

Graduate Council
Appalachian State University
Minutes of the Meeting held November 20, 2006
(Approved January 22, 2007)

Members Present: William Brewer, Keith Davis, Charles Duke, Sammie Garner, Dave Haney, Dru Henson, Holly Hirst, Marie Hoepfl, Edelma Huntley, Alecia Jackson, Bob Johnson, Nancy Mamlin, Frank Monterisi, Dick Parrott, Bill Pollard, Nancy Schneeloch-Bingham, Jill Thomley, Jenny Ware, Ray Williams, Philip Witmer

Members Absent/Excused: Randy Edwards, Mark Estepp, Pollyanne Frantz, Bill Harbinson, Mike Kernodle, James Westerman

Guests: Lee Baruth, Cathy Clark, Tim Forsyth, Ed Folts, Alexandra Hellenbrand

1. **Minutes.** It was moved (Mamlin), and seconded (Thomley), that the minutes of the October 16 meeting be approved. Motion carried. No abstentions; none opposed.
2. **Reports/Announcements from Proposal Development Team**—Edelma Huntley reported for Pollyanne Frantz.
 - A. The Research Education Series, funded through *Transforming Campuses*, is offering its third workshop. Participants are selecting grant topics. The next workshop in the series will be agency and funding-source specific.
 - B. An online grant writing toolbox is being developed for grant writers. A research graduate assistant is consulting with the University Webmaster to link research to the University's web page.
 - C. Research development officers continue to network throughout the colleges.
 - D. Larry Kortering administered a survey in Education using a Survey Monkey subscription to determine what services faculty require. He will also survey Arts and Sciences, Fine & Applied Arts, Business, and Music in Spring.
3. **Reports/Announcements from Graduate Studies**—Holly Hirst
 - A. Commencement, December 10:
 - 10:00 a.m.: Arts and Sciences, Education
 - 2:00 p.m.: Fine & Applied Arts, Business, and Music
 - B. *Graduate Bulletin* Organization. The Bulletin format is under review, and feedback is requested. It is proposed that each program be listed alphabetically with program description, including department, and admission information followed by the course of study on a separate page. The addition of an Admission to Candidacy section is suggested which will list steps, such as completion of Program of Study, interview, or other departmental criteria. There was consensus that from the student point of view programs be listed alphabetically with

graduate courses listed at the back of the *Bulletin*. Council members are asked to discuss format with their colleagues and students. March is the deadline to update the *Graduate Bulletin*. Note: Editorial changes to the *Bulletin* do not require AP&P approval, however, program requirement changes (including admission criteria and all program requirements) require approval.

C. Electronic Thesis Submission. Graduate Studies is pursuing electronic submission in *.pdf format through the Library. Once finalized, students will submit theses as *.pdf documents. Students will be encouraged to present bound copies to the advisor and department, but Library copies will be stored in an electronic database.

4. Frank Monterisi reported that the Graduate Student Associate Senate continues efforts to raise GSAS endowment funds. He distributed information on donating to the endowment.

5. **Reports/Announcements from Office of Research and Sponsored Programs**—Bob Johnson

- [October Award Recipients](#)
- [October Analysis Report](#)
- [October Report to Graduate Council](#)

A. Awards are up 20-23% with 150 proposals pending. Council members are encouraged to recognize October award recipients.

B. The University Research Council met and made recommendations on funding to the Dean. For a list of Fall, 2006 URC award recipients, visit:

<http://www.graduate.appstate.edu/orsp/funding/urc/recipients.html>

C. The Federal government is moving toward electronic submission: GRANTS.GOV. Each agency has its own submission protocol. This has major implications for deadlines as proposals are submitted and reviewed through Grants.Gov then forwarded to the appropriate agency. During the review process of both Grants.Gov and the agency, error messages notify the grant writer of problems. Submission must be in a timely manner to meet agency proposal deadlines.

Over the last 5 years, the University has a 66.1% funding success rate. The hit rate with NSF is 24%. Research and Sponsored Programs what areas of need and support are required by faculty.

6. **Report from Student Affairs Committee**—Sammie Garner, Chair

The Student Affairs Committee (Garner, Jackson, Monteresi, Pollard, Thomley, and Westerman) met to review applications: 3 Domer; 2 Lawrence; 10 Zigli. Students should be encouraged to apply for multiple awards as all three can be awarded for research and travel. The Lawrence award also includes professional development. With the approval of the Dean, 2 Zigli awards will be funded this year.

- **Domer** **Jason Windett**, Political Science/Criminal Justice. "An Imperfect Storm: Analyzing Congressional-Presidential Relations and Environment"
- **Lawrence** **Nichole Reiselman**, Higher Education. Professional travel: Council for the Advancement and Support of Education
- **Zigli** **Marissa Swaim**, Psychology. Research on social development of children and children's peer play behaviors.
Josiah Zayner, Biology. Research and presentation on study related to cholera biofilm: "Regulation of *Vibrio cholerae* biofilm by NspS and MbaA"

The committee found the criteria very general and suggests review and revision of such. Feedback is welcome.

7. **Report from Faculty Development Committee**—Bill Brewer

The committee (Brewer, Davis, Kernodle, Schneelock-Bingham) suggests revising criteria for 100 Scholars and suggests baseline criteria for Graduate Faculty membership. Revision of criteria for Graduate Faculty membership beyond baseline will require approval of DPCs, chairs, and Deans. It was noted that the Faculty Evaluation and Development Task Force is discussing this issue also.

The minutes of the Faculty Evaluation and Development Task Force can be found at www.faceval.appstate.edu. Dr. Haney encourages the two committees to work together.

Suggestions can be emailed to Bill Brewer (brewerwd@appstate.edu).

8. **Report and Recommendations from Academic Policies Committee**—Holly Hirst

[Proposals from Accounting](#) - ACC Proposals 1 through 19

Accounting Program Deletion: Information Systems Concentration
Accounting Program and Course Changes

MOTION: Approve the Accounting Proposals ACC 1.0607 through ACC 19.0607 with the following change to all proposals involving undergraduate prerequisites (ACC 5.0607, 6.0607, 8.0607, 11.0607, 12.0607, 13.0607, 14.0607): List undergraduate prerequisites by number and name, e.g., "ACC 4580 (Income Taxation of Corporations) or equivalent" rather than just as ACC 4580.

Notes:

(1) ACC 9.0607 (changes to ACC 5990) We have confirmed with the program that last sentence of the rationale was included in error ("The course does not need the stated prerequisite"). The bulletin description presented is correct and should include "the consent of the instructor."

(2) ACC 4.0607 (adding ACC 5990 to the program as a requirement): The bulletin description included with this proposal for information left off the prerequisite -- This course should have the same bulletin description as presented in ACC 9.0607.

VOTE: Motion approved. No abstentions; none opposed.

[Proposals from Foreign Languages and Literatures \(Spanish\)](#)

MOTION: Approve the Romance Languages proposals FLL 2006-1 through 2006-4

Notes: While the dual listed course syllabi clearly distinguish between the undergraduate and graduate course requirements, the Committee requests that the department representative discuss the dual listing in light of the Graduate Education Task Force recommendation to reduce dependence on dual listed courses.

Dr. Haney questioned the term "Commented Reading? On FLL-2006-3. Dr. Hellenbrand will make this correction prior to submission to AP&P.

VOTE: Motion approved. No abstentions; none opposed.

[Proposals from Human Development and Psychological Counseling](#)

Community Counseling Program and Associated Course Changes
College Student Development Program and Associated Course Changes

MOTION: Approve College Student Development proposals HPC1 through HPC5.

Notes: (1) HPC-2 and HPC-5 course descriptions include information about the follow-on courses ("This course is a prerequisite for"), which is not standard practice.

VOTE: Motion approved. No abstentions; none opposed.

MOTION: Approve Community Counseling proposals HPC6 through HPC8 with the following correction: On the proposed program in HPC-7, correct the number for the course under "required concentration courses" for the Marriage and Family Counseling Concentration. 271 should be 5271.

Dr. Davis noted a course number is typed incorrectly on the MFT concentration. This will be corrected. These changes will align the curriculum with CACREP requirements in 2008.

VOTE: Motion approved. No abstentions; none opposed.

[Proposals from Sociology and Social Work](#)

Social Sciences Program Deletion: Secondary Concentrations - MASS Proposal 1

MOTION : Approve the Social Science proposal MASS-1

VOTE : Motion approved. No abstentions; none opposed.

[Proposals from Political Science/Criminal Justice](#)

Political Science Course Changes - PSCJ Proposals 1 through 4

Public Administration Program and Course Changes - MPA Proposals 1 through 7

MOTION: Approve the Political Science proposals PS/CJ-1 through PS/CJ-4

Notes:

(1) While the dual listed course syllabi clearly distinguish between the undergraduate and graduate course requirements, the Committee requests that the department representative discuss the dual listing in light of the Graduate Education Task Force recommendation to reduce dependence on dual listed courses.

(2) The course numbers listed on the syllabi for PS/CJ-2 and PS/CJ-4 are incorrect. The course numbers listed on the proposals are correct.

Dr. Henson noted that the Arts and Sciences Council changed the 5670 title to Advanced Environmental Politics. The Committee will amend its motion to reflect such.

VOTE: Motion tabled due to lack of a quorum.

MOTION: Approve the Public Administration proposals MPA 2006-1, MPA 2006-2, MPA 2006-5, MPA 2006-6, with the following changes: On the proposed course titles for MPA 2006-1 the title for PA 5460 should be "Budgeting and Fiscal Administration" (i.e., remove the word "Public"). Add to the proposed course titles for MPA 2006-1: PA 5530-5549 Selected Topics and PA 5500 Independent Study (left off in error).

Notes: The Committee will present its motion on the proposals MPA 2006-03, MPA 2006-04, and MPA 2006-07 at the Council meeting. The Committee's concern is based upon the creation of a capstone research course 5558 (MPA 2006-04) that would be corequisite with the existing capstone course also undergoing some revision (MPA 2006-03). The course outline for 5558 lists requirements for the entire year for a course offered for one semester, i.e., there are explicit requirements that must be met before of the official semester of enrollment. We are in discussion with the program about this, and hope to have resolution by the Council meeting on Monday.

VOTE: Motion tabled due to lack of a quorum.

[Proposals from the Graduate School](#)

Change of Policies and Procedures Related to Non-Degree Status

Change in Deadline for Comprehensive Exam and Product of Learning Presentation Completion

Change in Policies and Procedures for Approval and Listing of Graduate Certificate Programs

MOTION: Approve Graduate School Proposal 1 (The maximum number of non-degree earned hours that may be applied to a graduate degree or certificate program is 9).

VOTE: Motion tabled due to lack of a quorum.

MOTION: Approve Graduate School Proposal 3 (Program changes related to graduate certificate programs will follow the usual on-campus approval process, through APP. Descriptions and course lists for these programs will be included in the appropriate department section of the Graduate Bulletin.)

Notes: The committee will present its motion on Proposal 2 (Last day of classes is the deadline for passing comprehensive examinations or product of learning presentations).

VOTE: Motion tabled due to lack of a quorum.

9. New Business

- A. Strategic Planning Retreat in Spring 2007. Plans will begin in Spring to schedule this retreat attended by members of the Graduate Council and the Graduate School's External Advisory Board.

10. Members disbanded due to lack of a quorum.