC State showed that 70% of students receiving NC Tuition Scholarships left the state after graduation. Graduate programs are asked to assist by sharing stories of out-of-state graduate students who stayed in NC, especially success stories that have impacted NC. Send to Drs. Huntley, Hirst, and McCracken.

A student representative from GSAS traveled to Raleigh to discuss with one of the senators the fact that North Carolina faces competition from neighboring states because NC students are granted tuition waivers. The student did not feel that the meeting was profitable.

The Graduate School will investigate ways to help a few international students who have financial issues by finding non-state funds to assist.

- The NC Legislature is discussing F&A returns (indirect). Appalachian's indirect funds are used mostly for salaries that support research. The benefit to North Carolina is the creation of local jobs, support to students, and support to research.

Announcements from Graduate Studies – Holly Hirst

Dr. Hirst gave a brief demonstration of Degree Works. This software provides for each student the courses required, courses taken, current enrollment, and courses to be completed. Degree Works can assist chairpersons to plan course offerings and build the Schedule of Classes.

Refer to the attached report from Graduate Studies.

Announcements from Sponsored Programs – Charna Howson

Staff in Sponsored Programs will be in Greensboro for professional development from March 14-16. Persons with proposal submission deadlines during this timeframe should plan to submit early.

Appalachian is close to \$42M for year-to-date submissions (150) as compared to \$49M for FY 2009-10. Awards are at \$12.8M.

Sponsored Programs is completing the testing phase of AGrants (RAMSeS). During May, persons authorized to sign will be trained. Beginning in July, faculty members will begin processing submissions electronically. By July of 2012, Sponsored Programs plans to be paperless.

Refer to the attached reports from Sponsored Programs.

Announcements from Research Protections – Julie Taubman (Refer to the attached report.)

Announcements – Other: Dr. Davis noted that for the 5th year in a row, students from HPC had 100% acceptance rates for research posters at their state conference. Appalachian and its students dominated the conference, with students winning several awards. Many students were listed as presenters, presenting to audiences of 40-50 attendees.

Announcements from Proposal Development – Pollyanne Frantz

Bert Grider from the Triangle Census Research Data Center will be on campus on February 28 to discuss the secure facility in Durham which provides access to confidential census data and other information. This may be his last visit to campus since there has been little interest on campus over the past three years. This membership fee, \$2500 annually, will probably be discontinued due to lack of interest. Access to data is \$25,000 per day without institutional membership.

Refer to the attached report from Proposal Development.

NEW BUSINESS

A. ACADEMIC POLICIES COMMITTEE

MOTION: The Academic Policies Committee approves the three Graphic Arts and Imaging Technology (GAIT) graduate course proposals from the Department of Technology as submitted (including a Fall 2011 implementation date).

FAA_TEC_GAIT_2010_18. GRA 5566. Advanced Flexographic Printing and Packaging/(3).S. This course addresses advanced concepts and practices pertaining to the flexographic printing process. To include: advanced techniques such as multi-color spot and process color printing, quality control, corrugated board, image distortion, die calculations, and coatings. Lecture two hours, laboratory two hours. Prerequisites: GRA 3112 and GRA 3882 or Permission of Instructor. [Dual-listed with GRA 4566.]

FAA_TEC_GAIT_2010_19. GRA 5591. Advanced Offset Printing Methods/(3).F.S. This course is designed to build on the basics covered in Graphic Communications I, Graphic Communications II, Electronic Prepress, and Electronic Imaging. Lecture two hours,

laboratory two hours. Prerequisites: GRA 2012 and GRA 3102. [Dual-listed with GRA 4591.]

FAA_TEC_GAIT_2010_20. GRA 5558. Digital Printing Systems (3).F;S. This course allows students the opportunity to explore digital printing applications such as short-run color and variable data printing. Students will study digital workflows, file preparation, data management, preflighting, digital front-end systems, press operation and routine maintenance. Lecture two hours, laboratory two hours. Prerequisites: GRA 1022 and GRA 3102. [Dual-listed with GRA 4558.]

It was noted that the Fine and Applied Arts Council added to each proposed catalog description the following sentence: Graduate students enrolled in this course will have additional requirements specified in this syllabus to ensure a more in-depth study of the course topics.

For all three proposals, the Graduate Council suggested the following sentence change as a friendly amendment:

From: Graduate students enrolled in this course will have additional requirements specified in this syllabus to ensure a more in-depth study of the course topics.

To: GRA 5566: Students enrolled in GRA 5566 will have additional requirements beyond those for students enrolled in GRA 4566 as specified in the syllabus to ensure a more in-depth study.

To: GRA 5591: Students enrolled in GRA 5591 will have additional requirements beyond those for students enrolled in GRA 4591 as specified in the syllabus to ensure a more in-depth study.

To: GRA 5558: Students enrolled in GRA 5558 will have additional requirements beyond those for students enrolled in GRA 4558 as specified in the syllabus to ensure a more in-depth study.

NOTE: The special request to allow these proposals to be effective Fall 2011 will need to be made at AP&P in March.

VOTE: Motion with friendly amendment unanimously approved. None opposed; no abstentions. Motion carried.

Graduate Council reminds the TEC graduate faculty that C- is the minimum passing grade in graduate courses. Any grade of D assigned, will be automatically changed to F. The proposed syllabi will need to be corrected.

B. **COMMITTEE REPORTS** – No reports from the Student or Faculty Committees.

C. **OTHER**

1) **MISSION, VISION AND GOALS OF THE GRADUATE SCHOOL**

At the January 14 Graduate Council Retreat, the mission, vision, and goals submitted by departments were crafted into the mission, vision, and goals for the Graduate School (see attached draft).

MOTION: It was moved (Hoepfl) and seconded (Killacky) to accept the draft for discussion.

Discussion:

- In the Guiding Principle, include
 - Mentoring. Possible phrases: 1) support graduate students through mentoring, 2) engaged graduate faculty who are active scholars and mentors, or 3) highly qualified graduate faculty as mentors. [It was suggested that this occur with the faculty at the unit level vs. the Graduate School.]
 - Nurturing: ensuring a highly qualified, engaged, and nurturing graduate faculty...”
- In the Mission Statement, include
 - Distinguish between producers of knowledge (in their disciplines) – a tag phrase to recognize the difference between undergraduate and graduate education.
 - Researchers
 - Innovators
 - Creativity
- Vision
 - The Graduate School aspires to be ...
From: As graduate education becomes a fundamental part of the University’s core values...
To: As a fundamental part of the University’s core values, the Graduate School is recognized for...
- Goals. Goals in TracDat across programs contained 4 themes: 1) master of content, 2) skills in research, 3) understanding and commitment to professional standards, and 4) communication. Other phrases noted by departments included ethical standards, diversity, and global societies. Revisions suggested:
 - Graduate programs build upon prior experience.
 - Replace the word “habit” as it is felt to have a negative connotation – possibly use intellectual standards.
 - Include interdisciplinary programs, reference *disciplines of study* or *multidisciplinary*.
 - Use a stronger phrase than *in support of*.
 - From: Monitor the quality and currency of graduate programs through...
To: The Graduate School will work with departments to maintain and increase the quality of graduate programs.
 - Reference both secure and allocated resources.
 - Add recruitment – a shared responsibility.
 - Under quality control, look at the checkpoints, such as Program of Study, thesis review, etc.
 - Include phrases such as encouraging, fostering, promoting, advocacy.

Discussion will continue at the March meeting.

2) **GRADUATE FACULTY MEMBERSHIP**

The transition to the new Graduate Faculty Membership timeline is almost complete. It was brought to the attention of the Graduate School that faculty with tenure are reviewed by post-

tenure review committees, not the DPC, as stated in the guidelines for Graduate Faculty Membership.

MOTION: It was moved (Killacky) and seconded (Cazier) that the guidelines be changed to note that Graduate Faculty Membership is reviewed by the DPC or post-tenure review committee as appropriate.

The department can determine the approval option best suited. There was discussion whether the wording should be *and/or*: the DPC and/or post-tenure review committee as appropriate. Caution was expressed that Faculty Senate would not approve and/or. The Graduate Council, however, determines Graduate Faculty Membership. Dr. Killacky noted that the wording in the motion was *or*.

VOTE: Motion unanimously approved. None opposed; no abstentions.

3) **WHITE PAPER ON GRADUATE EDUCATION.** Dr. Huntley asked for volunteers to draft an updated white paper on graduate education at Appalachian.

4) **MEETING WITH DAN SOUCEK.** Dr. Huntley noted there was a meeting with Dan Soucek scheduled on Monday, February 28 to discuss graduate education at Appalachian. Dr. Huntley requested that Council members submit a one-paragraph success story about a graduate student who, because of his/her graduate education, has made a difference in North Carolina. Deadline is Friday, February 25. Dr. Hirst will notify graduate program directors of this request.

5) **DISTANCE EDUCATION SURVEY.** Mr. Fisher noted that he, Ms. Mary Englebert, and Dr. Hirst are working on a research base to determine who might want what discipline, where, and how. They hope to have this data by the middle/end of summer, and the data will be shared with the Graduate Council and the Deans. This data will be compared to the fastest growing careers. Appalachian is trying to be more responsive.

Motion to adjourn (Root).

Graduate School Report to the University Research Council
February 2011
Holly Hirst

(1) Graduate Student Funding:

The GSAS Research and Travel Grant deadlines for Spring are February 4, March 4, April 1. At this point in time, we are still assuming that funding can go forward, since the funding is student fee generated. For each deadline, before any award letters are sent, we will reconfirm funding availability.

- The Cratis D. Williams Graduate Student Research Grant deadline for Spring is February 15. This is the graduate student analog to URC grants, in which students can request up to \$500 for help in conducting their research.
- The Graduate Student Research Mentoring (GRAM) program deadline will be April 1 as usual. We would appreciate 3-4 volunteers from URC to work with Holly Hirst on selecting recipients. The applications will be available for review on April 4, and we hope to inform recipients two weeks later.
- Because of budget uncertainty, we still do not know what the final figures will be for assistantship allocations for 2011-12; recall that the funding provided to departments by the Graduate School is allocated by Academic Affairs out of lapsed faculty salary funds. We do know that the tuition increase passed by the BOG on February 10 will result in 5 *fewer* NC Tuition Scholarships for deserving out-of-state students.

(2) Graduate Student Association Fund Raiser

GSAS has arranged with Char Restaurant on Howard Street to hold a fundraiser Pie auction (Pie-onneering Research) on Friday, April 1, 8-10 PM. The students are looking for people willing to donate pies to the auction, and (other?) people to come and bid. The goal is to raise funds for the GSAS endowment, which is specifically for increasing the amount of funding available to award to graduate students for research and travel.

(3) Graduate Student Awards

Please remind your colleagues that we are seeking nominations for the following awards. Anyone from URC interested in serving on the selection committee is welcome. The deadline for submissions is March 5.

- Outstanding GTA Award
- Outstanding Graduate Student Service Award
- Transforming NC Graduate Student Research Award

We would appreciate your input on the following as well: The Graduate School funds thesis awards in three areas that parallel the URC grant categories, but one might argue that we are privileging a small percentage of the graduate programs. Is it time to think about creative exhibitions or capstone/product of learning awards? Email to Holly with your input would be appreciated (hirsthp).

Report from Sponsored Programs

- Sponsored Programs staff will be in Greensboro March 14-16 for a statewide research administration meeting. The Office will remain open with limited staff at this time. Please advise colleagues to move proposals prior to or after these dates.

New business

- AGrants/RAMSeS development and testing is near completion. Training for those authorized to sign will be offered this May to June, with biannual dates to follow. Live access to the system and faculty training will begin July 1, 2010. On January 1, 2011, the routing of proposals will be completely automated in the electronic system -- no paper. Items for discussion today:
 - Does the Council want an early look at the system? If so, how would you like to proceed? Deans had a 20 minute tour with Q&A to follow. Actual training will take place in 2 hour blocks of time.
 - Do you have questions or concerns that you would like to voice/discuss at this time?
 - Do you have guidance or advice that you would like to offer as we plan full implementation and training?

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REPORT TO THE GRADUATE COUNCIL FY 2011
July 1, 2010 - July 31, 2010

SUBMISSIONS

Last Year 2009 - 2010													
Month	TYPE					Monthly Count	First time submission	Actions	ARRA \$	ARRA #	Monthly Total	YTD Total	YTD Total
	Grant	Contract	MOA	Subcontract	Fellowship								
July	15	12	4	0	2	33	2	39	\$173,017	1	\$ 3,528,450	33	\$ 3,528,450
August	17	7	0	0	1	25	1	39	\$4,475,871	6	\$ 6,339,451	58	\$ 9,867,901
September	18	6	0	3	1	28	5	47	\$1,283,015	5	\$ 2,467,741	86	\$ 12,335,642
October	16	3	0	0	2	21	1	32	\$113,240	2	\$ 3,339,008	107	\$ 15,674,650
November	10	5	0	4	0	19	0	66	\$676,011	1	\$ 1,586,630	126	\$ 17,261,280
December	11	2	1	4	1	19	2	0	\$998,101	1	\$ 5,643,435	145	\$ 22,904,715
January	16	3	1	4	0	24	3	31	\$0	0	\$ 4,816,311	169	\$ 27,721,026
February	13	7	1	1	0	22	4	29	\$125,000	1	\$ 2,170,710	191	\$ 29,891,736
March	21	9	0	2	0	32	2	33	\$3,485,857	2	\$ 6,235,413	223	\$ 36,127,149
April	19	7	2	5	0	33	1	29	\$357,465	1	\$ 4,776,111	256	\$ 40,903,260
May	14	10	3	0	0	27	0	27	\$0	0	\$ 2,438,429	283	\$ 43,341,689
June	6	11		0	0	17	1	70	\$0	0	\$ 5,781,915	300	\$ 49,123,604

**Dollar Amount and Percent Compared to Last Year:

**Number of Submissions and Percent Compared to Last Year:

Current Year 2010 - 2011													
Month	TYPE					Monthly Count	First time	Other Actions	ARRA \$	ARRA #	Monthly Total	YTD Total	YTD Total
	Grant	Contract	MOA	Subcontract	Fellowship								
July	12	20	0	2	0	34	0		\$0	0	\$ 5,240,407	34	\$ 5,240,407
August	12	18	0	7	0	37	5	95	\$998,236	1	\$ 6,082,675	71	\$ 11,323,082
September	17	5	0	4	0	26	1	99	\$0	0	\$ 14,380,432	97	\$ 25,703,514
October	13	2	0	0	0	15	1	90	\$0	0	\$ 1,623,593	111	\$ 27,327,107
November	10	1	0	9	0	20	4	113	\$0	0	\$ 2,437,501	131	\$ 29,764,608
December	14	3	0	2	0	20	0	75	\$0	0	\$ 3,518,102	151	\$ 33,282,710
January	19	5	2	3	0	28	1	73	\$0	0	\$ 8,883,359	179	\$ 42,166,069
February													
March													
April													
May													
June													

Up \$ 14,445,043 52%

Up 10 6%

AWARDS

Last Year 2009 - 2010												
Month	TYPE					Monthly Count	First time award for	ARRA \$	ARRA #	Monthly Total	YTD Total	YTD Total
	Grant	Contract	MOA	Subcontract	Fellowship							
July	12	15	1	0	1	29	4	\$452,342	4	\$2,607,470	29	\$2,607,470
August	8	14	3	1	0	26	0	\$0	0	\$2,944,455	55	\$5,551,925
September	11	7	0	4	0	22	1	\$0	0	\$2,053,331	77	\$7,605,256
October	7	3	0	0	0	10	1	\$0	0	\$948,566	87	\$8,553,822
November	2	6	1	1	0	10	0	\$0	0	\$423,004	97	\$8,976,826
December	4	6	1	2	0	13	1	\$28,104	2	\$379,854	110	\$9,356,680
January	9	6	1	1	0	17	0	\$173,000	1	\$1,199,616	127	\$10,556,296
February	5	8	1	3	0	17	1	\$213,810	2	\$2,154,389	144	\$12,710,685
March	12	7	0	1	0	20	2	\$0	0	\$704,032	164	\$13,414,717
April	8	7	3	0	0	18	0	\$0	0	\$431,589	182	\$13,846,306
May	3	3	0	2	0	8	0	\$0	0	\$77,920	190	\$13,924,226
June	13	13	1	1	0	28	1	\$0	0	\$3,608,909	218	\$17,533,135

**Dollar Amount and Percent Compared to Last Year:

**Number of Submissions and Percent Compared to Last Year:

Current Year 2010 - 2011													
Month	TYPE					Monthly Count	First time	ARRA \$	ARRA #	Monthly Total	YTD Total	YTD Total	
	Grant	Contract	MOA	Subcontract	Fellowship								
July	11	22	0	0	0	33	0	\$3,035,857	2	\$5,269,472	33	\$5,269,472	
August	10	18	0	3	0	31	2	\$0	0	\$3,511,574	64	\$8,781,046	
September	5	15	1	6	0	27	1	\$357,500	1	\$1,143,057	91	\$9,924,103	
October	8	4	1	4	0	17	0	\$11,480	1	\$1,135,090	109	\$11,059,193	
November	5	5	0	1	0	11	0	\$133,248	1	\$221,379	121	\$11,280,572	
December	8	6	1	3	0	18	1	\$0	0	\$454,109	139	\$11,734,681	
January	3	3	2	3	0	11	0	\$0	0	\$846,313	150	\$12,580,994	
February													
March													
April													
May													
June													

Up \$2,024,698 19%

Up 23 18%

.....Graduate Council / February 2011.....
Julie Taubman, Research Protections

Upcoming Events:

Export Controls 101, Thursday, 2/24/2011, 12:00-1:30

Updates:

Human Research Protection Program (HRPP) and the IRB:

- The [new application for exemption](#) is available. This application should be used for studies that fall into one or more of the 6 exempt categories of human subject research. Per the IRB policy, the IRB administrators determine whether the study meets the exemption criteria.
- In some cases, our researchers receive biological samples that have been collected from live human subjects by collaborators at other institutions. The Office of Human Research Protections (OHRP) within the U.S. Department of Health and Human Services provides guidance on determining whether [research with samples constitutes human subject research](#) and whether our institution is [“engaged” in the human subject research](#). I recommend using this guidance to determine whether the IRB needs to review activities with biological samples collected at other institutions.
- IRB Administrators are working with Special Funds Accounting to ensure that compensation policies/procedures comply with the NC Identity Theft Act and Appalachian’s Identity Theft Prevention Program. This program/policy includes steps to protect identifying information.

Institutional Animal Care and Use Committee (IACUC):

- No report

Radiation Safety:

- No report

Institutional Biosafety Council:

- No report

Export Controls:

- As of 2/20/2011, applications for H-1B visas must include a Deemed Export Certification. Diana Salazar, Director of International Scholar Services, and I worked together to craft the certification application. The certification application needs to be completed by

Department chairs/directors who will state whether the applicant will receive access to controlled technology while employed at Appalachian State University.

- Diana Salazar questioned whether screening only foreign visitors to Appalachian against U.S. government restricted party lists constitutes national origin discrimination. I will follow up with General Counsel for a determination. The Export Control Management Plan states:
 - OIED will use the Visual Compliance system to screen international scholars, including faculty, staff and postdoctoral fellows, through the visual compliance system.
 - Faculty and staff members who invite foreign nationals to visit Appalachian are responsible for contacting the Office of Research Protections to ensure that foreign nationals visiting Appalachian are not on a government restricted party list.

Intellectual Property:

- No report

Graduate Council / February 2011
Report from Dr. Pollyanne Frantz, Director of Proposal Development

Events:

- “New Faculty and Researcher” workshop (10 participants)
- “Writing Excellent Proposals” webinar (20 participants)
- “ICPSR Guidance on Preparing a Data Management Plan” webinar was not hosted due to weather-related closing. The webinar recording and accompanying PowerPoint slides are available on the Inter-University Consortium for Political and Social Research (ICPSR) website:
<http://www.icpsr.umich.edu/icpsrweb/ICPSR/org/announce.jsp#tag:blogger.com,1999:blog-8570137140502420459.post-2473897389904245581>

Research Development Officers (RDOs):

*CAS RDO:

- No report.

*CFAA RDO:

- Ed Brewer assisted with publicity efforts for the “Writing Excellent Proposals” webinar and also followed up with offers of assistance to CFAA faculty whose URJ applications were not funded.
- Ed worked with one CFAA faculty member on a Foundation Fellows grant proposal.

*UC RDO:

- Kristan Cockerill assisted two University College colleagues by locating and evaluating funding opportunities to support a research project.
- Kristan also reviewed a draft proposal and facilitated a connection between the proposal writers and another faculty member who has received funding from the same sponsor.

*WCOB RDO:

- No report.

*BLIC RDO:

- Megan Johnson is leading a cross departmental effort on planning for a fall 2011 semester event on research opportunities for faculty and graduate students.
- Megan and Proposal Development Assistant Amy Love created a Data Management Plan guide, which is available at
http://guides.library.appstate.edu/content.php?pid=175503&search_terms=data+management

*HSOM RDO:

- No report.

Other Activities:

- Proposal Development Assistant Amy Love created and administered a communications survey to the campus community as part of an initiative to enhance communication mechanisms and avenues related to external funding.
- Several RDOs attended the January 2011 University Research Council meeting.
- Several RDOs participated in the “New Faculty and Researcher” workshop.

Upcoming Events:

For a complete listing of events, see <http://www.orsp.appstate.edu/events/index.html>.

- “Navigating NIH Programs for Early Research Careers: Key Tips and Strategies” webinar (February 10, 2011)
- “University Research Council Grants Program” workshop (February 17, 2011)
- Triangle Census Research Data Center data sets consultations with faculty and graduate students (February 28, 2011).

Mission

The Cratis D. Williams Graduate School supports the academic and professional development of graduate students. In a challenging intellectual environment that promotes shared learning and discovery, a supportive graduate faculty advances graduate students' curiosity, passion, and knowledge, engaging students as leaders and guiding them to become active contributors and producers of knowledge in their disciplines.

Guiding Principle: The Graduate School accomplishes its mission by developing, fostering and monitoring quality graduate degree and certificate programs, ensuring a highly qualified and engaged graduate faculty, and supporting graduate students through fellowships, tuition scholarships, assistantships, and research grants.

Vision

As graduate education becomes a fundamental part of the University's core values, the Graduate School aspires to be recognized for innovative and responsive graduate programs that provide relevant academic and professional experiences for its students, preparing them for rewarding careers in the increasingly diverse communities of North Carolina, the nation, and the world.

Goals

The Graduate School advocates the following educational goals for each graduate student:

- Students will master the knowledge and habits of mind of the discipline at a level of complexity that clearly extends beyond the undergraduate level.
- Students will develop and apply skills in current research and/or professional practices appropriate for the field of study in the context of an increasingly diverse and global society.
- Students will acquire an understanding of and commitment to the professional ethical standards accepted in the discipline.
- Students will communicate effectively in ways that are appropriate for a professional in the discipline.

In support of these goals and with the collaboration of the appropriate colleges, schools, and departments, the Cratis D. Williams Graduate School will:

- Monitor the quality and currency of graduate programs through:
 - ongoing degree and certificate program assessment;
 - student program of study validation;
 - graduate faculty membership review and appointment.
- Allocate available resources, including assistantships, fellowships, tuition scholarships, and research grants, consistent with the needs of graduate education.