

APPALACHIAN STATE UNIVERSITY
GRADUATE COUNCIL
Minutes of the Meeting Held October 19, 2009
(Approved November 16, 2009)

Present: Doris Bazzini, Brandon Carpenter (for Serena Heinz), Joseph Cazier, Scott Collier, Susan Davies, Keith Davis, Tom Fisher, Pollyanne Frantz, Dave Haney, Dru Henson, Holly Hirst, Marie Hoepfl, Edelma Huntley, Alecia Jackson, Jim Killacky, Susan McCracken, Jenny Primm, Martin Root, Neva Specht, Nancy Schneeloch-Bingham, Lynn Stallworth, Julie Taubman, Chris Thaxton, Glenda Treadaway

Absent/Excused: John Abbott, Charles Duke, Peter Villanova, Meredith Whitfield

Absent/Unexcused: Randy Edwards, William Pelto

Guests: Toni Becvinovski, Sue Edwards, Mike Mayfield, Laurie Williamson

The meeting was called to order by Dr. Huntley. The minutes of the September 21, 2009 meeting were unanimously approved. None opposed; no abstentions.

Reports/Announcements from the Dean – Edelma Huntley

- The Graduate School's Communication Committee is highlighting graduate programs and graduate students. Members are encouraged to visit the Graduate School display case in the Student Union. One of the recent displays spotlighted Natalie Hopper's research in public history concerning Appalachian region dress. Suggestions are welcome.
- The Graduate School submitted three nominations for Council of Graduate School awards:
 - 1) Gary Walker, recent Distinguished Graduate Faculty award recipient, for the CGS 2010 Outstanding Graduate Mentor Award
 - 2) Marissa Swaim Griggs (Psychology) for the master's thesis award; and
 - 3) 2009-2010 CSGS/ETS Award for Excellence and Innovation in Graduate Admissions.

Reports/Announcements from Graduate Studies – Holly Hirst

- Update on planning/reporting: TrackDat. About half of programs have updated goals, objectives, and outcomes through TrackDat. There will be an inventory in December.
- Requests for two study abroad programs. The Graduate Council reviews dual listed graduate-level courses to ensure graduate-level learning outcomes for graduate students.
 - 1) July 19-August 3, 2010: GHY 3140/5530 Mountain Geography of Peru taught by Mike Mayfield with Baker Perry and GHY 4531/5531 Climate and Tropical Glaciers taught by Baker Perry with Mike Mayfield. Graduate students will be asked to lead discussion groups, mentor undergraduate students, maintain journals, write response papers, and other assignments graded at a higher level of expectation.
 - 2) May 10-31, 2010: BIO 35XX/55XX Assessment of Australian Environmental Health (Field Course) taught by Sue Edwards and BIO 35XX/55XX Natural History of Tropical Australia taught by Shea Tuberty. Graduate students will be involved in mentoring,

preparing lectures, maintaining research notebooks, and other leadership activities. This location has the world's most renowned marine biology programs and offers opportunities for post-graduate study.

MOTION: It was moved (Hoepfl) and seconded (Specht) to approve the Biology study abroad dual-listed graduate-level courses.

VOTE: Unanimous. No abstentions; none opposed.

MOTION: It was moved (Killacky) and seconded (Jackson) to approve the Geology study abroad dual-listed graduate-level courses.

VOTE: Unanimous. No abstentions; none opposed.

- 3) Report from the Ad-hoc Committee on Dual-listed Courses. Dual-listed courses allow flexibility without a drain on faculty resources. Recommendations include:
- a) monitoring syllabi to ensure learning outcomes appropriate to both audiences;
 - b) the Graduate Council originating a curriculum proposal requiring senior standing to enroll in 4000-level dual-listed courses. Departments can petition the Graduate School for exception to senior standing. Students completing a 4000-level course in the discipline with a B or higher may be granted permission to enroll;
 - c) the Graduate School instituting an approval process for dual-listed selected topics courses to be piloted before official curriculum approval. The Graduate School would review departmental requests to dual-list courses as well as the syllabi documenting the learning outcomes for the two populations.

Discussion points:

- a) Should there be a limit to the number of hours of dual-listed coursework on a certificate, master's, specialist, or doctoral program of study? The current limit is 12 hours for programs of study.

Council members are asked to discuss dual-listed courses with their respective programs and bring feedback to the November meeting.

Reports/Announcements from Sponsored Programs – Susan McCracken

- Refer to the following reports:
[September 2009 Awards](#)
[Analysis of Submissions and Awards for 2009-10](#)
[Year to Date Comparison by Department and College, 2008-09 vs. 2009-10](#)

Submissions are up 100% in dollars requested by faculty. This year's awards to date equal what was awarded for last year's entire external funding. There is \$7.6M in external funding since July 1. This is an average of \$2M per month. Since July, there are submissions from 8 new PIs and awards to 5 new PIs.

Reports/Announcements from the Proposal Development Team - Pollyanne Frantz

- Refer to the report of the Proposal Development Team:
www.graduate.appstate.edu/facultystaff/council/agendas/oct09/Prop_Dev_Rep_Oct09.pdf
- Research Development Officers continue working with faculty in their respective areas.
- Workshops focus on the National Endowment of the Arts, the National Institute of Health, and “Avenues of Funding.”
- Faculty are encouraged to seek funding not only from specific funding agencies but also from foundations, corporations, state government, state earmarks, and federal agencies.

Reports/Announcements from Research Compliance – Julie Taubman

- The new name of Research Compliance is Research Protections.
- Tim Ludwig chairs the Institutional Review Board. The IRB has reviewed 85 submissions, approving 60. There is a two-week turnaround for a decision. Departments have requested guidance on activities requiring IRB review. This will be discussed at the next IRB meeting.
- An Institutional Biosafety Council was formed to 1) ensure that research conducted at Appalachian is in compliance with the NIH Guidelines for Research Involving Recombinant DNA Molecules and 2) draft campus biosafety policies and procedures.
- Export Controls. Appalachian has a general license with Cuba, a U.S. sanctioned country, which authorizes travel-related transactions that involve professional research in your professional area or professional meetings/conferences. If you are planning an activity that involves Cuba, consult with the Office of Research Protections (262-7981) and obtain a letter from our Institutional Official, Dr. Edelma Huntley, stating that the activities are authorized under the general or institutional license.

Reports/Announcements from Federal Relations – Meredith Whitfield

- Staff from the NC Congressional offices have been invited to campus on November 20-21. Invited are Congresswoman Virginia Foxx; Congressmen Heath Shuler, Patrick McHenry, Howard Coble, David Price; and Senators Hagan and Burr. The staff will receive tours related to the coming year’s appropriations requests including the Human Performance Lab, nanotechnology labs, biofuels, and Appalachian’s work with the Blue Ridge Parkway. The staff will also be updated on the viticulture program that previously received funding.
- Visit the Federal Relations webpage: www.governmentrelations.appstate.edu.
- There is a system-wide mandate that any ASU employee who wants to contact elected officials or their staff must first notify Dr. Baumhover or Meredith Whitfield. Refer to the document [Regulation on Contacts with Covered Federal Officials](#).

New Business

A. Academic Policies Committee

Biology

Bio31-08-09. A request is made to have BIO 5601 increase from 3 to 4 credit hrs. The increased lecture and laboratory time will allow for new approaches to the study of this very diverse field.

The Academic Policies Committee recommended approval of BIO 31-08-09 as presented. This proposal increases the number of lab/lecture hours and the number of semester hours on a dual-listed course. The syllabus presented clearly delineates the difference between 4000- and 5000-level requirements.

VOTE: The recommendation was unanimously approved. None opposed; no abstentions.

HPC

HPC 1. Make the following changes in the Professional School Counseling Program (Major Code: 427 and CIP: 13.1101 and Concentration Code 427B Elementary/Middle School Licensure and 427C Secondary School Licensure):*

- A. Add HPC 5272 Individual and Family Development/(3)S. as a required course.*
- B. Decrease the concentration elective hours:*
 - a. For concentration Code 427B Elementary/Middle school licensure*
 - Thesis Option: Change from 14 semester hours to 11 semester hours*
 - Non-Thesis Option: Change from 18 semester hours to 15 semester hours*
 - b. For concentration code 427C Secondary School Licensure*
 - Thesis Option: Change from 14 semester hours to 11 semester hours*
 - Non-Thesis Option: Change from 18 semester hours to 15 semester hours*

The Academic Policies Committee recommended approval of HPC 1 as presented. This proposal adds "Individual and Family Development" (an existing course) to the requirements for the professional school counseling program, and reduces the number of elective hours appropriately; minimum hours required stays the same.

VOTE: The recommendation was unanimously approved. None opposed; no abstentions.

Leadership and Educational Studies

LES 1. Add RES 5060, Qualitative Research Traditions, to the course offerings in the Department of Leadership and Educational Studies.

The Academic Policies Committee recommended approval of LES 1 as presented. This proposal adds an elective course "Qualitative Research Traditions" to fill a gap in research course elective offerings at the master's level.

VOTE: The recommendation was unanimously approved. None opposed; no abstentions.

MBA

- 01.0910. Revise the catalog description of the MBA Program.*
- 02.0910. Change the title and description of MBA 5230 from "Information Systems for a Competitive Advantage" to "Global Information Systems"*
- 03.0910. Add MBA 5999: Thesis to the list of electives.*

04.0910. Change credit allowed for MBA 5900: MBA internship from a fixed 6 hours to a variable 1 to 6 hours. We are also deleting the full time work requirement to allow for part-time internships during the semester with the required number of work hours.

05.0910. Delete MBA 5670, Ethics and Communication (3)

06.0910. Add the following courses:

BUS 5001, Foundations in Business Statistics

BUS 5002, Foundations in Financial Accounting

BUS 5003, Foundations in Economics

BUS 5004, Foundations in Finance

BUS 5005, Foundations in Marketing

BUS 5006, Foundations in Organizational Behavior

07.0910. Change credit hours for MBA 5810: Executive Skills from 1 hour to 0 hours.

Students will be required to complete the exercises by their last term. The change in credit hours requires a new number, MBA 5820 was assigned by the registrar's office.

The Academic Policies Committee recommended approval of MBA proposals 01.0910 through 07.0910 with the edits listed below. Proposal 01.0910 changes the MBA program requirements, and the other proposals add, delete, and modify courses to support the revisioning of the MBA program.

- a) On proposal 01.0910 (revise MBA program), specifically on the proposed program of study (pp. 3-4):
 - * The correct title for MBA 5230 is Global Information Systems.
 - * The correct number for "Organizational Behavior Management" is PSY 5070.
 - * The correct number for "International Marketing" is MKT 5550.
 - * Under other requirements, "Thesis: None required" needs to be changed to "Thesis: Optional elective."
- b) Approval for these proposals is subject to future approval of the two courses listed below, which will be presented as additions next month:
 - MBA/COM 5311: Conflict Management
 - ACC 5XXX: Accounting for Sustainable PracticeThese courses are listed as approved electives for the revised MBA program.

VOTE: The recommendation was unanimously approved contingent upon approval of the two course additions noted MBA/COM 5311 and ACC 5XXX noted above. None opposed; no abstentions.

- B. The Student Affairs subcommittee will be chaired by Keith Davis. This subcommittee will review nominations for the Lawrence, Zigli, and Domer graduate student research awards. Deadline for nominations is November 2.
- C. The Faculty Development Subcommittee will be chaired by Marie Hoepfl. This subcommittee will be tasked with establishing criteria for a mentor award.

CurricUNET Training – Toni Becvinovski

- The Council was introduced to CurricUNET. The website is www.curricUNET.com/asu. It was noted that CurricUNET will notify Graduate Council members via email to review proposals online. Members can review and provide feedback on the proposals. Dr. Hirst noted that perhaps this could be done by a specific deadline in order for the Academic Policies subcommittee can consider feedback when reviewing proposals for action by the Graduate Council.
- Members were shown how to log in and change passwords, pull up proposals in MY APPROVALS, provide feedback (everyone can see comments made), and review course impact. There was a brief overview of how the proposal originates, retaining the basic AP&P proposal format for the time being. Graduate Council will still vote as a group during meeting time; a designee for the Graduate Council will push the proposal forward to the next level. Members can review the approval chain for each proposal and review final action by each body.
- Regarding online catalog and search, it was noted that CurricUNET will feed into the undergraduate and graduate bulletins, eliminating manual data entry for bulletin copy. The program has the ability to generate checksheets. Mr. Becvinovski mentioned he is working with the online searchable engine for course descriptions, and that he anticipates that the program will have the ability to incorporate scheduling information.
- January will be the last combo AP&P meeting (CurricUNET and paper copies). If anyone needs assistance "pushing" proposals through CurricUNET to reach electronic bulletin copy, contact Mr. Becvinovski.
- Individual or departmental training can be provided. Contact information is located on the main screen for CurricUNET.

Other

Dr. Huntley distributed a handout from ETS/The Commission of the Future of Graduate Education. The Commission is “examining the role of graduate education in meeting the challenges of the 21st century and maintaining the preeminence of U.S. graduate schools in the face of rising global competitiveness.”

It has been noted that the nature of the PhD is changing in that up to 54% have no intention of applying for faculty jobs. In addition, the average time to the PhD is 9.5 yrs.

Adjournment. It was moved (Henson) that the Council adjourn.