

Appalachian State University
Graduate Council Agenda
Minutes of the Meeting Held March 26, 2007
Approved April 16, 2007

Present: Bill Brewer, Keith Davis, Pollyanne Frantz, Sammie Garner, Dave Haney, Dru Henson, Holly Hirst, Marie Hoepfl, Edelma Huntley, Bob Johnson, Nancy Mamlin, Bill Pollard, Andrew Smith, Jill Thomley, Jenny Ware, James Westerman, Phil Witmer

Absent/Excused: Charles Duke, Randy Edwards, Mark Estepp, Bill Harbinson, Alecia Jackson, Mike Kernodle, Nancy Schneelock-Bingham, Ray Williams

Guests: Paul Fox, Sarah Jordan, Beverly Moser, Ken Mullen, Gary Walker

1. Dr. Huntley called the meeting to order and welcomed guests.
2. Reports/Announcements from the Dean: Edelma Huntley
 - The Research Education Series will conclude on April 20. The program will not be funded in 2007-08.
 - The grant writing toolbox will be available by Fall semester.
 - The thesis awards were split into three categories: science and technology; social sciences and education; humanities and the arts. There were no nominations in humanities and the arts.
 - The staff member in the Graduate School responsible for assistantships accepted a promotion to another position on campus. The Graduate School is in the process of interviewing candidates to fill this vacancy.
 - Strategic planning is progressing. There is a subcommittee for graduate education which is presently working on a statement of goals and objectives which focus on 1) program quality and accountability, 2) faculty support and qualifications, 3) new programs, and 4) graduate student support. Marie Hoepfl represents the Graduate Council on this subcommittee.
3. Reports/Announcements from Graduate Studies: Holly Hirst
 - A strategic planning workshop is being planned for program directors.
 - A mid-June recruiting workshop is planned.
 - There are 1450 applications for Fall 2007 which is an increase from last year.
 - The Student Information System was frozen; entries are being made into both SIS and Banner Student. There may be delays in recorded changes for students due to the transition. Computer-based training is being held for Banner Student for faculty and staff with additional trainings to follow.
 - New graduate students cannot register for fall until summer. More information to follow from the Registrar's Office.

4. Reports/Announcements from Office of Research and Sponsored Programs: Bob Johnson
 - Reports:
 - [February Award Recipients](#). Members are encouraged to acknowledge faculty/staff who receive awards. There is a 16% increase in submissions and 14% increase in awards.
 - [February Analysis Report FY 2006-07](#)
 - The University Research Council met this morning to make recommendations. Letters will be distributed for Spring awards.

5. Reports/Announcements from Proposal Development Team: Pollyanne Frantz
 - There are two remaining workshops in the Research Education Series: building proposal budgets and a proposal development working session. The series concludes on April 20.
 - Research Development Officers continue to work with faculty in the colleges. Faculty in the College of Arts and Sciences participated in an online survey regarding faculty perceptions about seeking and obtaining external funding. The College of Education survey will be launched next week.
 - The Research Development Officer position in the College of Fine and Applied Arts has not been filled.
 - The School of Music held a workshop in which 17 faculty participated.
 - For a complete report of activities of Research Development Officers, visit: <http://www.graduate.appstate.edu/gradstudies/facultystaff/agendas/mar07/frantzreport.pdf>

6. It was moved (Mamlin), seconded (Brewer), and unanimously approved that the minutes of the February 19, 2007 meeting be accepted as submitted.

7. Subcommittee Reports and Recommendations: Academic Policies Committee – Holly Hirst

Proposals from Psychology

- *PSY 1. Change the course name and course description for “PSY 5713. Child Psychopathology and Treatment” to “PSY 5713. Child Psychopathology.”*
- *PSY 2. Change the course name for PSY 5716 (Cognitive Behavioral and Systematic Interventions for Children) to PSY 5716 (Interventions for Children and Adolescents).*
- *PSY 3. Change program description of the Clinical Health graduate curriculum by replacing “PSY 5716. Interventions for Children and Adolescents” with “PSY 5713. Child Psychopathology” as a required course.*
- *PSY 4. Change program description of School Psychology Program under “Guideline I: General Psychology Core – Required Courses for School Psychology Program,” by deleting OR between PSY 5030 and PSY 5040. Add “required for thesis option” to PSY 5030 and “required for non thesis*

- option” to PSY 5040.*
- *PSY 5. Change the program description under General Psychology Core in the Clinical Health Psychology Program by deleting OR between PSY 5030 and PSY 5200. Add “required for thesis option” to PSY 5030 and “required for non thesis option” to PSY 5200.*

MOTION: Move to approve proposals PSY 3 through PSY 7 with minor corrections.

VOTE: Motion carried. None opposed. No abstentions.

Proposals from Biology

- *BIO 2. Change the credit hours and change the catalog descriptions for BIO 4570/5570.*

MOTION: Move to approve proposal BIO-2. Correction/amendment was to move approval to Fall 2008.

VOTE: Motion carried. None opposed. No abstentions.

Proposals from English

- *06-07-04. Change the catalog description of ENG 5120 by deleting “Graded on an S/U basis” and replacing “Students wishing to take this course but not serving as a GTA in the Writing Center must seek permission of the instructor” with solely “permission of the instructor.”*
- *06-07-05. Change the catalog description of ENG 5121 by deleting “Graded on an S/U basis” and replacing “Students wishing to take this course but not serving as GTAs teaching ENG 0900 must seek permission of the instructor” with solely “Permission of the instructor.”*
- *06-07-06. Change the catalog description of ENG 5122 by deleting “Graded on an S/U basis” and replacing “Students wishing to take this course but not serving as GTAs teaching ENG 1000 must seek permission of the instructor” with solely “Permission of the instructor.”*
- *06-07-07. Change the catalog description of ENG 5123 by deleting “Graded on an S/U basis” and replacing “Students wishing to take this course but not serving as GTAs teaching ENG 1100 must seek permission of the instructor” with solely “Permission of the instructor.”*

MOTION: Move to approve proposals 06-07-04 through 06-07-07.

VOTE: Motion carried. None opposed. No abstentions.

Proposals from Foreign Languages & Literatures

- *Add a graduate certificate program in Spanish.*

MOTION: Move to approve proposal FLL 2006-22 with the following change: The Title for SNH 5027 is not noted correctly in the program course list. It should be "The Media in Latin America and Spain."

Request on Motion: The program was asked to comment on its rationale for allowing 50% of the work to potentially be from independent/special topics coursework.

Response: Beverly Moser responded that the department is not embracing a lot of independent studies or special topics. The department is seeking the flexibility to handle small groups requiring Spanish courses.

VOTE: Motion carried. None opposed. No abstentions.

Proposals from Political Science/Criminal Justice

- *PS/CJ 2. Delete the class CJ 5620 Contemporary Police Issues*
- *PS/CJ 3. Add CJ 5625 Seminar in Police and Society replacing deleted course CJ5620 Contemporary Police Issues (see proposal PS/CJ #2)*
- *PS/CJ 4. Change the graduate course catalog descriptions for PS 5030 Seminar in American Government and Politics and PS 5100 Seminar in Congressional Politics to include the following statement: "Barring duplication, a student may repeat the course. Variable content."*
- *PS/CJ 5. Add PS 5135 Readings and Research in American Politics*

MOTION: Move to approve proposals PS/CJ 2 through PS/CJ 5 with the following change to PS/CJ 3: In all programs in which the deleted CJ5620 course is listed, the new course CJ 5625 will be the replacement, resulting in no change in the distribution of credit hours in these programs. The specific programs affected:
+ the list of approved electives for the Political Science Major, Justice Studies Concentration
+ the list of concentration courses in the Public Administration Major, Administration of Justice Concentration
+ the list of required courses for the Criminal Justice and Criminology Major

VOTE: Motion carried. None opposed. No abstentions.

Proposals from Family and Consumer Sciences

- *FCS429-FAA-2007-G3. Change in the graduate catalog the Master of Arts Degree in Child Development: Birth through Kindergarten (548*)as follows:
1) Comprehensive: Eliminate the written comprehensive examination option and require all students to complete an oral presentation of a performance-based portfolio.
2) Add to the required core courses for all three concentrations:
 FCS 5525 Product of Learning.....3
3) Delete under teaching concentration:
 *FCS 5525 Product of Learning.....3**
- *FCS431-FAA-2007-G2. The FCS department currently offers the Master of*

Arts in FCS to students obtaining specialized education in Child and Family Studies and Foods and Nutrition. Others pursue a more general focus, taking courses in various areas of family and consumer sciences. This education occurs through the selection of specific graduate courses and, in the case of Foods and Nutrition, the completion of the American Dietetic Association (ADA) accredited dietetic internship. The dietetic internship is required for students to obtain their national certification as a Registered Dietitian (RD). Although the department currently offers these graduate emphases, the specific specializations and the dietetic internship are not shown in the graduate catalog. This makes it difficult for inquiring students to know that a Master of Arts degree may be obtained in the areas of Child and Family Studies or Foods and Nutrition with an ADA accredited dietetic internship, in addition to a general focus. In order to make these specific areas of the FCS graduate program more visible, this change is proposed to the graduate program description to include concentrations in Child and Family Studies and Foods and Nutrition, in addition to the general focus.

- FCS-FAA-2007-G1. Add to the Graduate Catalog FCS 5901. Research Project/(1-3).F;S.

MOTION: Move to approve FCS431-FAA-2007-G1 and G2, with the following changes: (a) The effective date should be Fall 2008; (b) In the proposed program listing (G2) for the Child and Family Studies Concentration, the Non-Thesis option semester hour requirements should not be listed as ranges since the upper limits add to the needed 21 hours. The listing should be:

Non-Thesis Option
 FCS 5901.....3 (was 2-3)
 Approved Electives.....12 (was 6-12)
 Additional hours outside FCS....6 (was 0-6)
 Subtotal hours.....21

Note: FCS431-FAA-2007 G3 was withdrawn from consideration, pending discussion with the College of Education regarding the use of the Product of Learning for non-licensure students.

Request on Motion: The program was asked to clarify the project course hour requirement. The bulletin description for the course indicates 1-3 hours (proposal G1), but the proposed program listing indicates 2-3 hours (proposal G2) in the non-thesis options.

MOTION (AMENDED):

Move to approve FCS431-FAA-2007-G1 and G2, with the following changes:

- The effective date should be Fall 2007;
- In the proposed program listing (G2) for the Child and Family Studies Concentration, the Non-Thesis option semester hour requirement for "Approved Electives" should be 6-19 (not 6-12):

Non-Thesis Option
 FCS 5901.....2-3

Approved Electives.....6-19
Additional hours outside FCS....0-6
Subtotal hours.....21

- c. the Research Project Course Description should be amended to include a statement about repeatability:

FCS 5901. Research Project/ (1-3).F;S.
Implementation of an approved research proposal: Collection and analysis of data, preparation of report(s) and presentation of project. This course may be repeated for up to 3 hours of credit. Prerequisite: FCS 5001 and proficiency in statistics. Graded on an S/U basis.

Discussion: There was approval to change the effective date to Fall 2007 with advisement channeling the students into the appropriate track.

VOTE: Motion carried. None opposed. No abstentions.

Proposal from the Graduate School

- *change timing of thesis/dissertation submission and approval process*
- *add a deadline for completion of outstanding incomplete work*

MOTION: Move to approve as follows:

CURRENT

in timeline for completing the degree....

7. Completion and defense of thesis or dissertation. At least 10 working days prior to last class day of the final semester. (required)
8. Submission of unbound copy of thesis or dissertation to Graduate School. At least 10 working days prior to last class day of the final semester. (required)
9. For all students required to take comprehensive examination and/or do Product of Learning: Comprehensive examination and/or Product of Learning, as required by program. At least 14 calendar days before the end of the semester.
10. Conferring of degree. Commencement.

PROPOSED

in timeline for completing the degree....

7. Completion and defense of thesis or dissertation. Deadline: At least 10 calendar days prior to the last class day of the final semester (if thesis or dissertation is required).
8. Submission of an unbound copy of the defended thesis or dissertation to Graduate School for review. Deadline: At least 7 calendar days prior to last class day of the final semester (if thesis or dissertation is required).
9. Report of successful completion of the comprehensive examination and/or product of learning. Deadline: Received in the Registrar's Office at least 1 day before final exams begin in the final semester (if required by the program).

10. Submission of the final copies of the thesis or dissertation revised as required by the program or the Graduate School. Deadline: No later than 1 day before the first day of the next term. Delays beyond this point will result in a delay of graduation (if required by program).

11. Submission of work for any courses in which a grade of incomplete remains. Deadline: No later than 1 day before the first day of the next term. Delays beyond this point will result in a delay of graduation.

Note: #12 regarding the Commencement ceremony was omitted because Commencement is not a requirement.

VOTE: Motion carried. None opposed. No abstentions.

Curriculum Committees:

- The Council on Teacher Education approved the proposal on March 22.
- The Graduate Council will submit this latter action to the Dean's Council for appropriate action and referral to AP&P.

8. Subcommittee on Student Affairs. Dr. Garner reported that there were 2 nominations considered by the committee for the Graduate Teaching Assistant Award.

9. Subcommittee on Faculty Development Committee. Dr. Brewer reported the committee is discussing streamlining the graduate faculty membership application to include review during DPC actions for reappointment, promotion, tenure, and post-tenure review. In addition, committee members are reviewing graduate faculty membership at peer institutions

10. Other

A. Research Week is 16-20.

- April 16: Reception honoring faculty who have mentored student research
- April 19: Research Day
- April 20: Final Research Education Series and a luncheon recognizing participants. The ceremony will be attended by Kimrey Rhinehart and Sarah Smith from UNC-GA.

B. Dr. Davis questioned reporting of courses for the graduate certificate in expressive arts. Dr. Hirst will poll certificate program directors to review the process of reporting so there is a record of approved courses.

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