

**Appalachian State University
Graduate Council
November 21, 2011
(Approved January 23, 2012)**

Present: Becky Battista, Doris Bazzini, Joseph Cazier, Keith Davis, Mary Englebert, Pollyanne Frantz, Dru Henson, Holly Hirst, Marie Hoepfl, Edelma Huntley, Jim Killacky, Aaron Lancaster, Katherine Ledford, Mike Mayfield, Jenny Primm, Martin Root, Jennifer Snodgrass, Glenda Treadaway, Peter Villanova, Peg Werts

Excused: John Abbott, Susan Davies

Absent: Charles Duke, Katrina Palmer, William Pelto, Fred Whitt

Guests: Pat Beaver, Dawn Botts, Jim Fogelquist, Jason Hauser, Angela Losardo, Kathleen Lynch-Davis, Ken McEwin, Sue Roggenkamp, Steve Seagle

Dr. Huntley called the meeting to order. Guests were introduced.

It was moved (Wertz) and seconded (Root) that the minutes of the October 17 meeting be approved. Motion carried.

Updates from Dean Huntley

- The Provost asked the Graduate Council to discuss dual listed courses BECAUSE THEY WILL BE SCRUTINIZED BY SACS DURING THE REVIEW. THE DEAN IS ESPECIALLY CONCERNED ABOUT DUAL-LISTED COURSES after NEGATIVE comments ABOUT THOSE COURSES were posted BY GRADUATE STUDENTS to Facebook.
- Distance education will be discussed in Spring by the UNC-GA, which interprets distance education as online. There has been a decrease in graduate enrollment both nationally and within NC; ASU is at the high end of the decrease and was asked to report on this to UNC-GA. As universities move toward online courses, all are competing for the same shrinking pool of graduate students, so Appalachian will need to examine its off-campus strategies.
- The Federal government has redefined the credit hour to include 1 contact hour plus 2 hours spent outside of the classroom that the student is expected to work on materials. This has implications for study abroad, short-term institutes, and student financial aid. A one-week course will be difficult to justify as more than 1 semester hour.
- The Vice President for Research is leaving UNC-GA, and the position was re-written as Vice President for Research and Graduate Education.

New Business. The Curriculum and Policy Committee met and recommended curriculum changes as noted below.

1. *CAS_FLL_2011_04. Change the name of the department from "Department of Foreign Languages and Literatures" to "Department of Languages, Literatures, and Cultures." Change the prefix from FL to LLC.*

MOTION 1: Change department name, course prefixes, and references to “Foreign Languages and Literatures” in favor of the more modern “Languages, Literatures, and Cultures” – *For information only; this change was approved by the Provost already.*

VOTE 1: Unanimously approved the prefix change from FL to LLC.

2. *CAS_PSY_2011_32. Discontinue the requirement of a program-developed written comprehensive exam for our MA/Specialist students, which would necessitate deleting 10 words from the Graduate Bulletin.*

MOTION 2: Change the written comprehensive format to include only the national examinations, eliminating the “in house” portion of the exam as recommended by the accreditation review committee.

VOTE 2: Unanimously approved.

3. *Appalachian Studies 1. Add AS 5025 Pedagogy for Appalachian Studies/ (3) S. to the curriculum in Appalachian studies. Add AS 5025 to the electives lists for the three concentrations in the Appalachian studies Master's degree. (For Sustainable Development, it will be added to the social science elective list.)*

MOTION: Add an elective course that prepares second year graduate students to teach undergraduate courses *with the following change:* The effective date will be Fall 2012. Notes:

- This was approved by University College (not noted on the original proposal).
- The syllabus will be changed to remove reference to D-level grades.

VOTE 3: Unanimously approved with changes noted above.

4. *MA in Middle Grades Education (Proposals 1-5)*
 - *COE-CI-MGE-2011-1. Change the Master of Arts in Middle Grades Education (major code 742*/13/1203 [T] with four concentrations [Language Arts Concentration Code 472B; Mathematics Concentration Code 472C; Science Concentration Code 472D; Social Studies Concentration Code 472E] by:*
 - A. *Deleting as a degree requirement for the Master of Arts in Middle Grades Education CI 5055 Connecting Learners and Subject Matter.*
 - B. *Deleting as a degree requirement for the Master of Arts in Middle Grades Education CI 5045 Advanced Topics in Diversity .*
 - C. *Deleting CI 5600 Middle School Philosophy and Organization as a degree requirement for the Master of Arts in Middle Grades Education and from the catalog.*
 - *COE-CI-MGE-2011-2. Add CI 5550.Successful Schools for Young Adolescents/(3).F. as a new course and degree requirement for the Master of Arts in Middle Grades Education.*
 - *COE-CI-MGE-2011-3. Add CI 5650.Middle Level Instruction and Assessment (3)S. as a new course and degree requirement for the Master of Arts in Middle Grades Education.*
 - *COE-CI-MGE-2011-4.*
 - A. *Change the name of CI 5750.Teaching Young Adolescents/(3)S. to CI 5750 Teaching Diverse Young Adolescents and change the course description.*

- B. *Change the name of CI 5850.Middle School Curriculum/(3)F. to CI 5850.Middle Level Curriculum/(3).F. and change the course description.*
- *COE-CI-MGE-2011-5.*
 - A. *Change the number of hour required for concentrations (language arts, mathematics, social studies, science) from 11-12 semester hours to 9-15 semester hours.*
 - B. *Change the number of elective hours in the Master of Arts in Middle Grades Education from 0-3 to 0-8 semester hours.*
 - C. *Add a degree requirement that candidates for the Master of Arts in Middle Grades Education who do not have middle grades teaching experience must successfully complete a three semester hour graduate level middle grades internship (CI 5900.Internship/Practicum/1-6.F;S).*

MOTION 4: Update major/concentration requirements based upon changes to licensure enacted by the NC Department of Public Instruction / Board of Education, adding 2 new courses, deleting 1 course, and modifying 2 courses. Notes:

- The syllabus for CI 5750 will be changed to remove reference to D-level grades (proposal _4).

VOTE 4: Unanimously approved with change noted above.

5. *Speech-language pathology proposals 14-24.*

- *HS_CSD_2011-2012_11. Change CSD 3162. Structural Analysis of Language to CSD 4162 Structural Analysis of Language and remove co-requisite. Add dual listing with CSD 5162.*
- *HS_CSD_2011-2012_12. Change CD 3364 Audiology to CSD 4364 Audiology.*
- *HS_CSD_2011-2012_14. Change the requirements for the M.S. in Speech-Language Pathology.*
- *HS_CSD_2011-2012_15. Add CSD 5561. Introduction to Clinical Procedures I as a required course for the M.S. in Speech-Language Pathology.*
- *HS_CSD_2011-2012_16. Add CSD 5851. Motor Speech Disorders as a required course for the M.S. in Speech-Language Pathology.*
- *HS_CSD_2011-2012_17. Add CSD 5850. Adult Language Disorders as a required course for the M.S. in Speech-Language Pathology.*
- *HS_CSD_2011-2012_18. Add CSD 5852. Dysphagia as a required course for the M.S. in Speech-Language Pathology.*
- *HS_CSD_2011-2012_19. Delete from course requirements and course offerings for the M.S. in Speech-Language Pathology*
 - a. *CSD 5731. Neurogenic Disorders I*
 - b. *CSD 5732. Neurogenic Disorders II*
 - c. *CSD 5733. Neurogenic Disorders III*
 - d. *CSD 5562. Advanced Phonetic Transcription*
 - e. *CSD 5602. Communication and Aging*
 - f. *CSD 5668. Language Disorders*
 - g. *CSD 5690. Topics in Communication Disorders: Weekends with the Experts*
 - h. *CSD 5864. Intervention Processes in Communication Disorders*
 - i. *CSD 5865. Laboratory in Intervention Processes in Communication Disorders*
 - j. *CSD 5564 Clinical Practicum*

- *HS_CSD_2011-2012_20. Change the following course title: CSD 5661. Diagnostic Process/(3).F;S. to CSD 5661. Assessment and Evaluation/(3). F;S.*
- *HS_CSD_2011-2012_21. Change the following course title: CSD 5669. Phonologic Disorders/(3). SS. to CSD 5669. Speech Sound Disorders/(3). F;S.*
- *HS_CSD_2011-2012_22. Change the following course title: CSD 5666. Voice Disorders/(3).F;S. to CSD 5666. Voice and Resonance Disorders/(3). F;S.*
- *HS_CSD_2011-2012_23. Change the following course titles:*
 - a. *CSD 5675. Language I/(3).F;S. to CSD 5675 Preschool Language Disorders/(3). F;S.*
 - b. *CSD 5676. Language II/(3).F;S. to CSD 5676 School-Age Language Disorders/(3). F;S.*
 - c. *CSD 5678. Language III/(3).F;S. to CSD 5678 Written Language Disorders/(3). F;S.*
- *HS_CSD_2011-2012_24. Change the following course title and number of semester hours from: CSD 5569. Clinical Practicum in the Schools/(3 or 6).F;S. to CSD 5669 Clinical Practicum IV/(3). F;S.*

MOTION 5: Update the major requirements of the MS in Speech-language Pathology, including 10 deleted courses, 4 additions, and 9 course changes. (Minor typos corrected.)

Notes:

- The syllabus for _11 has the wrong course number in the document header.
- The rationale for _17 is not correct; the course is being added as a possible elective, not as a required course.
- The proposed number listed in the rationale for _24 is incorrect; the number is not changing.

VOTE 5: Unanimously approved with changes noted above.

6. *CAS_GJS_2011_01. Adds PS 5150 (Seminar in Public Policy -3 s.h.) as one of required seven courses for the MA in Political Science-- Environmental Politics and Policy Analysis concentration. This alters the top section to 18 required credits; Concentration courses would now be 12-15 credits; total credits would now equal 36. At the bottom of the "Internship Option" section, the following phrase should be added: "Plus 15 hours of graduate courses chosen from the list below;" at the bottom of the "Thesis Option" section, the following phrase should be added: "Plus 12 hours of graduate courses chosen from the list below." The electives section has been removed and replaced with the following statement: "Additional PS courses may be included with the approval of the MA Program Director."*

MOTION 6: Modify the concentration in Environmental Politics and Policy Analysis by adding a seminar course and reducing the electives. Notes:

- The format of the proposed bulletin description will be modified to align with the existing bulletin format (see Attachment 1).

VOTE 6: Unanimously approved with change as noted above.

7. MS in Biology: Proposals 03-05

- *CAS_BIO_2011_03. Add Ecotoxicology (BIO 5575) to the Dept of Biology as a permanent dual listed course offering starting Spring of 2013.*
- *CAS_BIO_2011_04. Add an Ecology and Evolutionary Biology Concentration in the MS Biology Program.*

- *CAS_BIO_2011_05. Change the title of Bio 5250 from "Topics in Ecology" to "Current Topics in Ecology and Evolutionary Biology." Increase credit hours from 2 to 3. Allow BIO 5250 to be retaken for up to 12 semester hours without changing the course title. Remove Bio 3302 prerequisite.*

MOTION 7: MS in Biology. Add a concentration and a related course (Ecotoxicology), *with the following three changes:* (1) The correct range of electives should be 2-12. (2) In all concentrations a notation should be added to make it clear that the electives must be chosen with advisor approval to form a coherent program of study. (3) The effective date will be Fall 2012 for the course. Note:

- The format of the proposed bulletin description will be modified to align with the existing bulletin format (see Attachment 2).

Dr. Seagle accepted the friendly amendment that electives must be chosen in consultation with the major advisor. It was also noted that BIO 03, although read by the curriculum committee, was not part of the original committee vote. The motion from the committee was amended to include BIO-03.

VOTE 7: Unanimously approved with changes as noted above.

8. MUS_MUS_2011_1, _2, and _3 (originally mislabeled 11-12-01, -02, -03)
 - *MUS 11-12-01. Add a concentration in collaborative piano in the Master of Music Performance Degree.*
 - *MUS 11-12-02. Change 5018 to be offered with variable credit and repeatable.*
 - *MUS 11-12-03. Change 5998 to be offered with variable credit and repeatable.*

MOTION 8: Music Performance MM: Add a new concentration in collaborative piano and modify 2 existing courses to be variable credit/repeatable to accommodate the needs of this new concentration, *with the following change:* Revise all the concentrations to give a single minimum number of hours (31 for composition and the other existing performance concentrations and 34 for the new concentration – see Attachment 3). Note:

- The committee found the title of the new concentration to be awkward and suggests shortening it. As currently provided: Master of Music in Performance with a concentration in Piano Performance (Collaborative Piano). We suggest Master of Music in Performance with a concentration in Collaborative Piano.

Dr. Hirst noted that the Music faculty agreed to the friendly amendment of the concentration title change.

VOTE 8: Unanimously approved with changes as noted above.

9. MA in Elementary Education (Proposals 9 and 10)
 - *COE_CI_EE_2011_9. Delete CI 5055. Connecting Learners and Subject Matter/(3) F.S. from the required courses for the MA in Elementary Education (422A).*
 - *COE_CI_EE_2011_10. Add CI 5041. Assessment to Improve Learning and Inform Teaching /(3) F.S. to the graduate catalogue and as a required course for the MA in Elementary Education (422A). This course will be an option with the existing course RES 5560. Classroom Assessment.*

MOTION 9: Update major / concentration requirements based upon changes to licensure enacted by the NC Department of Public Instruction / Board of Education, including adding 1 new course. Note:

- The syllabus for CI 5041 will be changed to remove reference to D-level grades (proposal _10).

VOTE 9: Unanimously approved with change as noted above.

10. MA in Elementary Education (Proposals 11 through 17 (cross listed courses also approved through CAS as proposals CAS_MAT_2011_13, _14, _15)

- *COE_CI_EE_2011_11. The Department of Curriculum and Instruction proposes to create a graduate certificate program in elementary school mathematics education, for candidates that hold or are eligible to hold an initial level or M level license in Elementary education that will lead to an add-on license in elementary school mathematics (approved by the state). 6 courses will be added to the curriculum and instruction graduate course offerings focused on Elementary School (K-5) Mathematics. These courses are part of an 18-hour state approved add-on license for classroom teachers and others interested in developing their content and pedagogical knowledge related to elementary school mathematics. The program of study for the certificate leading to the add-on license includes:*
 - a. CI 5922: Number Systems & Operations: K-5 Mathematical Tasks*
 - b. CI/MAT 5923: Geometry & Spatial Visualization: K-5 Assessment*
 - c. CI/MAT 5924: Algebraic Reasoning: K-5 Discourse & Questioning*
 - d. CI/MAT 5925: Data Analysis and Measurement: K-5 Classroom Interactions*
 - e. CI 5926: Rational Numbers & Operations: K-5 Learning Trajectories*
 - f. CI 5927: Mathematical Modeling: K-5 Leadership*
- *COE_CI_EE_2011_12. Add CI 5922. Number Systems & Operations: K-5 Mathematical Tasks/(3). F;S;SS. to the graduate catalog and as a required course for the graduate certificate in elementary mathematics education leading to the elementary mathematics add-on license.*
- *COE_CI_EE_2011_13. Add CI/MAT 5923. Geometry & Spatial Visualization: K-5 Assessment/(3). F;S;SS. to the graduate catalog and as a required course for the graduate certificate in elementary mathematics education leading to the elementary mathematics add-on license.*
- *COE_CI_EE_2011_14. Add CI/MAT 5924. Algebraic Reasoning: K-5 Discourse & Questioning/(3). F;S;SS. to the graduate catalog and as a required course for the graduate certificate in elementary mathematics education leading to the elementary mathematics add-on license.*
- *COE_CI_EE_2011_15. Add CI/MAT 5925. Data Analysis and Measurement: K-5 Classroom Interactions/(3). F;S;SS. to the graduate catalog and as a required course for the graduate certificate in elementary mathematics education leading to the elementary mathematics add-on license.*
- *COE_CI_EE_2011_16. Add CI 5926. Rational Numbers & Operations: K-5 Learning Trajectories/(3). F;S. to the graduate catalog and as a required course for the graduate certificate in elementary mathematics education leading to the elementary mathematics add-on license.*

- *COE_CI_EE_2011_17. Add CI 5927. Mathematical Modeling: K-5 Leadership/(3). F;S;SS. to the graduate catalog and as a required course for the graduate certificate in elementary mathematics education leading to the elementary mathematics add-on license.*

MOTION 10: Elementary Education/ Mathematical Sciences: Add courses (3 cross-listed with math and 3 C&I only) and a new graduate certificate in Elementary Mathematics, which will result in add-on licensure.

Note: Proposals 14-16 were approved by the Department of Mathematical Sciences and the Arts and Sciences Council.

VOTE 10: Unanimously approved.

Kudos to Elementary Education for addressing questions related to the addition of courses and the add-on licensure which will result in gainful employment for students. Information provided expedited approval of the curriculum package.

PROGRAM REVIEW PROCESS (see Attachment 4)

The Assessment and Review committee drafted the process for graduate program review. The committee is comprised of Holly Hirst (chair), Doris Bazzini, Joe Cazier, Marie Hoepfl, and Jennifer Snodgrass.

Programs will be reminded in late April to enter data into TracDat. The Graduate School will make available to departments various dashboard reports to assist in data analysis and reporting. Data will be extracted July 1 and evaluated in the review of graduate programs. Status reports must address 1) centrality to University mission; 2) quality of the program; 3) faculty involvement; and 4) facilities/equipment.

The Fall 2012 review will come from Fall 2011 data. By January 2012, the Graduate School should know which programs may come up for review. Programs reviewed will be provided with feedback (positive and negative).

Dr. Killacky called for the question.

VOTE 11: The Graduate Program Review process was unanimously approved.

OTHER – Update on Graduate Faculty Membership

1. The *Faculty Handbook* will be updated to reflect Graduate Faculty membership changes approved by this Council in 2009.
2. Faculty Senate asked Dean Huntley for the position of the Graduate Council concerning who is eligible to vote on matters related to graduate education, i.e., graduate curriculum proposals, graduate program directors, and graduate faculty membership. The Faculty Handbook delegates authority to the Graduate Council to determine Graduate Faculty membership. However, there is nothing in the *Handbook* or procedure manuals that indicate who in departments should vote on graduate curriculum decisions, election/appointment of graduate program directors, or Graduate Faculty membership.

There was consensus that each department should have a policy on file to address department workload (undergraduate and graduate), curriculum proposals (undergraduate and graduate), and

department personnel actions (including Graduate Faculty). Dr. Hirst will draft a response to Faculty Senate for feedback from this Council.

ANNOUNCEMENTS. Attached are announcements from Grants Resources and Services, Sponsored Programs, and Research Protections.

Motion to adjourn (Killacky) and second (Bazzini).

ATTACHMENT 1: POLITICAL SCIENCE CURRENT AND PROPOSED (CHANGES IN RED)

Course Requirements for the Master of Arts in Political Science Semester Hours Required (minimum): 30 (THESIS track in American Gov't or Int'l Relations) or 36 (THESIS track in Environmental Politics and Policy Analysis and all NON-THESIS tracks)		
Required Course	PS 5001: Scope and Methods (3) PS 5002: Research Methods and Statistics (3)	6
Concentration (CHOOSE ONE)	<p>American Government Concentration (24 or 30 s.h.) (Code: 267C)</p> <ul style="list-style-type: none"> • PS 5030: Seminar in American Government and Politics (3) • 9 s.h. from the following in consultation with the MA Advisor: <ul style="list-style-type: none"> ○ CJ 5150: The American Justice System and Social Justice (3) ○ CJ/PA 5180: Public Policy Analysis and Program Evaluation (3) ○ PS 5010: Seminar in Political Philosophy (3) ○ PS 5100: Seminar in Congressional Politics (3) ○ PS 5110: Campaigns and Elections (3) ○ PS 5130: Appalachian Political Perspectives (3) ○ PS 5135: Readings and Research in American Politics (3) ○ PS 5145: American Political Parties and Interest Groups (3) ○ PS 5155: Seminar in Political Behavior (3) ○ PS 5330: Problems in State and Local Government (3) ○ PS 5400: Washington at Work (3) ○ PS 5530-5549: Selected Topics (1-4) ○ PS 5710: American Political Thought (3) • Thesis Option (choose one): <ul style="list-style-type: none"> ○ With Thesis (12 s.h.) <ul style="list-style-type: none"> ▪ PS 5998: Thesis Preparation (3) ▪ PS 5999: Thesis (3) ▪ And 6 s.h. of graduate electives selected in consultation with the MA Advisor. ○ OR Without Thesis (18 s.h.) <ul style="list-style-type: none"> ▪ PS 5800: Directed Research (3) OR PS 5900: Internship in Public Affairs (3) ▪ And 15 s.h. of graduate electives selected in consultation with the MA Advisor. <p>OR</p> <p>Environmental Politics and Policy Analysis Concentration (30 s.h.) (Code: 267F)</p> <ul style="list-style-type: none"> • PS 5150: Seminar in Public Policy (3) • PS 5670: Advanced Environmental Politics (3) • ECO 5621: Advanced Environmental Economics (3) • ECO 5660: Benefit Cost Analysis (3) • 12-15 s.h. chosen from the following in consultation with the MA Advisor: <ul style="list-style-type: none"> ○ PS 5020: Pro-Seminar in International Relations (3) ○ PS 5030: Seminar in American Government and Politics (3) ○ PS 5120: Readings and Research in Int'l Relations (3) ○ PS 5125: Readings and Research in Compar. Politics (3) ○ PS 5135: Readings and Research in American Politics (3) ○ PS 5145: American Political Parties and Interest Groups (3) 	24 or 30

- PS 5180: Public Policy Analysis and Prog. Evaluation (3)
- PS 5330: Problems in State and Local Government (3)
- PS 5800: Directed Research (3)
- PA 5060: Seminar in Public Administration (3)
- PA 5665: Public Management (3)
- ECO 5150: Business Economics (3)
- ECO 5500: Independent Study (1-4)
- GHY 5812: Advanced GIS (3)
- PLN 5450: Planning for Sustainable Communities (3)
- PLN 5460: Environmental Policy and Planning (3)
- Thesis or Internship Option (choose one):
 - With Thesis
 - PS 5998: Thesis Preparation (3)
 - PS 5999: Thesis (3)
 - OR With Internship
 - PS 5900: Internship in Public Affairs (3)

OR

International Relations/Comparative Politics Concentration (24 or 30 s.h.)(Code: 267C)

- PS 5020: Pro-Seminar in International Relations (3)
- PS 5040: Pro-Seminar in Comparative Politics (3)
- 6 s.h. from the following in consultation with the MA Advisor:
 - PS 5010: Seminar in Political Philosophy (3)
 - PS 5120: Readings and Research in International Relations (3)
 - PS 5125: Readings and Research in Comparative Politics (3)
 - PS 5155: Seminar in Political Behavior (3)
 - PS 5400: Washington at Work (3)
 - PS 5530-5549: Selected Topics (1-4)
 - PS 5721: Human Rights (3)
 - PS 5722: U.S. Foreign Policy (3)
 - PS 5741: European Governments and Politics (3)
 - PS 5743: The European Union (3)
 - PS 5744: Middle East Politics (3)
 - PS 5745: African Politics (3)
 - PS 5748: Latin American Politics (3)
- Thesis Option (choose one):
 - With Thesis (12 s.h.)
 - PS 5998: Thesis Preparation (3)
 - PS 5999: Thesis (3)
 - And 6 s.h. of graduate electives selected in consultation with the MA Advisor.
 - OR Without Thesis (18 s.h.)
 - PS 5800: Directed Research (3) OR PS 5900: Internship in Public Affairs (3)
 - And 15 s.h. of graduate electives selected in consultation with the MA Advisor.

ATTACHMENT 2: BIOLOGY CURRENT AND PROPOSED (CHANGES IN RED)

Course Requirements for the Master of Science in Biology Semester Hours Required (minimum): 30		
Required Courses	<ul style="list-style-type: none"> • BIO 5000: Bibliography and Research (4) • BIO 5999: Thesis (4-8) 	8 to 12
Concentration (CHOOSE ONE)	<p>Cell and Molecular Biology Concentration (Code: 207B)</p> <ul style="list-style-type: none"> • BIO 6615: Current Topics in Molecular Biology (4-12) • One of the following courses: <ul style="list-style-type: none"> ○ BIO 5650: Bioinformatics (3) ○ BIO 5777: Biostatistics (4) • 2-15 s.h. of graduate elective courses chosen in consultation with the major advisor <p>OR</p> <p>Ecology and Evolutionary Biology Concentration (Code: 207XXX)</p> <ul style="list-style-type: none"> • BIO 5250: Current Topics in Ecology and Evol. Biology (6-12) • BIO 5777: Biostatistics (4) • 2-12 s.h. of graduate elective courses chosen in consultation with the major advisor <p>OR</p> <p>General Biology Concentration (Code: 207C)</p> <ul style="list-style-type: none"> • BIO 5777: Biostatistics (4) • 14-18 s.h. of graduate elective courses chosen in consultation with the major advisor 	18 to 22

ATTACHMENT 3: MUSIC CURRENT AND PROPOSED (CHANGES IN RED)

Course Requirements for the Master of Music in Performance Semester Hours Required (minimum): depends upon concentration – see below		
Required Courses	<ul style="list-style-type: none"> • AMU 6xxx: Applied Music (8) • MUS 5006: Philosophy of Music (3) • MUS 5007: Music Bibliography (2) • MUS 5013: History of Musical Style (3) • MUS 5018: Applied Area Literature – topics depend upon concentration (3) • MUS 5600: Analytical Techniques (3) 	22
Concentration (CHOOSE ONE)	<p>Music Composition Concentration (Code: 558Z) Semester hours required for the degree (minimum): 31</p> <ul style="list-style-type: none"> • MUS 5100: Performance Ensemble (1+1=2) • MUS 5999: Thesis (2-4) • 3-5 s.h. of music electives chosen in consultation with an advisor <p>OR</p> <p>Piano Performance (Collaborative Piano) (Code XXXX) Semester hours required for the degree (minimum): 34</p> <ul style="list-style-type: none"> • MUS 5018 Applied Area Literature (1-3) • MUS 5100 Performance Ensemble (4) • MUS 5997 Practicum Experience (2) • MUS 5998 Master of Music in Performance Recital (2) • 3 s.h. of music electives chosen in consultation with an advisor <p>OR</p> <p>Other Performance Concentrations (Code: 558B through 558Y) Semester hours required for the degree (minimum): 31</p> <ul style="list-style-type: none"> • MUS 5100: Performance Ensemble (1+1+1+1=4) • MUS 5998: Master of Music in Performance Recital (2) • 3-5 s.h. of music electives chosen in consultation with an advisor 	9 -12

**ATTACHMENT 4: Graduate Program Review
DRAFT FOR Graduate Council Consideration
November 2011**

The major purpose of Graduate Program Review is to ensure that programs are functioning at the highest possible levels of academic quality and are operating in ways that are consistent with the missions of the University and the Graduate School.

The process of Graduate Program Review serves as a means to inform the program faculty and university leadership of areas of excellence and areas of needed improvement in particular programs. In this sense, Graduate Program Review is a tool for critical reflection and change.

Fundamental to Graduate Program Review at Appalachian is the notion of *Institutional Effectiveness* – “ongoing, integrated, and research-based planning and evaluation processes that incorporate a systematic review,” resulting in continuing improvement. In particular, a program must identify expected outcomes; assess whether it achieves these outcomes; and provide evidence of improvement based on analysis of those results.¹

To this end, each graduate degree and certificate program has established goals, objectives, and measures that are in concert with the program’s mission and vision; these goals and objectives include learning outcomes. Departments will engage in ongoing evaluation to measure the extent to which the program is meeting these goals and objectives.

As recommended by the Graduate Education Task Force (2008), graduate programs at Appalachian will be monitored for quality through the following process:

1) Each year the graduate program faculty will choose a subset of its program’s objectives to examine. If the evidence from the data collected suggests that improvement is needed, action plans will be devised and implemented. The results, action plans, and any follow-up will be recorded in the TracDat system annually.

Best Practices:

- Programs should plan to cycle through all of their objectives every five years.
- When selecting what to study each year, objectives with concerns from prior years for which action plans have been implemented should be revisited.
- Actual data do not need to be stored in TracDat if a summary outlining the data in aggregate (tables, graphs, charts) can be developed to capture the information.

2) Each year, the Graduate School will extract the assessment reports for all graduate programs to review progress toward the goals and objectives and prepare a summary. Deans and departments will provide a brief summary of any outstanding achievements and any concerns they have about the program. These reports will be reviewed by the Graduate School, and each program will be more closely reviewed through the Assessment and Program Review Committee of the Graduate Council every other year.



¹ Taken from Core Requirement 2.5 and Comprehensive Standard 3.3.1 in The Southern Association of Colleges and Schools (SACS) Principles of Accreditation

Timeline:

May 1: The Graduate School will issue a reminder about the report and the need to place information in TracDat.

July 1: The Graduate School will pull the program reports from TracDat (two years worth of assessment information).

August (Friday before first class): Summary reports will be submitted to the Graduate School.

September and October (Graduate Council meetings): Each year half of the graduate programs will be reviewed by Graduate Council. Feedback will be provided in the year a program is reviewed.

Guiding questions that will be used by the Graduate Council during the review process:

- Is there a pattern of regular activity in TracDat showing that programs are monitoring the extent to which they achieve their mission and goals?
- Are the measures being used clear, measurable, and related to the goals and objectives?
- Are relevant action plans in place and being followed?
- If the program has been flagged as low review, is a plan in place to address this?

3) In even-numbered years, programs that fall into one of the categories below will be required to submit a comprehensive status report for review rather than just a summary.

- programs that do not meet minimum enrollment requirements²:
 - Master's and specialist programs: the number of degrees awarded in the last two years is 15 or fewer—unless enrollment in the most recent year exceeds 22, or degrees awarded exceed 9.
 - Doctoral programs: the number of degrees awarded in the last two years is 5 or fewer—unless enrollment in the most recent year exceeds 18, or the number of degrees awarded in the most recent year exceeds 2.
- programs deemed of concern by the Provost, a dean or a department chair.

The status report must address the following items³:

1. **Centrality to University's Mission:** How important to the mission of the institution is this program? Can this program be combined with a similar or related program in the present department or in another department?
2. **Quality of the Program:** What is the quality of the program and what indicators are used to assess the quality? Is the program accredited or has accreditation been sought? Are the students in demand, either by employers or by other graduate programs?
3. **Faculty Involvement:** How many faculty members are teaching in this program? What is the average teaching load of the faculty in the department?
4. **Facilities/Equipment:** Are available space and equipment adequate and appropriate for the program?



² The minimums used will be those set by the UNC General Administration, the current guidelines are listed here.

³ These items are based upon the report required by the UNC General Administration for low enrollment programs.

5. **Demand:** Is the program serving the predicted number of students? What are the job prospects for these graduates? Are there courses in the program that are essential supporting courses for other programs?
6. **Costs:** Could some program options or concentrations be consolidated or eliminated? What is program productivity as it is reflected in course enrollments? Does the program have under-enrolled courses?
7. **Duplication:** Can this program's objectives be accomplished equally well through another program? Are courses in the program duplicated in other programs/departments?
Could enrollment be increased by sharing some courses through distance education? Is this program distinctive in the UNC system?
8. **Critical Mass:** What would be the impact on departments or programs if the program under review were eliminated?

The status report will be reviewed by the Assessment and Program Review Committee of the Graduate Council. The Graduate Review Committee will submit a response to the department chair, academic dean, graduate school dean, and the Graduate Council.

DRAFT

Grants Resources & Services

APPALACHIAN STATE UNIVERSITY

Graduate Council & URC / November 2011 Report from Dr. Pollyanne Frantz, Director

Initiatives:

- Three Faculty Learning Community: Grant Proposal Writing participants have submitted six proposals (one proposal was successfully funded and five proposals have a status of pending). FLC:GPW faculty participant Dr. Kin-Yan Szeto was selected as the 2011 recipient of the 100 Scholars Award.
- REACH NC expertise portal implementation is still in progress but the Nov. 1 rollout of selected profiles was delayed due to technical problems.

Events:

- October “First Fridays” event featuring Dr. Jana Carp from the Department of Geography and Planning and her involvement with the “Slow Cities” movement (Oct. 7 / 22 participants)
- National Institutes of Health Academic Research Enhancement Award (AREA) program grant proposal writing workshop and individual consultations with NIEHS program officers (Oct. 10 / 28 participants)
- Finding Funding workshops conducted by Amy Love (Oct. 20 and 24 / 5 participants)
- Research Services Fair (Oct. 21)
- Federal Research Priorities and Budgets for FY12 webinar (Oct. 31- Nov. 2)

Other Activities:

- Amy Love delivered a presentation at the October University Research Council on Department of Defense funding opportunities
- Guidelines were written and competitions were conducted for two internal funding opportunities:
 - Grant Proposal Development Fellowships Program
 - Microgrants Program
- Pollyanne Frantz attended the North Carolina Business Defense Association “Breakfast with a Prime with the University of North Carolina” meeting held on the UNC-Charlotte campus

- Frantz provided requested information on faculty development and capacity building initiatives to faculty members at Western Illinois University
- Faculty consultations:
 - Frantz: 2
 - Love: 6
- Limited submission competitions conducted:
 - American Honda Foundation (5 concept papers submitted / Physics and Astronomy faculty member Dr. Tonya Coffey's proposal was selected as the one proposal submission allowed)
 - ORAU Ralph E. Powe Junior Faculty Enhancement Award (currently open)
 - National Science Foundation Major Research Instrumentation (currently open)

Upcoming Events:

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

- “Footprints on the Sands of Time: Helping PUI Faculty Make Their Mark” presentation at the 53rd annual meeting of the National Council of University Research Administrators (November 8, 2011 / Washington, DC)
- Faculty without Borders (November 15, 2011)
- November “First Fridays” featuring April Flanders from the Department of Art (Nov. 11)
- National Science Foundation Grant Proposal Writing webinar (TBA)
- North Carolina Biotechnology Center Grant Proposal Writing workshop (TBA)

Office of Sponsored Programs Report
November 1, 2011

Items of Note

- Year-to-date award information through the end of October is available on the Web at <http://www.orsp.appstate.edu/awards>. A summary follows:
 - 80 proposals requesting \$35,773,195. Proposal submissions are down in number by 27%, while dollars requested are up 31%. The large increase in dollars requested can be attributed to one large proposal that was not funded. OSP has worked with numerous PIs this fall who, after considerable investment of effort, have decided to postpone or forego submission altogether. Postponements are fine if they lead to continued work and more competitive applications as all federal sponsors are reporting lower success rates relative to decreased funding and large increases in the applicant pool. The fallout appears to be a trend toward even more limited submission programs.
 - 96 awards totaling \$4,220,565 reflect a 13% decrease in the number awards and a 62% decrease in the dollars received compared to October FY2011. Note these figures reflect the absence of new American Recovery and Reinvestment Act (ARRA) dollars and the first term with no Appalachian Family Innovations (AFI) submissions and awards.
- Workshop Activity
 - 4 AGrants training remain – 1 each month for November and December for both faculty and administrators. Recent administrator attendance has been low.
 - Attendance at the Brown Bag discussion sessions has been low but productive.
 - Topical workshop presentations have been well received.
 - OSP staff participated in the fall New Faculty Workshop and in the Belk Library's Research Fair.
 - The Grants Resources and Services office and Sponsored Programs successfully hosted an NIH workshop attended by researchers throughout the region.
 - Sponsored Programs is working with the Hubbard Center to develop two more workshops for the spring.
 - See www.orsp.appstate.edu/events for the full list of remaining FY2012 offerings.
- The three ORSP directors met with the physics department.
- The director of OSP visited the new farm in Ashe county to see the facilities and discuss a subaward on a project funded by the USDA

- AGrants/RAMSeS
 - Sponsored programs is working with Special Funds Accounting to establish processes and procedures for routing request that a University unit assume financial risk (Assumption of Risk) prior to full execution of an award or prior to receipt of continuation funds for multiyear projects.
- Required Federal Reports (ARRA & FFATA) –
 - 3 ARRA reports were submitted for the October quarterly report
 - Federal Funding Accountability and Transparency Act (FFATA) reporting must be completed on a monthly basis. An outgrowth of the ARRA funding, these reports will be with us for a long time. Recent federal discussions indicate that the reports or reporting structures are likely to change again in the near future. OSP will monitor and report.
- Collaborations between OSP and a number of campus units (OSP, ORP, General Counsel) continues to move forward toward the develop Standard Operating Procedures and documentation for:
 - Nondisclosure and Confidentiality Agreements
 - Material Transfer Agreements
 - Data Transfer and Management Agreements
- Charlotte Smith, Assistant Director in OSP, has formed a committee of faculty, staff, and representatives from the Office of Research and Sponsored Programs (ORSP) and Special Funds Accounting to review and revise the ORSP Web presence prior to the beginning of the next fiscal year.
- The Director of OSP, in her role as President, continues to work with the North Carolina Society of Research Administrators in planning the annual meeting for 2012 in Durham.

Graduate Council & University Research Council / November 2011
Report from Julie Taubman, Research Protections

Past Events

- Town Hall on the Advanced Notice of Proposed Rule Making (10/20, 6 participants)

Items of Note

- The IRB continues to work on developing guidance/FAQs on:
 - investigator expertise for blood draws in a non-clinical setting
 - determining when an activity meets the definition of human subject research
 - appropriate provisions for maintaining confidentiality of research data

Upcoming Events

- Julie Taubman, Oscar Knight, and Amy Love will facilitate a Hubbard Center Workshop on “Research Data Security and Data Sharing” on 11/7 at 12:00- 1:30