

Appalachian State University
Graduate Council
Approved Minutes for October 20, 2008

Present: John Abbott, William Brewer, Don Cox, Keith Davis, Charles Duke, Tom Fisher, Sammie Garner, Dave Haney, William Harbinson, Holly Hirst, Marie Hoepfl, Mike Kernodle, Jim Killacky, Chris Thaxton, Glenda Treadaway, Nancy Schneeloch-Bingham, Neva Specht, Lynn Stallworth, Jenny Ware, James Westerman

Absent/Excused: Dru Henson, Edelma Huntley, Pollyanne Frantz, Susan McCracken, Alecia Jackson, Seaton Tarrant

Absent/Unexcused: Randy Edwards

1. Dr. Hirst called the meeting to order at 3:02 pm and introduced April Everhart, sitting in for Janice Voss. There were no special guests.
2. The minutes of the September 22, 2008 meeting were approved as distributed.
3. Reports/Announcements from the Dean's Office: Dr. Edelma Huntley (given by Dr. Holly Hirst):

UNC Tomorrow: The UNC Tomorrow Phase II review of academic programs has been limited to low enrollment programs and new programs. At the graduate level, the programs experiencing low enrollment include

- Romance Languages
- Music Education
- Technology Education
- Mathematics Education
- Family and Consumer Sciences Education
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- Child Development: Birth-Kindergarten
- Psychology, General Experimental
- Public History

New programs include

- Music Therapy
- Social Work
- Criminal Justice

In addition to the report on each program, an independent evaluation from the university is needed, and the Deans have put together a committee for this purpose. These reports are due to the General Administration in early December, and Holly Hirst will coordinate the reporting for the graduate programs.

Research Compliance: A request was submitted to hire a compliance officer in the Office of Research and Sponsored Programs to oversee various processes (IRB, IACUC, Export Controls, etc.). We are hoping to hire someone within the next couple of months.

4. Reports/Announcements from Graduate Studies: Dr. Holly Hirst

Admission/Enrollment: We will have definitive information from 08-09 admission enrollment data in the next couple of weeks. We are still working on documenting admits who did not enroll for Fall 2008.

Graduate Diploma: We wish to revise and update the diploma text. The language is arcane, archaic, and anachronistic. It is redundant for students whose degree name includes the major name (Master of Public Administration in Public Administration). It seems more logical to mention that the recommendation is coming from the graduate faculty or the graduate school, as is typical of other schools' diplomas. Dr. Huntley is willing to cover the expense to have new printing plates made. The Graduate School requested that the student committee work on determining the appropriate wording so that the Dean can take a recommendation to Dean's Council. The Council had no objection to rewording the diploma. The Student Committee will move forward with this. All comments should be sent to Sammie Garner.

5. Reports/Announcements from Sponsored Programs: Susan McCracken (given by Dr. Holly Hirst)

Submissions/Awards: The September reports are online.

- Submissions are down 21% from last year
- Awards are down 6%
- Last year was an exceptionally good year, so this news is not a bad as it sounds.

ORSP Website: There has been a redesign of the ORSP website. It contains all the same information as before, and at this point, all the links should be working properly. Please let us know if you find something that doesn't work.

6. Reports/Announcements from Proposal Development: Dr. Pollyanne Frantz (given by Dr. Holly Hirst)

The report of recent activities is on the website. Upcoming events include

- Department of Social Work Faculty workshop (10/22/08)
- Writing Excellent Proposals: A Workshop for University Science Faculty featuring Dr. Thomas Blackburn (10/30/31)
- Community of Science workshops for new faculty (TBA)

7. New Business: Dr. Holly Hirst

Thesis Grading Policy: The Graduate Council voted to change the thesis grading policy in March; the revised document on the website includes all of the places in the Bulletin that the grading policy would change (all thesis courses, academic requirements, grading policies).

In summary, there will be two grades:

- SP: satisfactory progress
- UP: unsatisfactory progress

Students who are judged by the thesis committee chair to be making satisfactory progress in the term of enrollment will be assigned a grade of SP by the chair for that term. Students who are not progressing satisfactorily will be assigned a grade of UP. If a grade of UP is assigned, the thesis committee must determine if the student should be allowed to enroll in further thesis hours and report its decision to the Graduate School. Before being allowed to continue graduate study, students who are not approved to be enrolled in further thesis hours must request and be approved for a change of program out of the thesis option. Thesis hours may not count in the resulting revised POS, and the thesis grade will remain SP/UP on the transcript. This is a good way to accurately reflect progress on transcripts after they finish, even if the student hasn't completed their thesis.

The Thesis Director (or whoever is overseeing the progress of the thesis) will be responsible to assign the grade of UP/SP. This will not apply in dissertation because there is no non tract.

The motion to reaffirm approval was made, seconded and passed unanimously.

POS and Candidacy Timing: Current policies are that the Program of Study (POS) be submitted for initial processing anytime after 8 hours are completed. Candidacy must be submitted for approval after 8 hours and before 18 hours are completed; the POS must be submitted/approved before or simultaneously with candidacy.

We have been asked by the Graduate Records staff to consider enforcing the 18 hour policy because of the increase in the number of “graduating” students who have never had any of these documents approved. As of 9.16, 40% of students who applied for graduation had not previously submitted any paperwork. This causes the graduate records staff to have to rush to get graduation checkout done, and the students who got paperwork submitted on time are put off.

We would like to revisit this policy and see if it can be improved and enforced. What about changing to “%” cutoffs beyond which the department needs to request that the student be allowed to register without a program/candidacy? Something like 50% (POS) and 75% (candidacy)? The Council agreed that the Academic Policies Committee should investigate changing the policy and should collect input from the program directors and chairs. Holly Hirst agreed to send out a request for input. Enforcing the current 18 hour cutoff was discouraged by the Council.

POS Form: The Graduate School is working with the Graduate Records staff to update the POS form to look something similar to that of an undergraduate check sheet. Each concentration within each program would have a customized form to use like the example on the website (reading education form). The Council had no objection to moving forward with this format.

Proposal for timing of Graduate Faculty Appointment and Reappointment: The documents distributed on the website were discussed. The Graduate School attempted to provide lists of possible credentials for graduate faculty membership, and would like feedback on the contents of the list and whether the list would be useful enough to publicize. The Graduate Council requested that input be solicited from the program directors and chairs. Holly Hirst agreed to send out a request for input.

The Dean would like a recommendation to go forward to the Deans and to Faculty Senate before the end of the semester if possible.

8. Other: Dr. Holly Hirst

A request from Women's Studies: The WS program would like permission for Spring '09 to run a graduate course and an undergraduate course at the same time. These courses are not approved as dual listed. The assignments for graduate students will be more rigorous with more research, and undergraduate enrollment will be restricted only to undergraduate seniors. They could not run the classes separately, nor did they want anyone with an overall GPA of less than 3.0 to be excluded. The Council requested to see syllabi for the two courses, and requested that University College be consulted as well. Holly Hirst agreed to distribute the syllabi via email when she received them.

9. Meeting adjourned at 3:59 pm.