GRADUATE COUNCIL
MINUTES
February 17, 2014
(Approved March 17, 2014)

Present: John Abbott, Mark Bradbury, Joseph Cazier, Scott Collier, Patty Dale, Keith Davis, Lisa Freeman (for Mary Englebert), Pollyanne Frantz, Holly Hirst (for Katrina Palmer), Marie Hoepfl, Edelma Huntley, Sandra Krause, Dwayne McSwain, Martin Root, Robert Sanders, Jennifer Snodgrass, Mary Valante

Excused: Alex Johnson, Glenda Treadaway, Peg Werts

Absent: Susan Davies, Ray Easterlin, Randy Edwards, Louis Gallien, Randy Gonzalez, Dru Henson, Vachel Miller, William Pelto, Fred Whitt

Guest: Katherine Ledford

Dr. Huntley called the meeting to order.

1. It was moved (Hoepfl), seconded (Root), and approved that the minutes of the January 27, 2014 meeting be accepted. One abstention (McSwain).

2. **Announcements**
    *   Graduate assistant payment concerns (Attachment I)
    *   Editing costs of thesis/dissertations (Attachment II) – costs per program and average cost per thesis. $5000 spent on thesis editing could be better spent on expenses such as 3 summer assistantships or awarding graduate student research grants.
    *   UNC Criteria for Review of Proposals for New Degree Program (Attachment III). The final version will be shared when available.
    *   Student learning outcomes at the graduate level – another fast-track initiative at UNC-GA. A system-wide conference will be held in Summer or Fall 2014, and each campus is invited to bring 10 attendees. Notify Dr. Huntley if interested. Dr. Bradbury expressed his interest in attending.
    *   Health insurance mandate by IRS for employees working 30 hours or more. The Graduate School no longer approves assistantships over 25 hours because 30-hour employment requires that the employer pay health insurance. Work study funding is exempt from the ACA requirements.
    *   CSGS 3-minute research competition. Of 16 finalists at the Conference of Southern Graduate Schools (CSGS) in San Antonio, TX, Appalachian's finalist the only MA student in a field of doctoral students.
    *   CSGS MA thesis competition. Appalachian had an entry each in life sciences (biology) and social sciences (Geography). Both were in the top 4 of their

categories but not finalists.   Appalachian has won three awards in the thesis competition in the past.

- Graduate programs are internationalizing curricula and activities. Dr. Cazier described a joint agreement (MBA + MS) between Appalachian and Burapha University in Thailand

3. **Curriculum Proposal**: Family and Consumer Sciences

    MOTION: The Curriculum Committee recommended approval of the FCS proposal which includes changes to FCS 4610 and 5610. Specifically, approve the following change to FCS 5610 (new prerequisites as shown in red below).
    - Proposed Catalog Description (change prerequisite):
      FCS 4610 <u>AND 5610</u>. Administration of Early Childhood Programs (3).S. A study of the role of the program administrator in a variety of early childhood settings, both public, private and non-profit. This study will involve program planning, staff administration, assessment of facility and equipment needs, appropriate program and financial management using computer management software and studying the state regulations that govern programs for young children. Lecture three hours. Prerequisite: FCS 4556 or FCS 4602 or FCS 3110 or permission of the instructor. (WRITING; COMPUTER) [Dual-listed with FCS 5610.] Dual-listed courses require senior standing; juniors may enroll with permission of the department.
    - This proposal was presented at the January AP&P contingent upon Graduate Council approval.
    - These prerequisites will be listed with their titles.
    VOTE: Motion carried unanimously. None opposed. No abstentions.

4. **Other Announcements**
    1. Special Assistant to the Dean Holly Hirst was asked to respond to UNC-GA's teaching assistant report. Although long-standing, this report has not been requested for 9 years. There are items which Appalachian doesn't meet, such as the 2007-08 BOG policy which requires parents to be notified if a TA is teaching an undergraduate class. Last year, 63 students taught 90 classes/labs. It may be that the mentor of record is listed for these classes. The Graduate School will review the appointment contract to request this information.
    2. UNC-GA is designing a system-wide TA evaluation instrument. Appalachian currently evaluates teaching assistants via the faculty evaluation form.
    3. Enrollment management (Attachment IV). There is a mandate to increase graduate enrollment by 15% or 5 whichever is greater, and every two weeks, the template will record program progress toward program goal. This information is being monitored by the Dean's Council and the Provost. Program intervention activities: 1) get applicants into the online application; 2) get prospective applicants to complete applications and

submit; and 3) get admitted applicants to enroll. Programs should work to keep applicants interested. Funding and housing are ongoing concerns.

Recruiting efforts
- First Fridays – inviting prospective students to visit campus and meet Graduate School and graduate program staff
- Open House events in the Student Union – inviting inquiry from enrolled undergraduate students; Distance Education invited to participate
- GRE searches conducted through select criteria to narrow selection
- Project: "A day in the life of a graduate student." Contest for all programs to send in photos. Winner receives 4 tickets to a special event.
- The Graduate School provides promotional materials to graduate programs visiting prospective students
- Working with University Communications to raise the Graduate School profile, including avenues to reach both students and parents
- Pilot of accelerated baccalaureate-to-master's programs

4. Other
- 2014-15 GRAM Selections (deadline February 17)
- GRAM workshop (February 28, 12:00-1:00 p.m.) Part 2: how proposal writing differs from other types of writing.
- Next 3MR competition (April 10)
- Graduate Student Awards Reception (April 10)
- Announcements from Grants Resources and Services (Attachment V)

Motion to adjourn (Hirst).

Graduate Assistant Payment Concerns

GSAS Concern:

GSAS has expressed concern about the delayed payment date for Fall and Spring SM employment. Processing of student contracts is completed by the end of August for Fall and by the end of January for Spring. This delay in processing these contracts results in the first payment being 15 days beyond each of these processing periods (first payment generally on September 30 and February 15).

Graduate School Response:

The graduate school processes approximately 700 GA contracts each semester. These contracts are due on the last working day closest to August 15 and January 15, but only a small number of the contracts are actually received by the Graduate School by these dates. Regardless, the sheer number of contracts to process and the labor involved in doing so requires approximately two full weeks of time to ensure that the contracts are ready for payroll.

In the past, the Graduate School issued yearlong contracts to students. The term of the contract was changed several years ago due to a glitch in the employment cycle that resulted in additional payments being made to students who graduate in December or for whom employment was terminated. As a result, a new policy was implemented to eliminate the possibility of overpayment to students who did not return as a GA in the Spring.

(1) The policy, *listed on the contract*, is to have six equal bimonthly payments in a semester with the first payment on September 30.

(2) In previous years, Monica Rose tried to be helpful by requesting from Payroll seven equal installments for Fall (one extra on September 15) for GAs whose documents were complete on August 15 (fully signed contract received from the department AND full-time registration).

(3) As noted above, a very small percentage of the 700 or so GAs actually have contracts submitted to the grad school AND full-time enrollment by August 15. Having some GAs get early checks while others had to wait generated questions and complaints to the grad school and to Payroll. Some complained to the Chancellor. FACT: the Graduate School typically receives fewer than one third of the contracts from the departments by August 15, in spite of that date being the advertised deadline for Fall contracts. 65% of the contracts arrive after the deadline.

(4) After discussing the complaints (email, letters, phone calls, even communications *from parents*) with Payroll (the staff there were weary of calls and complaints) and the Dean, Holly instructed Monica to cease trying to arrange early paychecks for *any* GA. All GAs would be paid with the same frequency on the advertised schedule.

Possible Solution?

Departments and programs should be held to a firm deadline after which assistantship funds are reallocated?

ATTACHMENT II

EDITING COSTS: Theses and Dissertations, Spring and Summer 2013

Dept or Prog	Theses	Editing Time	Ave time/thesis	Longest edit	Shortest edit	Total cost	Cost/thesis	Comments
App Studies	5	41hr	8hr 12min	16 hrs	3hr 40min	$820	$164	
Biology	19	45hr 45min	2hr 25min	6hr 35min	1 hr	$915	$48.16	
Computer Sci	3	9hr 30min	3hr 10min	3hr 30min	2hr 30min	$190	$63.33	
EdD (diss)	7	20hr 40min	3 hr	5hr	1hr 30min	$413	$59	
English	5	34hr 20min	6hr 52min	*14hr	4hr 15min	$687	$137.40	*moved to Dec '13
Exercise Sci	8	15hr	1 hr 53 min	2hr 40min	1hr 5min	$300	$37.50	
Geography	4	10hr	2hr 30min	3hr 30min	1hr 30min	$200	$50	
History	6	34hr 30min	5hr 8min	11hr 30min	2hr 35min	$690	$115	
MBA	1	1hr 30min	1hr 30min			$30	$30	
Music Therapy	1	3hr 10min	3hr 10min			$63	$63	
Poli Sci	2	6hr	3hr	3hr 30min	2hr 30min	$120	$60	
Psychology	12	23hr 40min	<2 hr	2hr 55min	1hr 35min	$473	$39.42	
Speech Path	1	1hr 30min	1hr 30min			$30	$30	
Technology	4	14hr 15min	3 hr 34 min	5hr 10min	2hr 35min	$285	$71.25	
TOTALS	**78**					**$5216		

*For comparison: GSAS grants: $200-300 each / Grad Research grants: $400-500 each / 10-hr assist'ship: $4000 / Summer assist'ship: $1500
N.B. 2-3 hours per thesis is "normal" depending on length of manuscript

ATTACHMENT III

UNC Criteria for Review of Proposals for New Degree Programs

1   number, location, and mode of delivery of existing programs
2   the relation of the program to the distinctiveness of the campus and the mission of the campus
3   the demand for the program in the locality, region, or State as a whole
4   whether the program would create unnecessary duplication
5   employment opportunities for program graduates
6   faculty quality and number for offering the program
7   the availability of campus resources (library, space, labs, equipment, external funding) to support the program
8   the number and quality of lower-level and cognate programs for supporting the new program
9   impact of program decision on access and affordability
10   the expected quality of the proposed degree program
11   feasibility of a joint or collaborative program by two or more campuses
12   any other consideration relevant to the need for the program

Summary of Changes

1   Appendix A has additional questions and includes data requirements formerly in Appendix C
     a. Detailed instructions on "evidence of societal demand and employability of graduates)
         i. labor market information,
         ii. occupational and industry projections,
         iii. wages and employment of graduates in NC,
         iv. percentage of grads of UNC programs employed in NC
         v. wages of grads of UNC programs employed in NC
         vi. wages/employment of grads nationally
         vii. job posting analyses
         viii. economic and demographic indicators
     b. Projections from professional associations or industry reports
     c. Documentation of consultation with other similar programs in UNC, re student demand, job placement
     d. Evidence that there will be no unnecessary duplication
     e. Sustainability of program without enrollment growth funding and or tuition differential or program specific fee
2   Appendix C is shorter but must contain updates to data provided in Appendix A
     a. Requires Excel spreadsheet showing incremental continuing and one-time costs required each year of the first four years of the program
     b. Requires budget narrative for each year
     c. Requires documentation of sustainability

ENROLLMENT MANAGEMENT REPORTING CHART			Summer/Fall 2013		Fall 2014 Goals: 15% or 5, whichever is greater** / Summer/Fall 2014		To Date - February 17 / Summer/Fall 2014		% to Goal / Summer/Fall 2014	
College	Department	Program	Admitted	Enrolled	Admitted	Confirmed	Admitted	Confirmed	Admitted	Confirmed
CAS	Appalachian Studies	Appalachian Studies	13	11	18	16	0	0	0	0
	Biology	Biology	17	16	22	21	3	0	14	0
	Computer Science	Computer Science	8	6	13	11	0	0	0	0
	English	English	18	9	23	14	1	0	4	0
	Geography and Planning	Geography	23	13	28	18	4	0	14	0
	Government and Justice Studies	Criminal Justice & Criminology	18	13	23	18	1	0	4	0
		Political Science	13	9	18	14	2	0	11	0
		Public Administration	12	6	17	11	7	5	41	45
		Public Administration (Field Based/Catawba)**	0	0	15	15	6	0	40	0
		Public Administration (Field Based/Forsyth)**	Not Open	Not Open	15	15	0	0	0	0
	History	History	17	13	22	18	1	0	5	0
	Languages, Literature, Culture	Romance Languages	5	5	Not Open	Not Open				
	Mathematics	Mathematics	9	5	14	10	8	5	57	50
		Mathematics, Education	2	2	Not Open	Not Open				
	Physics and Astronomy	Engineering Physics	9	7	14	12	3	2	21	17
	Psychology	Clinical Health Psychology	6	6	Not Open	Not Open				
		Experimental Psychology	14	9	Not Open	Not Open				
		Psychology (Replacing Clinical & Experimental)	Not Open	Not Open	25	20	0	0	0	0
		I/O Psychology and HRM	17	10	22	15	0	0	0	0
		School Psychology	9	9	14	14	0	0	0	0
TOTALS ARTS AND SCIENCES			210	149	303	242	36	12	12	5
CHS	Communication Sciences and Disorders	Speech-Language Pathology	89	33	103	38	0	0	0	0
	Health, Leisure and Exercise Science	Exercise Science	33	16	38	21	1	1	3	5

	Department	Program	47	22	54	27	33	13	61	48
	Social Work	Social Work								
		Social Work(Field Based/Catawba)**	Not Open	Not Open	15	15	2	0	13	0
	Nutrition and Health Care Management	Nutrition	10	10	15	15			0	0
	TOTALS COLLEGE OF HEALTH SCIENCES		**179**	**81**	**225**	**116**	**36**	**14**	**16**	**12**
FAA	Technology	Technology	24	16	29	21	3	1	10	5
	TOTALS FINE AND APPLIED ARTS		**24**	**16**	**29**	**21**	**3**	**1**	**10**	**5**
MUS	Music	Music	14	12	19	17	1	0	5	0
		Music Education	3	1	8	6	0	0	0	0
		Music Therapy	9	5	14	10	7	4	50	40
	TOTAL MUSIC		**26**	**18**	**41**	**33**	**8**	**4**	**20**	**12**
RCOE	Curriculum and Instruction	Curriculum Specialist	0	0	Not Open	Not Open				
		Curriculum Specialist(Field Based/Catawba)	12	9	Not Open	Not Open				
		Curriculum Specialist(Field Based/Online)**	Not Open	Not Open	17	15	1	0	6	0
		Curriculum Specialist-Add On Licensure	2	2	7	7	0	0	0	0
		Ed Media: New Media (Field Based/Online)	11	10	16	15	2	0	13	0
		Elementary Education	3	3	8	8	0	0	0	0
		Elementary Education (Field Based/Catawba)	1	1	Not Open	Not Open				
		Elementary Education (Field Based/Cleveland)	0	0	Not Open	Not Open				
		Middle Grades Ed	3	3	8	8	0	0	0	0
		Middle Grades Ed (Field Based/Catawba)	0	0	Not Open	Not Open				
	Family and Consumer Sciences	Child Development (Field-Based/Catawba)**	9	0	Not Open	Not Open				
	Human Dev & Psych. Counseling	Clinical Mental Health Counseling	31	17	36	22	1	1	3	5
		College Student Development	26	20	31	25	0	0	0	0
		Marriage & Family Therapy	19	15	24	20	0	0	0	0
		Professional School Counseling	18	14	23	19	3	0	13	0
	Leadership and Educational Studies	Ed Media: Instructional Tech (Field Based/Online)	18	15	23	20	5	0	22	0
		Educational Admin (Field Based/Catawba)**	Not Open	Not Open	15	15	0	0	0	0
		Educational Admin (Field Based/Forsyth)	15	14	Not Open	Not Open				
		Educational Admin (Field Based/Online)**	Not Open	Not Open	20	19	4	0	20	0
		Higher Education(MA)	33	19	38	24	10	2	26	8
		Higher Education(MA, Field Based/Catawba)**	Not Open	Not Open	15	15	0	0	0	0
		Higher Education(MA, Field Based/Davie)**	Not Open	Not Open	15	15	0	0	0	0
		Higher Education (Ed Specialist)	12	11	Not Open	Not Open	0	0	0	0
		Higher Education (Ed Specialist, Field Based/Catawba)**	Not Open	Not Open	22	18	2	0	9	0
		Higher Education (Ed Specialist, Field Based/Forsyth)	17	13	Not Open	Not Open	2	0	0	0
		Higher Education (Ed Specialist, Field Based/Gaston)**	Not Open	Not Open	15	15	0	0	0	0

Group	Program								
	Library Science (Field Based/Online)	17	14	22	19	1	0	5	0
	School Admin (Field Based/Online)	23	18	28	23	5	0	18	0
	School Admin Add-On Licensure (Field Based/Online)	41	34	48	39	10	0	21	0
Educational Leadership	Educational Leadership	15	14	20	19	0		0	0
	Educational Leadership (Field Based/Catawba)	14	14	Not Open	Not Open			0	0
Reading Education and Special Education	Reading Ed	3	3	8	8	1	1	0	0
	Reading Ed (Field Based/Avery)**	Not Open	Not Open	18	18	0	0	0	0
	Reading Ed (Field Based/Catawba)**	9	9	15	15	2	0	0	0
	Reading Ed (Field Based/Forsyth)**	12	9	16	15	1	0	0	0
	Reading Ed Add-On Licensure (Field Based/Avery)	13	13	Not Open	Not Open			0	0
	Special Education	1	1	6	6	0	0	0	0
	Special Education (Field Based/Catawba)**	14	13	19	18	0	0	9	1
TOTALS REICH COLLEGE OF EDUCATION		392	308	533	460	48	4	9	1
WCOB	Accounting	65	44	75	50	7	4	0	0
Business	Business Administration	55	40	64	46	11	3	0	0
	Business Administration(Field Based/Catawba)*	10	7	15	15	0	0	0	0
TOTALS WALKER COLLEGE OF BUSINESS		130	91	154	111	18	7	12	6
Non-Degree Admission	NDG-Summer Institute	52	50	60		2	1	0	0
	Non-degree	25	24	29		0	0	0	0
	Non-degree (field based)	13	11	15		1	1	0	0
TOTAL NON-DEGREE ADMISSION		90	85	104		3	2	3	0

CERTIFICATES^^

Group	Program								
CAS	Appalachian Studies (certificate)	Not Open	Not Open	5	5	0	0	0	0
Cultural, Global and Gender Studies	Women's Studies (certificate)	2	1	7	6	0	0	0	0
English	Rhetoric and Composition (certificate)	2	2	7	7	0	0	0	0
Geography and Planning	Geographic Information Science (certificate)	0	0	5	5	0	0	0	0
	Planning (certificate)	Not Open	Not Open	5	5	0	0	0	0
Languages, Literatures and Cultures	French (Certificate)	0	0	Not Open	Not Open				
	Spanish (certificate)	0	0	Not Open	Not Open				
Sociology	Gerontology (Online Graduate Certificate)*	9	9	14	14	4	0	0	0
	Sociology (Online Graduate Certificate)**	29	26	34	31	15	0	0	0
TOTAL ARTS AND SCIENCES CERTIFICATES		42	38	77	73	19	0	25	0
RCOE	Curriculum & Instruction								
	Ed Media: Web-Based DL (Online Grad. Certificate)*	11	6	18	11	1	0	0	0
	Media Literacy (Online Grad Certificate)	0	0	Not Open	Not Open		0	0	0
	Elementary Mathematics Ed (Grad Certificate)	16	15	21	20	0	0	0	0
	Elementary Math Ed (Grad Certificate, Field Based/Catawba)**	Not Open	Not Open	15	15	0	0	0	0

Human Development & Psychological Counseling								
Addictions Counseling (certificate)	0	0	5	5	0	0	0	0
Expressive Arts Therapy (certificate)	7	6	12	11	0	0	0	0
RESE — Reading Ed (certificate)	0	0	Not Open	Not Open				
TOTAL COLLEGE OF EDUCATION CERTIFICATES	34	27	71	62	1	0	1	0
TOTAL CERTIFICATES	76	65	148	135	20	0	14	0

* Distance Education program with rolling admission. Programs must have 12 students--continuing students and confirmed admitted students in order to remain open.

**All distance education (non-rolling) cohorts have a default goal of a minimum of 15 confirmed admitted students.

Programs in bold blue text are recommended for discontinuation

^^Certificate numbers include only students who are NOT already in a degree program--students who earn both a degree and a certificate are counted once, in the degree

Grants Resources & Services

APPALACHIAN STATE UNIVERSITY

Graduate Council / February 2014
Report from Dr. Pollyanne Frantz, GRS Director

Initiatives:

- REACH NC expertise database: Frantz and Amy Love continue to work with campus contacts and the UNC General Administration to identify viable processes for entering and verifying faculty members' publication records
- Appalachian Women Scientists (AWS): Pollyanne Frantz and Amy Love now are serving as principal investigator and co-principal investigator, respectively, for the second year of the Elsevier Foundation grant
- Frantz and Love have absorbed the pre-award program management workload for the University Research Council grants program
- In support of the Office of the Quality Enhancement Plan and its associated initiatives, Grants Resources & Services has developed a funding opportunities page containing information about internal and external support. See http://orsp.appstate.edu/find-funding/browse-funding-guides/international-activity

Upcoming events:

- "Locating and Evaluating Funding Opportunities" workshop for GRAM students and other graduate students (Feb. 7)
- ""Grant Proposal Writing" workshop for GRAM students and other graduate students (Feb. 28)
- Developing Competitive NSF Proposals with Dr. Rahman Tashakkori, Lowe's Company Inc. Distinguished Professor of Computer Science (Part 1: Feb. 10 & Part 2: March 24)
- Appalachian Women Scientists: Developing a New Research Agenda (April 2).

For a complete listing of events, see http://orsp.appstate.edu/events/orsp