

**APPALACHIAN STATE UNIVERSITY  
GRADUATE COUNCIL  
Minutes of the Meeting Held March 15, 2010  
(Approved April 19, 2010)**

**Present:** John Abbott, Doris Bazzini, Scott Collier, Susan Davies, Tom Fisher, Serena Heinz, Holly Hirst, Marie Hoepfl, Charna Howson, Jim Killacky, William Pelto, Jenny Primm, Martin Root, Neva Specht, Lynn Stallworth, Julie Taubman, Diane Waryold for Keith Davis, Meredith Whitfield

**Absent/Excused:** Joseph Cazier, Pollyanne Frantz, Dave Haney, Edelma Huntley, Alecia Jackson, Nancy Schneeloch-Bingham, Chris Thaxton, Glenda Treadaway, Peter Villanova

**Absent/Unexcused:** Charles Duke, Randy Edwards, Dru Henson

**Guests:** Jim Denniston, Maureen Grasso, Fred Whitt

Dr. Hirst called the meeting to order and explained that Dr. Huntley's weekend return flights were cancelled due to severe weather.

Dr. Hirst introduced Ms. Charna Howson, Director of Sponsored Programs, who began employment on March 1. Ms. Howson was previously employed as Associate Director of Sponsored Program at UNC Greensboro. Ms. Howson has over 20 years of experience in grants and contracts administration. Also introduced were guests Jim Denniston, Fred Whitt, and Maureen Grasso. Dr. Grasso is Dean of the Graduate School at the University of Georgia and served several years ago as an external consultant to ASU's Graduate School. Dr. Grasso, a friend of Dr. Huntley and professional colleague, is visiting campus to learn about ASU's PSMs. Dr. Grasso met with Chris Thaxton, and she was invited to observe today's Graduate Council.

It was moved (Specht), and seconded (Abbott) that the minutes of the February 22 meeting be approved as distributed. Motion carried. None opposed; no abstentions.

**Reports/announcements from the Graduate School – Holly Hirst**

- A summary of the 2010-11 \$1.7M assistantship allocations was distributed. Basis for allocation is enrollment. The allocation is reviewed every two years, and the Graduate School continues to review for equitable distribution.
  - There will be 10 new GRAM awards in 2010-11, in addition to 10 continuing into year 2.
  - Request was made for 5 diversity assistantships for the current year, but there has not been sufficient time for implementation. Discussions continue between Mrs. Tracey Wright and Drs. Edelma Huntley and Holly Hirst. This will be a competitive process with proposals from departments, units, and colleges to fund a student @ \$10,000.

- NC tuition scholarships fund tuition for students teaching or appointed as research assistants. Funding is a state appropriation which does not increase with tuition increases. To accommodate tuition increases, there has been a 5% cut in the number of NC tuition scholarships, dropping from 70.5 to 66 for 2010-11. Some tuition scholarships have specific STEM designations.
- The Office of Research Protections is hosting responsible conduct of research (RCR) consultants this week. Institutions who receive NIH and NSF funding are required to provide RCR training to students funded by this agency. This requirement may grow across Federal agencies. The two consultants are:
  - Dr. Rebeca Rufty, Associate Dean of the Graduate School at NC State, oversees NC State's RCR program.
  - Dr. Phillip Langlais is Vice Provost for Graduate Studies at Old Dominion University (Virginia). Dr. Langlais will also present a forum on mentor/mentee relationships.
- Minutes from AP&P are not posted, but are unofficially approved through the February meeting. All changes approved by the Graduate Council this past academic year were approved by AP&P with the exception of the following which is pending.
  - The NUT curriculum was approved, but Board of Governor's approval is required for the change in degree from the MA in FCS Nutrition with concentrations in Food and Nutrition to the MS.
  - Board of Governor's approval is required to merge two Foreign Language programs (Spanish & French) into Romance Languages with 2 concentrations. This recommendation resulted from previous review of low enrollment programs.
  - The Graduate School's dual listed course proposal resulted in spirited debate at AP&P, but passed with an implementation date of Fall, 2011. Departments have one year to review their dual listed course requirements.

### **Reports/announcements from Sponsored Programs – Charna Howson**

- Reports for February are posted and available online.
  - [February 2010 Awards](#)
  - [Analysis of Submissions and Awards for 2009-10](#). Submissions up in numbers and dollars requested; awards are up in dollars but the numbers are down slightly. This can be interpreted that we are shifting from smaller grants and smaller private sources to larger proposals and Federal agencies.
  - [Year to Date Comparison by Department and College, 2008-09 vs. 2009-10](#)
- Around July 1, Sponsored Programs will introduce an electronic routing and proposal tracking system (RAMSeS), which will allow administrators to review/approve proposals online with electronic signatures. Select departments will go live first with others following shortly thereafter.
- Patricia Cornette is working on contract templates with legal counsel. There will be 1) a short contract for employees working on projects where the sponsor pays in advance for work to be done and 2) a longer, more detailed contract, for installment payments.
- Follow-up to the February minutes: The Department of Health and Human Services asked for a voluntary 10% funding reduction. Sponsored Programs staff are pulling files to determine how Appalachian will respond.

### **Reports/announcements from Proposal Development – Holly Hirst for Pollyanne Frantz**

- Dr. Frantz, a member of the IHHS research director search committee, is attending a search committee meeting.
- *Grant Writing Fundamentals* for March 23 is full with a waiting list. Evaluations and requests indicate this workshop should be offered each semester.
- The *Faculty Without Borders* workshop will run periodically. Feedback was good.
- A *Graduate Research Fellowship Program* workshop will be held in late April for advanced undergraduate students and graduate students thinking about continuing graduate education. The workshop covers national fellowships and how to apply with sessions for NSF. GRAM students have priority enrollment, then enrollment is open to first year graduate students thinking about doctoral programs as well as rising juniors and seniors.

### **Reports/announcements from Research Protections – Julie Taubman**

- 211 IRB submissions were approved. Turnaround time has increased to 15 working days. To address this increased time for approval, Assistant Director Robin Tyndall will identify common questions asked of PIs in order to help PIs more easily submit a complete application.
- Export controls: Four employees visited Cuba during Spring break on an institutional license. Appalachian is one of only four universities that have this. One faculty traveled under the university's general license.
- Dr. Scott Collier agreed to chair the Biosafety Council which will meet in the coming week.
- The Radiation Safety group, chaired by Dr. Brian Raichle, will meet in the coming week.
- The Intellectual Property Council will review two disclosures: one from a graduate student; one from a faculty member in Technology. This committee is charged by the Provost and makes recommendations to the Provost.
- Faculty and students are encouraged to attend Dr. Langlais's presentation on RCR and mentor/mentee relationships on Thursday, March 18 at 4:00 in the CAP Bldg.
- An RCR survey was distributed to chairs. Chairs were asked what would help with RCR training. Response was more training dealing with IACUC, chemical safety, seminars, maintaining lab notebooks, and IRB.

### **Reports/announcements from Federal Relations/Special Projects – Meredith Whitfield**

- Meredith Whitfield and Susan McCracken traveled to DC to discuss congressionally-directed grant proposals. They met with Senators Hagan and Burr and Representatives McHenry, Coble, Schuler, and Kissell. The Chancellor will follow-up with phone calls. Proposals are being submitted this week.
- Mrs. Whitfield and Dr. McCracken visited the Appalachian Regional Commission and submitted earmark proposals. ARC representatives indicated they were impressed with work being done at Appalachian. Although ARC prefers not to give primary funding, it does award secondary funding.

- A representative from the Economic Development Administration will visit campus in April. This is a new relationship. If anyone has questions, concerns, or interests, please notify Meredith Whitfield.
- Federal Agenda earmarks for FY 2012 are being accepted. A campus email will invite electronic submissions. Submissions received may determine which congressional staff will be invited to campus for a visit. For additional information, contact Meredith Whitfield.

## **New Business**

### **A. Change Speech-language Pathology Degree from MA to MS.**

**MOTION:** It was moved (Killacky) and seconded (Fisher) that the Graduate Council approve the degree change from MA to MS for Speech-language Pathology.

Dr. Fred Whitt, Dean of the College of Health Sciences, is working through curricular issues related to the new college. Communication Disorders, previously in LRE in the College of Education, will be a free-standing department. A chair search is being conducted. The type of degree is usually determined by the respective colleges at Appalachian. Sister institutions have MS degrees in this field, and the faculty voted to move in this direction. Board of Governor's approval will be required. There will be no change in CIP, curriculum, or course prefix. Dr. Monica Lambert, chair of LRE, sent an email indicating support and faculty approval.

**VOTE:** Motion carried unanimously. None opposed; no abstentions.

Note: This teacher licensure program requires approval of the Council on Teacher Education before submission to AP&P.

### **B. Amend the Ph.D. proposal to change the name from Rural Clinical Psychology to Psychology.**

**MOTION:** It was moved (Killacky) and seconded (Abbott) that the Graduate Council approve the name change of the Ph.D.

Dr. Denniston explained that Dr. Haney, when reviewing the proposal for submission to the UNC Graduate Council, discovered that the program title on the permission to plan cover page did not match the CIP code (42.0201). There is no CIP code for Rural Clinical Psychology. Except for two institutions, the Ph.D programs are in Psychology. Dr. Aeschleman supports this change.

#### **Discussion**

- Dr. Hirst noted that Dr. Huntley requested copies of the letters of support from sister institutions.
- Dr. Hoepfl recalled the earlier discussion that this program is meeting a special need. Dr. Denniston responded that the rationale is the same, but the program title changed.
- Dr. Hirst questioned whether the preamble remains the same. Dr. Denniston responded it is the same; the only change is the number change on the cover page.

- Dr. Bazzini questioned whether Academic Affairs was concerned about other institutions perceiving us differently? Dr. Denniston responded that it is a common practice to do it this way.
- The proposal, once submitted, will be placed on the UNC Disciplinary Panel review calendar. Dr. Hirst indicated the review calendar is full through May; the proposal will probably be reviewed in the fall.

**VOTE:** Motion carried. None opposed; no abstentions.

**Report from the Student Affairs Committee.** Dr. Hirst noted there are 162 completed admissions applications that exceed minimum requirements for the Chancellor’s Fellows, Provost’s Fellowships, and Alumni Fellowships. Dr. Davis scheduled a committee meeting on April 8 to begin reviewing applications.

### **Discussion Topics for 2010-11:**

**Assistantship duties and responsibilities** vary across departments. What should graduate assistants be asked to do? What not to do? Graduate assistants have become more vocal over what they are asked to do. Should assistants helping program coordinators have access to students’ information? Should assistants keep timesheets, or are they on the honor system? The university viewpoint is that paid assistantships are “work for hire positions.” No part of the assistantship is scholarship. Graduate Council is asked to provide guidance on duties and responsibilities of graduate assistants.

- Mr. Fisher asks that if these discussions take place, open up discussions to include distance education students which make up half of graduate enrollment. A large population is excluded from holding assistantships.
- Dr. Bazzini suggested timesheets be kept in case of audit. Dr. Hirst noted that some departments do require that students maintain timesheets, but some areas forgive time not worked.
- Duties range from grading, tutoring, running labs, running subsections of classes (teaching assistants), research for faculty, administrative research, and answering telephones. Assistantships are funded from lapsed faculty salaries. What should persons employed in these positions be expected to do?
- Dr. Pelto suggested we survey student outcomes – how assistantships help them – and satisfaction surveys.
- Mrs. Davies suggested that these discussions not be limited to assistantships funded by the Graduate School but from all funding source. Dr. Waryold indicated that graduate assistants hired through Student Development funds have carefully assigned tasks that benefit them. For example, these assistantships involve college student development majors working with 18-20 year olds; their experiences are discussed in the classroom.
- All graduate, research, and teaching assistantship contracts are processed by the Graduate School, regardless of funding source. RD positions are not processed by the Graduate School.
- Dr. Killacky asked that tuition relief be brought into discussions. Dr. Hirst responded that NC tuition scholarships are allocated and controlled by state statute. UNC Deans

have held similar discussions. Mr. Fisher noted that North Carolina highly funds in-state tuitions, and the Legislature is not amenable to waiving tuition. This was discussed during Erskine Bowle's second year as President of the UNC-System.

- Dr. Collier noted this brings discussion to two topics: scholarship vs. "work for hire." If we have funding for assistants to work 20 hours/week, then we need to raise funds for scholarships to fund tuition. Dr. Hirst informed the Council that Dr. Huntley included in the Graduate School's case statement for the Combined Campaign that ASU could be more competitive if we could fund tuition for research and teaching assistants.

Doctoral programs in the UNC system have funding largely through endowments and grant funding. NC State University policy is that for tuition remission, they'll provide half per student, but the department comes up with the other half.

**Theses and Dissertations** vary greatly across departments in what constitutes a thesis and/or dissertation.

- Many master's and specialist programs have an alternate track for a research project. Issues arise about credit for 30 credit hours of coursework with thesis vs. 36 without.
- Deans of Graduate Schools are discussing the maximum hours of credit to allow for a thesis. There is no standardization, but what is the limit?
- What definition works best to define a thesis and a research project? Should we distinguish?
- Dr. Waryold noted that the difference between a thesis and research project is a committee that reviews the student's work. For projects, students conduct live studies. Some of what they do could rise to the level of a thesis, but they do not have a committee and haven't talked collegially as part of their process. Dr. Hirst noted there are 80-100 theses a year, mostly in the Spring.
- 8-10% of graduates write a thesis. The Graduate School agreed that some thesis formats do not follow what is standard and traditional; an example is the format for article submission. If the Graduate School is consulted early, a different format is possible.
- Dr. Killacky noted that all doctoral students write dissertations. The doctoral program is using one of its graduate assistants to look at common practices across the U.S. for EdD dissertations. The Doctoral Program Policy Team will begin discussion in April or May, and Dr. Killacky anticipates rigorous discussion. The issue is that "one size fits all" for theses or dissertations is no longer the model. Dr. Killacky expressed interest in continuing these discussions and hopes these discussions will not be limited to number of hours but also include the value of the product: What does it bring to the student or to the discipline?
- Dr. Hirst noted that these discussions should include the role and expectations of the committee chair. The *Thesis and Dissertation Handbook* outlines these responsibilities, but it has been a long time since this was reviewed.
- Dr. Bazzini questioned whether feedback would be sought from departments. Dr. Hirst indicated these items will be put on graduate program listserv to solicit feedback.

**Policy related to graduate certificates.** This issue involves students who enter and complete a graduate certificate, apply late to a degree program, and then request that the certificate hours earned apply toward the degree. Policy allows 9 hours of non-degree course work to transfer into the degree program. In many instances, students begin taking courses for a graduate certificate, then apply to a degree program with the first semester or so, at which time 9 hours of courses are accepted into the program.

A current situation involves a student who completed the graduate certificate several years ago, applied and entered the degree program this Spring, and requested the 18 certificate hours (half of the degree program) apply toward the degree.

If the above were allowed, what prohibits a student from taking non-degree courses without admission then request the degree?

Policy did increase the number of non-degree hours to transfer into the degree program from 6 to 9 (one semester).

Should a student be allowed to roll hours from a graduate certificate program into a degree program?

- Question was asked if the department concurred. Dr. Hirst responded that the program director is interested, but the chair has not yet responded.
- Ms. Primm pointed out that course time limits need to be considered.
- Dr. Root questioned whether the same courses would need to be repeated in the program. Dr. Hirst responded that the program has electives, and courses could be substituted.
- Dr. Waryold envisioned the scenario where the student accumulated courses but then dropped out. If this student is graduate school material, if the student could get admitted, and if there was support from the department, this would be OK.
- Mr. Fisher pointed out this creates parallel criteria for admission.
- Mr. Abbott asked Dr. Grasso's advice. Dr. Grasso indicated that although you want to take care of students and address their needs, if you open the door, you set precedent! University of Georgia doesn't double count courses for different degrees. If a student is non-degree seeking and receives a certificate, this stands alone. Do you ask that the student return the certificate? She cautions that the Graduate School "watch the back door entrance;" this becomes a quality issue. You should maintain the quality of degrees offered. Whereas you want to support the program and the student, there was a previous contractual agreement!
- In situations where we allowed more than 9 hours to be moved from the certificate to the degree, it was an agreement up front for the planning certificate because the planning degree/concentration was not finalized. There was written agreement between chair and director that students could begin the certificate program, but at end of the second semester students had to choose their track (certificate or degree). Admission standards were the same.
- Dr. Grasso cautioned the group to consider this carefully. If you make an exception, how can you defend it? Will you allow the exception in the future? What is so unique that you would say yes now?
- Dr. Hirst indicated these policies were last revisited in 1998 under Dean Domer. These discussions will be relayed to Dr. Huntley; she may elect to form a committee.

**Other.** Dr. Killacky noted:

1. Dr. Susan McCracken will be recognized at the doctoral symposium as the recipient of this year's Naylor Outstanding Dissertation Award. This is a well deserved recognition;
2. On April 22 from 2:00-4:00 p.m. in 02 Edwin Duncan Hall, a workshop, "Undoing Racism: The Impact of Racism on Literacy," will be conducted by Margery Freeman for faculty interested in issues of racism and undoing racism. Dr. Freeman is brought to campus by the External Scholars program in the College of Education. Registration is through the Hubbard Center.

It was moved (Abbott) and seconded (Killacky) that that the meeting be adjourned.