

Appalachian State University
Graduate Council
January 23, 2012
(Approved February 20, 2012)

Present: John Abbott, Becky Battista, Doris Bazzini, Joseph Cazier, Keith Davis, Mary Englebert, Pollyanne Frantz, Garner Dewey (for Glenda Treadaway), Dru Henson, Holly Hirst, Marie Hoepfl, Edelma Huntley, Jim Killacky, Katherine Ledford, Mike Mayfield, Katrina Palmer, William Pelto, Jenny Primm, Martin Root, Jennifer Snodgrass, Mary Valante, Peg Werts

Excused: Susan Davies, Aaron Lancaster, Peter Villanova

Absent: Charles Duke, Fred Whitt

Guests: Diane Mines, Angela Losardo, Mary Reichel, Steve Seagle, Andrea Wawrzusin

1. Dr. Huntley called the meeting to order, introduced new Council member Dr. Mary Valante (humanities representative from the Department of History), and welcomed guests.
2. It was moved (Killacky) and seconded (Werts) that the minutes of the November 21, 2011 meeting be approved. Motion unanimously approved.

3. **Updates from the Graduate School**

- Dr. Huntley serves on a subcommittee of the Board of Governors for program review and program planning. The draft document currently being discussed proposes a single process Appendix A) for all new programs: baccalaureate, master's, and doctoral. The document discusses 1) the request for authorization to plan, and 2) the authorization to implement. Proposed programs should not request any new funds but should show feasibility with existing resources. An additional section for doctoral programs requires a description of research and scholarly infrastructure in place, methods of financing to include extramural funding and private sources, and sources and amounts for assistantships. Collaboration with other institutions is encouraged.
- Dr. Hirst announced that the Associate Deans and the Registrar's Office proposed removal of the "Administrative F (*F)" policy. Dean's Council approved the proposal which will be on the February 1 AP&P agenda. If the proposal is approved, non-recorded grades become Fs. This change will streamline the end-of-semester processing. Those who have questions or concerns should discuss the policy revision with their AP&P representatives.

4. **New Business: Library Update – Mary Reichel and John Abbott**

Mary Reichel explained that with current and proposed budget cuts, Library personnel are trying to strategize budget cuts to the library collection.

- 2011-12 Budget cuts were in the following areas:
 - Overall reductions -18% (36% of non-personnel funds)

- Library hours - 25%
- Student assistant wages - 20%
- Computers, other technology, supplies - 80%
- Faculty positions: 1 lost in 2011-12; 3 lost in the last 3 years
- Collections budget -25% on expenditures
- The library materials budget allocation, was \$3.2M in 2010-11 and reduced to \$2.8M in 2011-12.
- FY 2010-11 expenditures were \$3.9M in Collections for journals, electronic databases, and books in print.
- For 2012-13, if enrollment increase funds are available, the impact of reduced Distance Education funding will be lessened but the library budget will remain flat.
- Cancellation decisions must be made by mid-August although state allocations are not known until October.
- The Library is meeting with various groups to discuss how best to make budget cut decisions.

John Abbott discussed how budget reductions impact Collections and possible cancellation strategies.

- Differences in libraries today:
 - The University used to own materials outright; today, libraries lease information through electronic media.
 - Information is now overwhelmingly digital.
 - Books are now available on paper and digitally.
- Cancellation strategies include review of use, cost, the needs of disciplines, offerings included in vendor packages, ability to access through other sources (such as NC LIVE, interlibrary loan), whether subscriptions can be picked up at a later date with no loss of resources (such as microfilm), issues of databases that do not consistently work.
- We have become a digital library.
 - In 2010-11, 78% digital content and 22% paper
 - In 2011-12, 83% digital content and 17% paper.

Departments used to be able to review journals and decide one-by-one which to keep or cancel. Now vendors bundle and sell their content as a single package.

- The Library is reviewing cost and use of its resources. Library representatives will be consulted on cuts and reductions, but the Library continues to reach out to various groups to discuss the implications to all.

For additional discussion, Graduate Council members should contact Mary Reichel, John Abbott, or their respective departmental library representatives. Council members expressed their appreciation of the Library.

5. New Business – Curriculum Proposals

The new graduate certificate in virtual teaching and learning, proposals COE_LES_ITC_2011_1 through 3, was withdrawn in order for additional discussion to take place in the College of Education.

MOTION 1: Approve Anthropology Proposal CAS ANT 2011 01 – Update course description, removing dual-listing

ANT 5600. Medical Anthropology/(3).On Demand. An examination of health, illness, and the treatment of disease from a cross-cultural perspective. Includes discussion of various theories of illness, types of healers, and the empirical basis for folk medicine and alternative forms of therapy.

Note: While most departments change the title on one of the courses slightly to further differentiate the courses when removing the dual-listing, this is not required, and the Department prefers to leave the titles “as is” because the graduate course is undergoing further review and may change significantly or be deleted.

The motion from the committee is to tweak the UG description and un-dual list the course. GR demand is miniscule. The person teaching will retire, and they don’t know in what direction they are going. The course could be an elective in rural clinical psychology.

VOTE 1: Unanimously approved.

Motion 2: Approve Biology Proposal CAS BIO 2011 08 – Add a new dual-listed course

BIO 5572. Virology/(3).F. The objective of this course is to introduce graduate students to the principles of virology as related to the structure, biochemistry, replication, pathogenesis and control of viruses. There will be an emphasis on disease processes and the interaction of animal viruses. General topics include the chemical and physical properties of viruses, virus classification, cultivation and assay of viruses, pathogenesis, persistent infections, biotechnology, and viruses as a cause of neoplasia. The students’ analytical and intuitive skills will be challenged by analyzing figures and data from journal articles in class discussions. Lecture three hours. [Dual listed with BIO 4572.]

NOTE: The syllabus for the graduate version of the course does a good job of indicating the additional expectations and complexity of the course for graduate students.

BIO is looking at creating specialized courses at the GR level that have a SR/GR component so that students have a knowledge base before they do thesis research.

VOTE 2: Unanimously approved.

MOTION 3: Approve Psychology Proposal CAS PSY 2011 22 – Update course description on a dual-listed course

PSY 5562. Psychology of Adulthood and Aging/(3).F;S. Overview of the Psychology of Aging, with coverage of sensory, cognitive, and socio-emotional changes relevant to applied professions. Emphasis will be on applications of existing theory and research, and on encouraging an understanding of how to understand and interact with adults of all ages. Graduate students will be expected to become involved in an area of research. [Dual-listed with PSY 4562.]

Most changes are at the UG level. It is an elective at the GR level periodically.

VOTE 3: Unanimously approved.

Motion 4: Approve the Theatre and Dance Proposal FAA DAN 4460 17 – Update course description on a dual-listed course

DAN 5460. Somatics/3.F;S. This course will focus on functional anatomy and kinesiology to explore different approaches to therapeutic body-centered learning and current concepts in wellness. The course will be lecture and experiential in nature. [Dual-listed with DAN 4460.]

Note: The instructor will clarify the grading for graduate students to ensure that they understand that there are no D-level grades at the graduate level. There are no grades below C- in the Graduate School, so D-level grades are changed to F.

VOTE 4: Unanimously approved.

MOTION 5: Approve Speech-Language Pathology Proposal HS CSD 2011-2012 8 and 25

(a) Add dual-listing to CSD 5850 (course added in November):

CSD 5850 Adult Language Disorders/(3).F;S. Description, assessment, differential diagnosis and management of acquired neurogenic language disorders, including aphasia, right hemisphere disorder, traumatic brain injury, and dementia. Emphasis is given to neurological bases, characteristics, etiologies, and clinical management within the framework of the International Classification of Function. Prerequisites: permission of the department chair. (Meets ASHA III-C-G) [Dual-listed with CSD 4850.]

Note: The department provided a revision of the graduate syllabus highlighting the differences so that the additional expectations and complexities for graduate students were clearer.

(b) Delete CSD 5563 from the bulletin.

Oversights. The course got left off the list when proposals were submitted for deletion in November. 5850 was added in November and was to be dual listed. This is a GR elective. The curriculum committee did get a more detailed syllabus which eliminated questions. The syllabus is detailed because of ASHA requirements.

VOTE 5: Unanimously approved.

MOTION 6: Approve Computer Information Systems Proposal COB-CIS-2011-07 – add new course AND ADD THE COURSE TO APPROVED ELECTIVES LIST FOR GENERAL MANAGEMENT CONCENTRATION

MBA 5870: Analytical Models for Supply Chain Management/(3). On Demand. Analytical models for supply chain management focuses on the applications and development of modeling tools for the supply chain. This course introduces students to important supply chain problems and solution methodologies including optimization, simulation, and other analytical methods. The objective of the course is to develop valuable modeling skills that students can appreciate and use effectively in their careers. (Prerequisite: admission to the MBA Program or permission of the instructor) [Dual-listed with SCM 4870.]

NOTE: While not explicitly stated in the proposal, the MBA program wishes to have this course added to the list of suggested general management concentration electives:

General Management Concentration (Code: 305B)

Choose 9 s.h. from the list below; other electives may be chosen with approval of the program director.

- COM/MBA 5311: Communication in Conflict Management (3)
- MBA 5020: International Experience (3)
- MBA 5500: Independent Study (1-3)
- MBA 5680: Six Sigma, Lean and Quality Management (3)
- MBA 5720: International Seminar (1-3)
- MBA 5800: Business Practicum (1-6)
- **MBA 5870: Analytical Models for Supply Chain Management (3)**
- MBA 5900: MBA Internship (1-6)
- MBA 5998: Thesis Preparation (1-2)
- MBA 5999: Thesis (1-6)
- MGT 5040: Employment Law (3)
- MGT 5160: Strategic Human Resource Management (3)
- MGT 5660: Staffing (3)
- MGT 5661: Performance Management (3)
- MGT 5671: Training and Development (3)
- MGT/PSY 5672: Advanced Organizational Psychology (3)
- PSY 5070: Organizational Behavior Management (3)

The curriculum committee made an amendment to the motion to add the course to the list of preapproved general management concentration electives.

VOTE 6: Unanimously approved.

MOTION 7: Approve MBA Proposals COB-MBA-2011-01, 02 – add non-course requirements in global issues exposure and work experience

Note: The program will add these to the candidacy requirement to eliminate additional paperwork requirements.

Other Requirements for the MBA:

- **Thesis:** Optional
- **Proficiency:** Not required
- **Candidacy:** Required.
 - Students must demonstrate knowledge and exposure to international business and culture before completion of the degree program, through approved activities such as short term study abroad, completion of a course with an international theme, international internship, practicum with an international theme, or other activities as approved by the program director.
 - Students must document valid work experience before the completion of the degree program, through approved activities such as business practicum, internship, documented previous work experience, or other activities approved by the program director.
- **Comprehensive:** Not required
- **Product of Learning:** Not required

If these are added as 2 new non-course requirements, the Graduate School has coding issues in DegreeWorks as 2 new areas. The curriculum committee amended the motion to make the 2 a part of the candidacy requirements: wording from work experience and wording for global experience. The MBA program will submit to the Graduate School a signed notice stating the requirements are satisfied.

VOTE 7: Unanimously approved.

MOTION 8: Approve School Administration Proposals COE LES MSA 2011 1, 2, 3

(a) Add two new courses:

RES 5080. Data-Driven School Leadership/(3) F;S. Prospective school executives will have the opportunity to gain skills in using a variety of data sources to inform their decision-making processes. These skills include using Excel and other statistical programs available, freely, on the web to analyze data; analyzing and interpreting a variety of sources of school-related data; interpreting standardized tests, and classroom assessments; constructing useful survey and

opinion instruments; and testing empirical hypothesis related to school and teacher effectiveness.

LSA 5650 Ethical and Humane Dimensions of Educational Leadership/(3).F;S. This course addresses the broad range of humane and ethical issues, perspectives, and obligations (legal, moral, and aspirational) that collectively relate to individual and organizational purpose. Students will consider aims and values that should guide such things as academic mission and objectives, educational policies and practices, school culture, and human relations and supervision; all related to ethical dimensions of leadership. Students are expected to think critically about a broad and difficult range of issues and dilemmas, requiring the use and development of effective analytical skills, dialog, and processes.

(b) Update curriculum:

**Course Requirements for the Master of School Administration (Code: 433A)
Semester Hours Required (minimum): 36**

Required Courses (33 hours)

- Leadership Practice and Theory:
 - o LSA 5030: The Principalship (3)
 - o LSA 5400: Developing and Managing Resources in Schools (3)
 - o LSA 5600: School Law (3)
 - o LSA 5650: Ethical and Humane Dimensions of Educational Leadership (3)
- Theory and Philosophy:
 - o LSA 5820: Theory and Development in Educational Organizations (3)
 - o FDN 5840: Social and Philosophical Foundations of Education (3)
- Research and Data-Informed Decision-Making:
 - o RES 5000: Research Methods (3)
 - o RES 5080: Data-Driven School Leadership (3)
 - o RES 5070: School-Based Evaluation and School Improvement Planning (3)
- Application and Practice:
 - o LSA 5900: School Administration and Supervision Internship/Practicum (3+3)

Electives: Select 3 s.h. from the following***; other elective options are possible with the recommendation of the graduate advisor/coordinator and the approval of the department chair

- o CI 5050: Supervision of Instruction (3)
- o CI 5055: Connecting Learners and Subject Matter (3)
- o CI 5060: Curriculum Planning (3)
- o CI 5230: Studies in Applied Instructional Strategies (3)
- o CI/LSA 5585: Teacher Leadership and School Improvement (3)
- o FDN 5801: Education of the Culturally Diverse (3)
- o ITC 5220: Digital Technologies in Education (3)
- o LSA 5800: Critical Inquiry and Thought in Educational Leadership (3)
- o LSA 5850: Politics and Public Policy Analysis for Educational Leadership (3)
- o LSA 5999: Thesis (3-6)

***Off-campus cohorts are limited in their selection of electives to those scheduled to be provided at the off-site location. For specific electives to be offered, please contact the program director.

This revision to the MA School Administration is in response to the Department of Public Instruction for school administrators who then seek superintendent licensure or the specialist program. The department removed 1 course from requirements, added 2 new courses to the requirements, and reduced electives by 3 hours = 36 hours. This is offered off campus.

VOTE 8: Unanimously approved.

MOTION 9: Approve the History Proposals CAS HIS 2011 -08, -09, -10

(a) add two new courses (note CHANGED course numbers)

HIS 5587. Philosophy of Historic Preservation/(3) F. odd-numbered years. This course will cover the fundamentals of historic preservation, providing a foundation in the field's history, methods and practices. The course introduces current techniques for the preservation of historic sites and complexes, interpretive archaeological sites and historical ruins. Conservation assessment methods of analyzing building form structure, state of deterioration and historic integrity are included. Students will learn about the dating of historic buildings and the analysis of additions and alterations as well as historic construction methods and the social history of habitations and settlement patterns.

HIS 5586. Introduction to Historic Preservation/(3). F. even-numbered years. Historic preservation, internationally known as heritage conservation, is the identification, protection, and enhancement of historic resources. This course introduces current programs and techniques utilized for the preservation of historic buildings, landscapes, and sites. Students will learn about governmental, non-profit, and for-profit organizations involved in historic preservation and their importance in determining the direction of the field. Preservation advocacy, education, legality, and sustainability will be studied and applied to current preservation challenges and opportunities.

(b) merge the general history and public history majors into two concentrations within history and add a third concentration in historic preservation

Note: For proposed curriculum, please refer to the website:
<http://www.graduate.appstate.edu/gradstudies/bulletin12-draft/programs/history.html>

The curriculum committee noticed that it is possible for a student to complete either the public history concentration or the historic preservation concentration with the same coursework. The curriculum committee suggested removing the two new historic preservation courses from the list of choices for public history to further distinguish the concentrations. Students will not be able to double concentrate since the curriculum is essentially the same.

It was noted that the low enrollment programs of History and Public History were merged into the MA in History with concentrations in General History and Historic Preservation (new concentration) and Public History. Two courses were added with the Historic Preservation concentration. To address the concern of the same coursework in both concentrations, Dr. Valante stated that the department would not approve counting the same courses in both concentrations.

VOTE 9: Unanimously approved.

Motion 10: Approve Technology Proposals FAA TED AT 2011 03, 04, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, and FAA TED GRAD 01, 02, 03, 04, 05, 06, 07

(a) Delete the course TEC 5708: Building Science (3).F;S

(b) Update prerequisites only on 5 dual-listed courses:

TEC 5607. Wind and Hydro Power Technology/(3).F;S. This course will introduce students to the basic concepts, tools, techniques and materials needed to design and construct systems that convert wind and hydro resources into electricity. Students will study how to measure these renewable resources and to estimate the power that could be produced from them. They will also have the opportunity to learn how to design and construct complete renewable electricity systems and become familiar with many contemporary products used in renewable electricity systems. The course will include classroom and “hands-on” design, construction and possibly some field trip experiences outside of class. Lecture two hours, laboratory two hours. Prerequisites: TEC 1728, TEC 2029, TEC 2601, TEC 2708, TEC 2718, and TEC 3638, or permission of the instructor. [Dual-listed with TEC 4607.]

TEC 5608. Photovoltaic System Design and Construction/(3).F;S. This course will introduce students to the basic concepts, tools, techniques and materials needed to design and construct systems that convert solar resources into electricity with photovoltaic (PV) technologies. Students will study how to assess the solar resources available at a particular site and how that information can be used to properly design PV systems. They will also have the opportunity to learn how to design and construct complete code compliant photovoltaic systems and become familiar with contemporary trends and products. The course will include classroom and “hands-on” design, construction and possibly some field trip experiences outside of class. Lecture two hours, laboratory two hours. Prerequisites: TEC 1728, TEC 2029, TEC 2601, TEC 2708, TEC 2718, and TEC 3638, or permission of the instructor. [Dual-listed with TEC 4608.]

TEC 5628. Solar Thermal Energy Technology/(3).F;S. This course will introduce students to the basic concepts, tools, materials and techniques needed to convert solar energy into heat. Specific technologies to be studied include solar cookers, solar dryers, solar water heaters, solar water pasteurization/distillation, solar greenhouses/coldframes, and some house heating systems. Students should develop skills in the use of tools, materials, and processes which effectively and efficiently capture and convert the sun’s energy into thermal energy. The course will include traditional classroom and “hands on” design, construction and testing activities. Lecture two

hours, laboratory two hours. Prerequisites: TEC 1728, TEC 2029, TEC 2601, TEC 2708, TEC 2718, and TEC 3638, or permission of the instructor. [Dual-listed with TEC 4628.]

TEC 5700. Biofuels Technology/(3).F;S. An examination of evolving biofuel technologies such as biodiesel, alcohol, cellulose products, and methane which are being developed to displace depleting fossil fuels (diesel, gasoline, natural gas, and coal). This course will introduce students to the basic concepts, tools, techniques, and materials needed to assess, design, and construct biofuels technology systems. Coursework will include multimedia presentations, lectures, discussions, films, field trips, homework, guest-speakers, and laboratory activities. Topics include: internal combustion engine technology, biodiesel chemistry and physical properties, combined heat-power systems, materials compatibility, by-products, closed-loop designs, energy balance, life cycle assessment, ASTM specifications, fuel analysis, feedstocks, biofuels and agriculture, biofuels in developing countries, ethanol, cellulosic ethanol, biogas and landfill gas, and eco-industrial models. Prerequisite: TEC 2601 and TEC 3638, or permission of the instructor. [Dual-listed with TEC 4700.]

TEC 5711. Computer Modeling of Renewable Energy Systems/(3).F;S. This course will introduce students to a variety of software packages for modeling the performance of renewable energy systems, and will help them develop proficiency in their use. Software packages may include Excel, FChart, PVFChart, BLCC, HOMER, WindCAD, RETScreen, and ARCReader. Students will study how to predict the performance of a variety of solar heating technologies, photovoltaics, wind turbines, and solar house designs. The economics and environmental benefits of renewable energy systems will also be explored. File formats and memory allocation schemes, as they relate to understanding data storage, will be discussed. Effective problem solving skills will be emphasized throughout the course. Prerequisites: TEC 2601 and TEC 3638, or permission of the instructor. [Dual-listed with TEC 4711.]

(c) Update bulletin description and remove dual-listing from 3 courses

TEC 5604. Sustainable Transportation/(3).On demand. This course focuses on emerging technologies and strategies for creating sustainable transportation systems. Specific topics may include: public transportation strategies, bicycle technologies, electric vehicles, energy efficient transportation options, and alternative fuels such as biodiesel, alcohol, natural gas, and hydrogen. The environmental, social, economic, and technological aspects of these options will be explored. Students will complete a significant independent project. Lecture three hours.

TEC 5605. Sustainable Resource Management/(3).On demand. This course focuses on material efficiency strategies, recycling, composting, and the concept of life cycle design. A range of resource management philosophies, technologies, and techniques will be discussed and analyzed. Students will complete a significant independent project. Lecture three hours.

TEC 5606. Sustainable Water and Wastewater Technology/(3).On demand. Traditional and alternative water and wastewater treatment methods and technologies will be addressed in this course. Students will study how to analyze the water cycle and to develop water management strategies that are both economically and environmentally sustainable. Topics may include water availability, water quality and purification techniques, water quality assessment, water pumping,

water use efficiency, grey water, composting toilets, “living machines,” and water use policies. Students will complete a significant independent project. Lecture three hours.

(d) Add 3 new courses (note number changes)

TEC 5410. Integrated Design Studio/(6). S. In this course students will participate as members of a multidisciplinary design team with a goal of generating comprehensive plans for low-impact, high-performance buildings. The integrated design studio setting will emphasize the ways in which design and construction are intertwined by focusing on “buildable” designing, planning, and estimating using building information modeling (BIM). Emphasis will also be placed on incorporation of energy efficiency strategies, renewable energy systems, and alternative construction systems. In addition, students will employ design innovation and research strategies, with a goal of creating unique systems that might result in development of intellectual property.

TEC 5420. Sustainable Design/Build Laboratory/(3). SS. In this course students will transition from creation of digital design models to construction of physical components. Construction administration design activities will include creation of shop drawings for fabrication of components as well as design revisions. In addition, management activities such as final cost estimation, final planning and scheduling, permitting, and site preparation will occur.

TEC 5430. Project Administration/(3). F. Students will serve in leadership roles on final implementation of a sustainable building project, which may include pre-fabrication of building components and/or on-site assembly. As team managers, students will oversee all facets of project administration, including monitoring budgets, subcontractors, and site logistics. The overall goal of the project is construction that minimizes environmental impact in all aspects of the design/build process.

(e) Delete one concentration, add another, and modify another

Note: For proposed curriculum, please refer to the website:

<http://www.graduate.appstate.edu/gradstudies/bulletin12-draft/programs/technology.html>

These proposals redesign the MS in Technology with 4 concentrations: appropriate technology, building science, renewable energy engineering, sustainable design and construction, and graphic arts and imaging technology. If prerequisites are required, titles will be listed along with course numbers.

TEC 5708 should be de-coupled from TEC 4708. It was moved (Cazier) and seconded (Killacky) that the motion be amended to include TEC 5708 in the group listing (c) to update the Bulletin description and remove dual-listing from 4 courses.

VOTE 10: Unanimously approved.

6. OTHER:

- An inventory of graduate programs will be collected to determine which programs require admission to candidacy.
- Proposed policy change: Senior permission to take a graduate course. The Graduate School grants permission, with approval of the instructor and chairperson, to seniors with a 3.0 and above to take a GR course for UG credit. Credit applied to a BA/BS cannot be applied toward a GR degree. Seniors with a 3.0 or above desiring to enroll in GR level courses for GR credit to be applied to a GR degree may do so provided they have made application for admission to the Graduate School and obtained written permission from the instructor, the chairperson, and the Graduate School (not to exceed 9 s.h. credit).

The proposed change is to remove the criteria for “having to apply to Graduate School.” Courses taken can appear on the UG transcript. When the student becomes a GR student, if not used at the UG level, then courses can be moved to the GR transcript.

Dr. Hirst will prepare an AP&P form for discussion at the February meeting.

- Dr. Huntley would like to see the Graduate Council discuss the responsibilities of the thesis chair and the thesis committee. From the Graduate School viewpoint, funding used to pay thesis editors can be put to better use, such as student support. Major issues include grammar, citations not in the reference list, incorrect use of the selected journal style, and formatting.

Mark Suggs in LTS currently offers in-depth workshops on thesis formatting in WORD.

- A doctoral student is serving her internship in the Graduate School providing statistical design and evaluation assistance to faculty and graduate students. An announcement will be shared with program directors and chairpersons. The Graduate School will keep track of how many request this service and how many she is unable to serve. The intern works 6 hours per week. Contact Dr. Pollyanne Frantz for additional information.
- Dr. Davis noted that Mrs. Sandy Krause’s visit to Winston Salem State University recruited several applicants to HPC.

7. **Announcements.** Attached are announcements from Grants Resources and Services, Sponsored Programs, and Research Protections.

8. Motion to adjourn (Killacky).

Grants Resources & Services

APPALACHIAN STATE UNIVERSITY

Graduate Council & University Research Council / January 2012 Report from Dr. Pollyanne Frantz, GRS Director

Initiatives:

- REACH NC expertise portal implementation is still in progress. Profiles of faculty in the Departments of Health, Leisure and Exercise Science and Physics and Astronomy are scheduled to go live on Jan. 9, 2012.
- As members of the UNC System Funding Opportunities/Proposal Development Workgroup, Pollyanne Frantz and Amy Love are participating in an analysis and evaluation of two funding opportunity delivery systems: COS Pivot and SciVal Funding.
- Love is serving as a member of the ORSP website redesign team.
- Applications are being accepted for the Grant Proposal Development Fellowship and Microgrants programs. Next deadline for proposals: 12 p.m. Feb. 17, 2012. See <http://www.orsp.appstate.edu/funding/internal/faculty>

Events:

- “Federal Agency Update” webinars (Oct. 30 – Nov. 2 / 30 participants)
- “Research Data Security and Data Sharing” workshop – Love presented with Julie Taubman and Oscar Knight (Nov. 7 / 9 participants)
- “Footprints on the Sands of Time: Helping PUI Faculty Make Their Mark” Frantz presentation at the 53rd annual meeting of the National Council of University Research Administrators (Nov. 8 / Washington, DC / ca. 25 participants)
- “Faculty without Borders featuring Drs. George Ehrhardt (Government and Justice Studies) and Kathleen Schroeder (Geography and Planning)” (Nov. 15 / 6 participants)
- November “First Fridays: Beyond Their Natural Range” featuring April Flanders from the Department of Art (Nov. 11 / 16 participants).

Other Activities:

- Frantz and Love hosted Lynda Parlett, WCU Associate Dean for Research, during a November visit to discuss GRS operations and best practices

- Faculty consultations/meetings:
 - Frantz: 6
 - Love: 12
- Limited submission competitions conducted:
 - ORAU Ralph E. Powe Junior Faculty Enhancement Award
 - National Science Foundation Major Research Instrumentation
 - North Carolina Biotechnology Center Undergraduate Biotechnology Research Fellowship
 - South Arts (currently open).
- Internal funding opportunity proposal review coordination:
 - Microgrants program
 - Board of Trustees International Research Travel Grant program.

Upcoming Events:

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

- “Securing Grants to Support Scholarship” (Jan. 27)
- “First Fridays: Music Therapy” featuring Dr. Cathy McKinney, Hayes School of Music (Feb. 3)
- “First Fridays: Exercise and Cardiovascular Health” featuring Dr. Scott Collier and graduate assistant Chelsea Curry from the Department of Health, Leisure and Exercise Science (Mar. 2)
- “New Faculty and Researcher workshop” (Mar. 9)
- “Making Progress on Your Research Agenda” (Mar. 27)
- “First Fridays: Medical Speech Pathology” featuring Dr. Heather Clark, Department of Communication Sciences and Disorders (April 6)
- North Carolina Biotechnology Center Grant Proposal Writing workshop (May 17)
- National Science Foundation Grant Proposal Writing webinar (TBA)
- National Endowment for the Humanities Regional Grant workshop (TBA)
- Faculty Learning Community: Grant Proposal Writing (summer 2012).

Graduate Council & University Research Council / January 2012
Report from Julie Taubman, Research Protections

Past Events

- Research Data Security and Data Sharing, Julie Taubman, Oscar Knight, Amy Love, 11/7 (9 participants)

Items of Note

- The IRB continues work on developing SOPs and guidance on topics of interest
 - Mid-year Numbers: 144 new requests for review (44% of 2010-11 new requests)
 - Working with Academic Affairs on a policy for external requests to use Appalachian digital resources (e.g., faculty listserv) for research purposes
- Institutional Animal Care and Use Committee (IACUC) policy is under development
 - The federal government approved a new Guide to the Care and Use of Animals which will require some changes to our program
- The Office of International Education and Development has published a new website on procedures for travel to Cuba: international.appstate.edu/travel/cuba

Upcoming Presentations / Events

- Robin Tyndall, Navigating the IRB Process Workshop, 2/14, 2:00-3:30
- Julie Taubman, Export Controls, 3/28, 2:00-2:50
- Julie Taubman, Responsible Conduct of Research for CHE 3000, 4/6

Office of Sponsored Programs Report
January 1, 2011

Items of Note

- Year-to-date award information through the end of December is available on the Web at <http://www.orsp.appstate.edu/awards>. A summary follows:
 - 108 proposals requesting \$38,149,046. Proposal submissions are down in number by 28%, a 1% increase over last month, but several December submissions have yet to complete AGrants routing, and thus will be counted with January submissions.
 - Dollars requested are up 16%, falling back from the previously reported 33% increase reflecting one large submission that was not funded.
 - OSP continues to work with numerous PIs who, after considerable investment of effort, have decided to postpone or forego submission altogether. Delayed submissions can have a positive effect on our numbers as continued refinement leads to more competitive applications. This ever more important because federal sponsors are reporting lower success rates relative to decreased funding and large increases in the applicant pools. In addition to increased limited submission programs, we are beginning to see limits on the number of times a PI or CoPI can show up in these roles for a single competition and more requirements for preproposals that are used to screen and limit the full applicant pool.
 - 124 awards totaling \$5,192,795 reflect a 11% decrease in the number awards, rising from the previously reported 13% decline as we move out of the last period where these figures were influenced by recovery act awards and awards to Appalachian Family Innovations.
 - Likewise, 62% decrease in the dollars received Shrank to a 55.9% decrease in December. Although these are alarming numbers, we should continue to see forward movement throughout the spring as we build on the base of experienced researchers and new talent that currently reside on or are affiliated with Appalachian State.
- AGrants electronic routing for internal approval of grant and contract activity
 - OSP is pleased to announce that proposal routing is fully electronic as the spring semester begins.
 - We would like to remind those who approve proposals to watch for system e-mails and move promptly to review, resolve questions or issues, and to approve proposals when notified of items pending review.
 - Initiated query to UNCGA re the payment of spouse/family member or significant other as a missing COI question.
- Workshop Activity

- See www.orsp.appstate.edu/events for the full list of remaining FY2012 offerings.
- There will only be 1-2 AGrants sessions for PIs and administrators this spring and moving forward.
- Two new programs are being developed for the FY2013
 - Additional Compensation and Sponsored Projects
 - Effort Planning and reporting for Sponsored Projects
- Required Federal Reports (ARRA & FFATA) – Submitted on time
- Collaborations between OSP and a number of campus units (OSP, ORP, and General Counsel) continue to move forward. Plans are underway for a joint OSP/SFA (Special Funds Accounting) retreat to review procedures and ways in which these offices can collaborate to enhance services to project personnel.
- ORSP Web presence
 - Information about the Web redesign and focus group plans was published in the ORSP Blog in December. It will be repeated after the holidays.
 - The existing information on F&A costs was recently updated and posted to the ORSP blog on Nov. 22nd.
- Society for Research Administrators, International
 - North Carolina Chapter
 - The Director of Sponsored Programs drafted a NCBC proposal for meeting support for the North Carolina Society of Research Administrators in her role as President. The proposal was submitted by the President-Elect at East Carolina State University in December and was funded for \$1,200.
 - The Director of Sponsored Programs will CoPresent a session on Research.gov at the FY2012 meeting in March.

NEW Business

- The ORSP Web presence design team led by Charlotte Smith, Assistant Director in OSP, will conduct focus group meetings this spring to collect information about ORSP Web page use and client needs and desires as the team works on the redesign. Please be responsive if asked to participate in a focus group. Call Charlotte at ext. 2694 if you would like to provide input or serve as a focus group member. We want your voice to be heard.