

**GRADUATE COUNCIL
MINUTES
November 18, 2013
(Approved January 27, 2014)**

Present: Mark Bradbury, Joseph Cazier, Scott Collier, Susan Davies, Keith Davis, Mary Englebert, Pollyanne Frantz, Dru Henson, Holly Hirst, Alex Johnson, Scott Kallestad (for Jennifer Snodgrass), Sandra Krause, Vachel Miller, Katrina Palmer, William Pelto, Martin Root, Mary Valante, Peg Werts

Excused: John Abbott, Marie Hoepfl, Edelma Huntley, Jennifer Snodgrass

Absent: Patty Dale, Ray Easterlin, Randy Edwards, Louis Gallien, Randy Gonzalez, Dwayne McSwain, Glenda Treadaway, Fred Whitt

Guest: Clark Maddux

In the absence of Dr. Huntley, Dr. Hirst called the meeting to order and introduced guests. It was moved (Werts) and seconded (Root) that the minutes of the October 21 meeting be approved. Vote: Unanimously approved. None opposed; no abstentions.

1. ANNOUNCEMENTS

- **Prioritization Update.** The data from all the sources has been posted on the website, including the committee reports and dean voted rankings. The information will be presented to the Chancellor and a final plan will be disseminated to the campus.
- **Fall 2014 Enrollment Shortfall:** Graduate programs will be asked to try to increase Fall 2014 enrollment by 12% or more over Fall 2013; we need an increase of 220 in the graduate headcount to make up for not meeting projections.
- **Accelerated Admission:** The "Accelerated Admission" program will be expanded to the entire campus for Fall 2014. We will send out information to all programs about this in early Spring.
- Distributed was a report on editing costs for theses and dissertations for Spring-Summer 2013 (to be discussed in Spring).

See Attachment 1 for the full Graduate Studies report.

2. OLD BUSINESS – Graduate Faculty Membership

Graduate Faculty membership renewals are in line with milestones in faculty members' contract renewals. With changes to the PTR process, the DPC (departmental personnel committee) is replaced by the PTC (promotion and tenure committee).

MOTION: Motion was made (Cazier) to remove committee names and replace with "the appropriate committee." It is the belief of the Graduate Council that if faculty are on the agenda for Graduate Faculty membership, the faculty member should request removal for the vote but not be excluded from other agenda items considered by the PTC. Second by Bradbury.

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

3. **NEW BUSINESS – Curriculum Proposal recommendations from the Subcommittee on Curriculum and Policy**
 - **MOTION 2:** Approve the proposal to delete ANT 5568: Language and Culture (3) -- dual listed course. Note that the course number is not correct on the proposal. (CAS_ANT_2013_21)
VOTE 2: Motion carried unanimously. None opposed; no abstentions.
 - **MOTION 3:** Approve the proposal to revise the wording on the research course requirement for the Master of Music Therapy. (MUS_MUS_2013_01)
VOTE 3: Motion carried unanimously. None opposed; no abstentions.
 - **MOTION 4:** Approve the proposal to add graduate enrollment courses GRD 5989/6989/7989 Graduate Enrollment (1). (GradSchool_2013_3_gradplaceholder)
VOTE 4: Motion carried unanimously. None opposed; no abstentions.
4. **Exploring the development of a graduate level civic engagement endorsement – Clark Maddux**

Dr. Clark Maddux, Director of Service Learning in the ACT Office (Appalachian and the Community Together) discussed recognition of graduate students for civic engagement. At the undergraduate level, there is a Citizen Scholar Certificate Program. Some graduate majors already have civic engagement embedded in the program. Continued conversations can raise awareness of resources to incorporate service learning at the graduate level as student learning outcomes or program goals. Following discussion, the Graduate Council agreed that it would be appropriate for graduate courses to have the civic engagement and global attributes.

Discussion of a graduate certificate will be tabled for now. Dr. Maddux will 1) participate in ongoing conversations of interdisciplinary minors; 2) pursue the idea of an award for civic engagement at the graduate level; and 3) share with programs a list of courses that are identified as service learning/community based research.
5. **Other**
 - Announcement from Grants Resources and Services (Attachment 2)
 - Announcement from Sponsored Programs (Attachment 3)
 - Dr. Davis announced that the Awards and Recognition Committee selected the following research award recipients:
 - Joyce Lawrence Award: Laura Brookshire, App Studies
 - Domer Research Award: Amanda Finn, English
 - Zigli Research Award: Michael Thomas, Biology
 - Dr. Edelma Huntley announced that she is stepping down as Dean of the Graduate School effective June 30, 2014. The Provost will appoint a search committee to seek her replacement.
6. **Motion to adjourn (Davis)**

Attachment 1

Announcements from the Graduate School

- 1) **2013 Graduate Faculty Meeting:** 5 PM on Monday, December 2, 114 Library
- 2) **3MR Competition:** 5 PM on Tuesday, December 3, Attic Window Room
- 3) **Prioritization Update:** The data from all the sources has been posted on the website, including the committee reports and dean voted rankings. The information will be presented to the Chancellor and a final plan will be disseminated to the campus.
- 4) **Fall 2014 Enrollment Shortfall:** Grad programs will be asked to try to increase Fall 2014 enrollment by 12% or more over Fall 2013; we need an increase of 220 in the grad headcount to make up for not meeting projections. (The other option is to take 220X4 more undergrads!)
- 5) **Accelerated Admission:** The "Accelerated Admission" program will be expanded to the entire campus for Fall 2014. We will send out information to all programs about this in early Spring.
- 6) **State Authorization:** The deadline for getting permission to post interns in or accept distance education students from another state is July 1, 2014. The university continues to seek approval for the most important states, and the southern regional education board is working on a blanket agreement for the SE states. Right now it looks like we may be excluding a few states due to the cost of applying -- Massachusetts and Maryland to name 2.
- 7) **GTA Training and Evaluation Report:** In January, we will receive the specifics for a report that all graduate schools will have to submit about how graduate teaching assistants (include lab instructors and tutors) are trained pre-service and evaluated at the end of each term as GTA.
- 8) **Graduate Program Metrics:** The UNC graduate council has approved a set of "universal" metrics for graduate programs in the system by which benchmarking comparisons will be made against national data. More information will be forthcoming in the spring on how this information will be used.
 - average student debt
 - percent completion
 - time to degree
 - first placement and satisfaction
 - longitudinal employment in relevant career
 - quality of instruction by GTAs

Grants Resources & Services



APPALACHIAN STATE UNIVERSITY

**University Research Council / November 2013
Report from Dr. Pollyanne Frantz, GRS Director**

Initiatives:

- Additional faculty profiles will be added to the REACH NC expertise database during the next few months with the help of a new Research Publications tool, which harvests faculty members' publication records from public websites and faculty CVs
- Appalachian Women Scientists (AWS) Seed Grants and Travel and Dependent Care Grants (3 Seed Grants awarded / 2 Travel and Dependent Care Grants awarded)
- Frantz and Love have absorbed pre-award program management of the REI/URC and URC grants programs (application processing and review coordination).

Other Activities:

- Faculty consultations/meetings:
 - Frantz: 2
 - Love: 4
- Student consultations/meeting:
 - Frantz: 1
 - Love: 0
- Internal grant program processing:
 - Appalachian Women Scientists Seed Grants program
 - REI/URC Grants Program
 - URC Grants Program
- Limited submission funding opportunity faculty review coordination:
 - Ralph E. Powe Junior Faculty Enhancement Award
 - Oak Ridge Associated Universities Travel Award
- GRS Director (Pollyanne Frantz) activities:
 - Frantz is collaborating with UNC colleagues to develop content for the North Carolina Training Consortium, a resource to augment local training programs and materials (July -)

- GRS Assistant Director (Amy Love) activities:
 - Love managed the migration and subsequent troubleshooting of several AsULearn sites from the old version to the new version
 - Love is serving as Staff Senate Secretary.
- Events:
 - First Fridays: “Abandoned Houses & Their Invented Narratives: Recent Mixed Media Quilts” featuring Ms. Jeana Klein, Associate Professor of Art (Oct. 4 / 22 participants)
 - New Faculty and Researcher Workshop (Oct. 15 / 2 participants)

Upcoming events:

- First Fridays: “Water Sustainability Defies Solutions” featuring Dr. Kristan Cockerill, Assistant Professor in the Department of Cultural, Gender and Global Studies (Nov. 1).
- Developing a New Research Agenda (Spring 2014 TBA)

University Research Council Report
Sponsored Programs (SP)

November 2013

Grant and Contract Activity (<http://orsp.appstate.edu/about/reports>)

- Current Fiscal Year (FY) to date information is available on the Web
 - 67 Submissions (-19%) through October 31 requesting \$5.9 million (-54%), compared to 83 proposals requesting \$12.8 million in FY13
 - Sponsored Programs Staff have worked/are working with a total of 103 FY14 proposals to date; some work was initiated but not routed or submitted.
 - 68 Awards (-3%) through October 31 totaling \$3.9 million (-12%) in contrast to 70 awards for \$4.5 million in FY13
 - In addition to submissions and new award processing, Sponsored Programs staff continue to provide programmatic support for 176 ongoing FY13 projects
 - 8 first time applicants have submitted proposals since the FY14 began

Announcements

- **AGrants File Naming problem discovered.** Following the completion of a recent work order, Sponsored Programs discovered a new glitch that prohibits PIs/staff from deleting and reloading revised versions of files unless either the file name or file type is changed to something new. When an individual tries to replace a previously loaded file with a new file bearing the same name, the system will not delete and replace the former file although it appears to have done so. Chapel Hill is aware of the problem, but we do not anticipate a “fix” in the near future. **Sponsored Programs highly recommends replacing using a version number as part of the file name to assure your most recent work is accessed.**
- Holiday closings
 - Sponsored Programs will close for the holidays beginning December 23, 2013
 - The office will reopen on January 2, 2014
 - Various staff members will be on vacation during this period, to include the week just prior to and immediately after
 - Charlotte Smith – out 12/18 through 1/3
 - Charna Howson – out 1/4 through 1/11
- Tyler Hayes has joined the Sponsored Programs staff in the part-time, temporary position formerly held by Jo Harris. Tyler will coordinate Conflict of Interest assurances for Sponsored Programs, will serve as SP Grants Manager for two departments (Sociology & Reading Education and Special Education) and will provide grant submission backup support to other Sponsored Programs staff

Initiatives:

Sponsored Programs will begin contacting PIs this on 11/18 to solicit **Allocation of Credit** information. Department chairs have received information about faculty engagement as project personnel to facilitate monitoring progress of the Allocation of Credit forms. Completed forms must be returned to the Office of Sponsored Programs by the close of business on 12/5/2013. Distributed calculations will show up in monthly reports no later than January.