

**Appalachian State University
Graduate Council
March 19, 2012
(Approved April 16, 2012)**

Present: John Abbott, Becky Battista, Doris Bazzini, Joseph Cazier, Keith Davis, Mary Englebert, Pollyanne Frantz, Holly Hirst, Edelma Huntley, Aaron Lancaster, Katherine Ledford, Mike Mayfield, Katrina Palmer, Martin Root, Jennifer Snodgrass, Neva Specht for Dru Henson, Glenda Treadaway, Peg Werts

Excused: Marie Hoepfl, Jim Killacky, Peter Villanova

Absent: Susan Davies, Charles Duke, William Pelto, Mary Valante, Fred Whitt

Guests: Brian Ellison, Clay Jackson, Beverly Moser, Jim Fogelquist

1. Dr. Huntley called the meeting to order and introduced guests: Brian Ellison (GJS), James Fogelquist (LLC), Clay Jackson (MS), Beverly Moser (LLC)
2. It was moved (Root) and seconded (Bazzini) that the minutes of the February 20, 2012 meeting be approved. Motion unanimously approved.
3. Updates from Dr. Edelma Huntley and Dr. Holly Hirst
 - The Provost tasked the Graduate Council with coming up with university-wide criteria to prioritize graduate programs.
 - The Board of Governors will vote on the New Program Planning and Evaluation process at their April meeting. The new process will impact both the planning process and review of low enrollment programs.
 - Appalachian has submitted a Request to Plan an MSN program.
 - The words “work force” and “innovation” are at the center of national conversations, particularly in the context of graduate education. A CGS initiative to be rolled out in April is *Pathways Through Graduate School and Into Careers*.
 - DegreeWorks is live for some advisors and program directors who participated in testing. Students should have access by October 1, in time for Spring 2013 preregistration. The Graduate School is working on advisement notes that will appear if specific requirements are not met. Advisors are invited to give feedback for these advisement notes.
 - Allocations for Summer 2012 assistantships, 2012-13 assistantships, and NC tuition scholarships have been distributed to chairpersons.

4. **New Business**

A. Curriculum Proposals – College of Arts and Sciences: English

CAS_ENG_2011_03. 1) Eliminate the Community College (CC) concentration from the MA in English, Education (Major Code 235) degree and incorporating its equivalent into the new "College Teaching" concentration in the MA in English (232) degree. 2) Create two concentrations in the MA in English (232) degree --General English and College Teaching.

MOTION 1: Approve the changes to the English and English, Education MA programs as presented in proposal CAS_ENG_2011_03.

Comment: This is a reorganization rather than a change in content, and it was suggested during the low enrollment review of 2010.

VOTE 1: Motion unanimously approved.

B. Curriculum Proposals – College of Arts and Sciences: Government and Justice Studies

CAS_GJS_2011_04. Change the requirement in three of the five concentrations of the Master of Public Administration program (279) that students must take 3 semester hours outside of the 'department' to 3 semester hours outside of the PA 'program'. The affected concentrations include:

- Administration of Justice (279D)
- Public Management (279B) [Recommended for those interested in Not-for-Profit &/or Emergency Management]
- Town, City and County Management (279C)

MOTION 2: Approve the modification of the “electives from outside of the department” for the Public Administration MPA program as presented in proposal CAS_GJS_2011_04. Specifically, change in three places:

“3 s.h. of graduate elective coursework from outside the ~~department~~ program”

VOTE 2: Motion unanimously approved.

C. Curriculum Proposals – College of Arts and Sciences: Foreign Languages and Literatures

CAS_FLL_2011_09. Add SNH 4005/5005 "The 20th Century Hispanic Novel" as dual-listed courses.

MOTION 3: Approve the addition of the Hispanic novel course as presented in proposal CAS_FLL_2011_09, with the following changes:

- Correct the bulletin description for the course, first sentence: “A study of the most representatives texts...”
- Add the following to the proposal: Include this course as an option in the list of SNH electives for both the Spanish Certificate and the Spanish concentrations in the Romance Languages MA:
 - SNH 5001: Hispanic Children’s and Adolescent Literature (3)
 - SNH 5002: Masterpieces of Hispanic Art and Literature (3)
 - SNH 5003: Hispanic Short Fiction (3)
 - SNH 5004: The 20th Century Hispanic Novel (3)
 - SNH 5023: Poetry in Spain and Latin America (3)
 - SNH 5024: Theatre and Performance in the Hispanic World (3)
 - SNH 5026: Hispanic Cultural Studies (3)
 - SNH 5027: The Media in Latin America and Spain (3)
 - SNH 5028. Seminar in Spanish Linguistics (3)
 - SNH 5075. Migration in Literature and Film (3)

- SNH 5555: History of the Spanish Language (3)
- SNH 5565: Advanced Spanish Expression (3)

VOTE 3: Motion unanimously approved.

D. Curriculum Proposals – College of Arts and Sciences: Mathematical Sciences

- CAS_MAT_2011_16. Delete MAT 4560, MAT 4570, MAT 4580, MAT 5360, MAT 5370, and MAT 5380 from the catalog. (MAT 4560 and MAT 5360 are dual-listed together, as are MAT 4570 and MAT 5370, and MAT 4580 and MAT 5380.)
- CAS_MAT_2011_17. Create the dual-listed courses MAT 4590 and MAT 5590 (Advanced Topics in Differential Equations)
- CAS_MAT_2011_18. Change the catalog descriptions of the dual-listed courses MAT 4720 and MAT 5210.

MOTION 4: Approve the addition of the new, repeatable differential equations topics course that consolidates several courses into one as presented in CAS_MAT_2011_16 and _17 and the change to the Abstract Algebra course description as presented in _18, with the following change in proposal 17:

- Add the following: Include this course as a “Related Coursework” option in the Mathematics MA:
 - Choose two from the following courses.
 - MAT 5125: History of Mathematics (3)
 - MAT 5210: Abstract Algebra (3)
 - MAT 5230: Linear Algebra (3)
 - MAT 5330: Mathematical Models (3)
 - MAT 5590: Advanced Topics in Differential Equations (3)
 - ~~MAT 5370: Advanced Differential Equations (3)~~

Note also that the department wishes to allow this course to be repeatable for up to 6 hours of credit.

VOTE 4: Motion unanimously approved.

E. Update from Faculty Senate on Prioritizing Programs for Enhancement or Elimination – Dr. Clay Jackson

The Provost tasked Faculty Senate with making recommendations (2-3 proposals) for prioritizing academic programs. The task force is working toward systematically approaching the evaluation of all programs, identifying common metrics, finding a balance of quantitative and qualitative measures.

The Strategic Plan will be revisited next year, and a key element of the new review criteria will be how each program fits into and supports the University’s mission. In order for the new strategic plan to work, every unit of the University must support the institutional mission: each division should support the mission; each college should support the division; each department/unit should support the college;

and faculty members should support the department/unit. Even as faculty are evaluated on teaching, scholarship, and research, degree programs should be evaluated on the same areas.

The Council suggested that existing data be systematically collected, such as from IRAP, Digital Measures, TracDat, DegreeWorks, and data gathered for accreditation purposes. Programs can clarify the data and identify aspirations, documenting how the program supports the mission of the University.

The Council also emphasized that undergraduate and graduate programs should be viewed separately. One significant difference is that although undergraduate programs have no defined role in admissions, graduate programs have considerable control over the entering graduate class because programs have the responsibility of determining which applicants to admit. The new review process should not be a one-size-fits-all; and for this reason, the Graduate Council will recommend to the Provost those quality indicators that best measure graduate programs.

Faculty Senate will present its three proposals to the Council of Chairs for input. By the end of Spring, the Faculty Senate committee will submit recommendations to the Provost. After the Strategic Plan is revised, the committee plans to revisit and update these recommendations to make sure the recommendations fit with the Strategic Plan. Additional feedback may be sent to Dr. Clay Jackson (jacksonbc@appstate.edu).

Note: By July, the UNC-GA will notify the University about which low enrollment programs are to be reviewed in the coming cycle. Dr. Hirst, through enrollment tracking, has pre-identified 12 programs which may be targeted for review.

5. OLD BUSINESS: Continuation of Discussion from February Graduate Council Meeting

After the February meeting, Dr. Hirst emailed Graduate Program Directors to ask for input on the draft list of graduate program quality indicators. Very little input has been received so far. Discussion continued on the draft from the last meeting.

Additions to the list of quality indicators discussed:

- impact of a program on others
- demand from employers
- quality of faculty
- graduate programs that support undergraduate programs
- size in relation to other UNC programs. For example, a program at Appalachian with 27 enrolled may be competing with similar programs at other UNC campuses with enrollments of 200.

Overall structure: In addition to mission fit and program size, the council tentatively identified outcomes, curriculum quality, and faculty as required categories for demonstrating quality.

Dr. Hirst will email the latest version to Graduate Program Directors for additional feedback.

Other Comments: Centrally collected data, such as program size, should be made available and incorporated into the review process. The automated exit survey of graduate students should be available this semester. These results can be entered into TracDat with summary reports provided to programs.

6. **OTHER**

- A. Dr. Frantz reported that there are available seats for the National Endowment for the Humanities workshop to be held on April 5 from 9:30 a.m. – 1:30 p.m. This workshop is open to the region. Faculty and graduate students are encouraged to register.
- B. Dr. Davis noted that the Awards and Recognition Committee has 138 eligible applicants for the Chancellor's and Provost Fellowships; 30 are selected.
- C. Mr. Lancaster noted that GSAS will sponsor a 5K fundraiser on the Greenway on April 29 from 9:00 a.m. – 1:00 p.m. Participants and sponsors are needed. The GSAS Endowment funds research and travel for graduate students. 2011-12 was the first year that funds from the endowment were awarded.

7. **Motion to adjourn** (Bazzini).

Discussion of Graduate Program Quality Indicators

Question: In response to the Provost's request, what should we put forward as criteria to apply when determining elimination/enhancement of graduate programs?

Starting List to Generate Discussion:

(1?) Fit with the Mission and Strategic Plan of the University / UNC Tomorrow

(2?) Size of the program

- compared to UNC requirements
- compared to similar programs in NC
- academic year headcount
- full versus part time
- enrollment at each site

(3?) Quality indicators

Admissions:

- admitted and/or entering student credentials
- size of *qualified* pool of applicants
- admissions selectivity (% of pool admitted)
- admissions yield (% of admits who attend)
- % of admits on probation
- recruitment activity

Role in the department:

- relationship of GA duties to program goals
- centrality of GA work to the department mission
- Availability of course offerings to enable students to complete on time without substitutions

Progression the program and beyond:

- time to degree
- attrition rate
- number of suspensions/probations
- cumulative GPA of graduates
- accomplishment of student learning goals/objectives
- student satisfaction

Student support and mentoring:

- % of students supported
 - by grad school funds
 - by grants
 - by private gifts
- graduate assistant training
- RCR and ethics education
- funding for conference travel
- funding for student research
- assistance with career placement/doctoral applications mentoring programs

Infrastructure

- library holdings
- research facilities
- faculty and graduate student space
- staff support
- clearly defined policies and procedures

Characteristics of students

- Honors/awards received by students
- number of student pubs/presentations/exhibitions
- Diversity

Outcomes

- % employed at time of degree
- % of positions directly related to degree
- types of positions, employment sectors
- % passing licensure/certification/professional exams, and comparison to national metrics
- national rankings
- job/further grad study placement of graduates
- employer satisfaction
- alumni satisfaction

Curriculum quality:

- number of dual-listed courses
- average % of dual-listed courses in POS
- average graduate course section size
- quality of capstone work (thesis/dissertation/PoL, etc.)
- strong disciplinary accreditation review
- amount of extramural funding to support the program or students
- endowments or gifts to support graduate students
- mentor publications with students
- opportunities for community engagement
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Faculty

- # of research-active faculty
- faculty record of scholarship/creative activity
- ratio of students to grad faculty
- # of faculty with terminal degree
- number of non-TT faculty teaching in the program
- number of internal faculty awards
- # of nationally competitive awards and honors won by grad faculty
- distribution of graduate activities among graduate faculty members

Grants Resources & Services

APPALACHIAN STATE UNIVERSITY

Graduate Council & URC / March 2012 Report from Dr. Pollyanne Frantz, GRS Director

Initiatives:

- Doctoral student [Chrissy Tillery](#) is interning in GRS this semester. She is available on most Tuesday and Thursday afternoons to assist faculty, staff and graduate students with experimental design, statistical analysis, and program evaluation and assessment
- Amy Love is the new Staff Senate representative for the Cratis D. Williams Graduate School and the Office of Research and Sponsored Programs.

Events:

- “Securing Grants to Support Scholarship” workshop co-hosted by the Hubbard Center with Frantz and Love presenting (Jan. 27 / 8 participants)
- “First Fridays: Music Therapy” featuring Dr. Cathy McKinney, Hayes School of Music (Feb. 3 / 10)
- “Finding and Evaluating Funding Opportunities” workshops for Graduate Research Associate Mentoring graduate students (Love) (Feb. 22 & 24 / 9 participants)
- “Open House Meeting for Research Committees” (Feb. 27)
- Reich College of Education Professional Development Drive Thru Expo (Feb. 17).

Other Activities:

- Faculty consultations/meetings:
 - Frantz: 11
 - Love: 4
- Limited submission internal competitions conducted:
 - RGK Foundation (currently open)
 - National Endowment for the Humanities Challenge Grants (currently open)
- “Proposal Development Workshop for Faculty” featuring Lucy Deckard of Academic Research Funding Strategies, LLC (UNC Charlotte / Frantz attended).

Upcoming Events:

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

- “First Fridays: Exercise and Cardiovascular Health” featuring Dr. Scott Collier (HLES) and graduate research assistant Chelsea Curry (Mar. 2)
- “GRC FY12 Budget Overview: Comprehensive Look at Federal Spending for Research and Sponsored Programs” (Mar. 8)
- “New Faculty and Researcher workshop” (Mar. 9)
- “The Institute of Education Sciences: Funding Opportunities and Research Designs” (Mar. 22)
- “Making Progress on Your Research Agenda” co-sponsored by Hubbard Programs for Faculty Excellence” (Mar. 27)
- “First Fridays: Medical Speech Pathology” featuring Dr. Heather Clark, Department of Communication Sciences and Disorders (April 6)
- “Research Café: Compassion Comes to the Table” featuring Dr. Christopher Osmond, Department of Leadership and Educational Studies (April 3)
- National Endowment for the Humanities Regional Grant Application workshop (April 5)
- North Carolina Biotechnology Center Grant Proposal Writing workshop (May 17)
- Faculty Learning Community: Grant Proposal Writing (summer TBA).

Graduate Council & University Research Council / March 2012
Report from Julie Taubman, Research Protections (RP)

Upcoming Presentations / Events

- RP Staff will visit Dr. Waryold's class to discuss the IRB
- Julie Taubman, Export Controls, 3/28, 2:00-2:50
- Julie Taubman, Responsible Conduct of Research for CHE 3000, 4/6

Items of Note

- Following a meeting with Registrar Andrea Wawrzusin, RP staff will revise the exempt IRB application to address FERPA issues in educational research that involves accessing educational records.
- Julie Taubman will work with Dr. Tony Carey to draft a policy on external requests to recruit participants for human subject research at Appalachian.
- The IP Council met in February to discuss an IP disclosure.
- Institutional Animal Care and Use Committee (IACUC) policy is being reviewed by General Counsel

Past Events

- Robin Tyndall held a "Navigating the IRB" workshop on 2/14 with the Hubbard Center (9 faculty and graduate students attended)
- Robin Tyndall visited Dr. Keefe's class on 1/30 and Dr. Yang's class on 2/2 to discuss the IRB review process. Julie Taubman visited Dr. Lillian's class on 2/23 to discuss the IRB.
- Julie Taubman visited the Biology faculty departmental meeting on 1/24 to discuss the IBC and IACUC processes.