

**Graduate Council**  
**Appalachian State University**  
**October 18, 2010**  
**(Approved November 15, 2010)**

**Present:** John Abbott, Doris Bazzini, Becki Battista, Keith Davis, Pollyanne Frantz, Charles Gibson, Dru Henson, Holly Hirst, Marie Hoepfl, Lisa Holliday, Jim Killacky, Katherine Ledford, Denise Martz, Mike Mayfield, Martin Root, Jenny Primm, Jennifer Snodgrass, Julie Taubman, Glenda Treadaway

**Excused:** Joseph Cazier, Charna Howson, Edelma Huntley, Chris Thaxton, Peter Villanova

**Absent:** Susan Davies, Charles Duke, Randy Edwards, Tom Fisher, William Pelto, Fred Whitt

**Guest:** Ellen Carpenter

Dr. Holly Hirst called the meeting to order. Reports will be given with approval of the minutes postponed until quorum is reached.

Reports/Announcements from Graduate Studies and the Dean

- Both graduate records positions are now filled in the Graduate School. The staff's first priority is to complete graduation audits. Program of Study forms will be processed as a next priority.
- Fall enrollment information should be posted to the Graduate Studies Fact Book in early November: <http://www.graduate.appstate.edu/facultystaff/factbook/index.html>.
- Low enrollment programs are submitting reports to the Graduate School. The recommendation from Appalachian will be available in December.

**Minutes.** It was moved (Killacky), seconded (Holladay), and unanimously approved that the minutes of the September 20, 2010 meeting be approved as printed.

**Reports/Announcements from Sponsored Programs.** Dr. Hirst noted that Ms. Howson was attending a professional meeting, but she encouraged Council members to visit the ORSP web site for submissions and awards reports: <http://www.orsp.appstate.edu/awards>. Dr. Frantz noted that awards are up at \$11M.

Reports/Announcements from Proposal Development

- Dr. Frantz noted that the new faculty workshop had good turnout. Feedback was valuable and mostly positive with suggestions to improve the workshop structure.
- There has been much interest for the October 28 workshop with Bob Porter at UNC-Charlotte. There are 3 slots left in the room with live stream and 16 slots in an

overflow room which will be view only. This overwhelming response demonstrates the need for fundamental training for faculty, staff, and students.

- The “Faculty Without Borders” workshop will be held in November during International Education Week,
- For a complete report from the Proposal Development Office, visit [http://www.graduate.appstate.edu/facultystaff/council/agendas/oct10/propdev\\_oct10.pdf](http://www.graduate.appstate.edu/facultystaff/council/agendas/oct10/propdev_oct10.pdf).

### **Reports/Announcements from Research Protections – Julie Taubman**

- Completed workshops include “Research Protections Overview for Departmental Administrators,” “Introduction to the IRB,” and “Navigating the ‘IRB’ for Faculty.” “Navigating the ‘IRB’ for Faculty” was conducted by Robin Tyndall.
- Appalachian’s Radiation Safety Task Force approved Appalachian’s first Radiation Safety plan.
  - Any academic faculty or staff member who wishes to order, purchase, possess or use radioisotopes or x-ray producing machines must obtain a Radiation Use Authorization (RUA). Any research assistant who plans to use radioactivity for a period of time longer than one month under the direction of an ASU faculty or staff member shall obtain an RUA. The Radiation Safety Officer, Dr. Brian Raichle, is responsible for issuing an RUA.
  - Training will be provided online through ASU Learn Online thru ASUlearn & pass radiation safety test for approved use.
  - Research assistants working with radioisotopes for a period less than or equal to one month must be trained by their supervisors in relevant radiation protection policies and procedures and be directly supervised (i.e., in the lab) by the faculty or staff holding the RUA.

### **NEW BUSINESS**

**Video: *The Path Forward: Report on the Future of Graduate Education in the United States***, produced by the Commission on the Future of Graduate Education in the United States.

- Graduate education is globally competitive.
- 26% of graduate students receive their graduate degree within 10 years. Graduate Education is not affordable to all, and many in the U.S. are getting left behind. Graduate communities need to better support these students.
- The economy moved from trade to exchange of ideas. This economy is dependent on innovation and individuals trained in graduate schools.
- Graduate education needs a partnership across universities, employers, and the government for internships, cooperative programs, financial support, and research. One player cannot solve all the problems; there is a need for the coalition of three!
- Debra Stewart, video commentator, has served as President of the Council of Graduate Schools for about 8 years. She also serves as the graduate education representative on Capitol Hill.

For the complete report from this Commission, visit <http://fgereport.org/>.

Points of discussion:

- Dr. Huntley asked the Student Committee to examine how we can create a welcoming and inclusive environment for graduate students, increase underrepresented populations, and why we lose students. The Student Committee was given the report, *University as Mentor: Lessons learned from University of Maryland Baltimore County inclusiveness initiatives*. Recommendations from their findings will be shared with graduate programs.
- Some universities are eliminating or decentralizing Graduate Schools, with academic colleges responsible for graduate applications, admissions, and graduate records. Many, however, retain the centralized infrastructure.

**Religious Observance Policy.** Council members discussed the impact on graduate level courses that (1) meet in 3-hour blocks and (2) meet in weekend format either on/off campus. Mandated by the NC General Assembly, policies can vary across institutions. ASU's interim policy can be found at:

<http://www.graduate.appstate.edu/facultystaff/council/agendas/oct10/ReligiousObservance%20Policy.pdf>

Feedback to the Faculty Senate on the Religious Observances Policy: When determining a final policy, please consider the following comments and questions related to graduate programs:

1. Approximately half of the 2000 graduate students are taking courses at remote locations at which class scheduling may involve one three-hour course each week or a compressed face-to-face experience such as three-four weekends per term. It is possible to miss a large portion of the class by missing one weekend or missing two classes. It is important to note also that a significant minority of on-campus graduate courses also follow a once-a-week meeting pattern.
2. The interim policy does not define what one "class" is. What can be done to make this more clear, especially in light of point 1?
3. Why is the window of reporting three weeks for the students? Note also that this is 3/5 or 3/4 of the way through a summer term! One week (or the class meeting equivalent in a summer term) should be adequate to notify the faculty member of the situation.
4. Who will track these absences? A semester or course minimum (and maximum?) may be a better solution to allow better enforcement.
5. In many situations, graduate courses meeting in longer blocks are used for "in-class" formal assignments such as presentations, group discussions, laboratories, fieldwork, etc. It may be extremely difficult for a faculty member to provide an opportunity to "make up" the work. The policy should allow for a different type of assignment with the same educational goals to be completed.

Dr. Hirst will contact Mr. Tom Fisher for concerns of the Office of Extension and Distance Education. If students in cohorts fall behind, the course may not be offered again in the same location.

**Curriculum Proposal from the Graduate School:** *Graduate School 201011-02. Clarify the internship description in the bulletin to include more specific procedural information.* The internship council has been working on the undergraduate internship policies and also reviewed the graduate student policies.

- Reword the "special course form" statement to allow for graduate programs to use the course registration system with permission for each student set in Banner within the department.

Rationale: Given the two-year, 36-42 hour structure of most programs, many of the graduate programs have large numbers of students all completing internships at the same time, and requiring a special course form for each would increase paperwork in the department and manual course building/registration for the Registrar.

- Remove the next-to-last paragraph regarding supervisor qualifications and change the second sentence in the second paragraph under administrative standards to reflect that that academic department must approve **\*both\*** the appropriateness of the proposed internship experience for the program requirements **\*and\*** the adequacy of the qualifications of the internship supervisor.

Rationale: Department faculty working with the student to design the internship have the best knowledge of what makes a supervisor qualified.

- The Graduate Council requests that the repository of completed internship contracts be retained in a specific place within the department. To address the issue of notification in the case of an emergency, the preference would be for a reporting mechanism that provided the appropriate offices on campus with a complete listing of students' names, location, course number/credit, contact information, and supervisor information.

Rationale: Easy access of information in emergency situations by contacting a specific person within the department. The Graduate School is willing to accumulate that information from the departments each term and distribute it appropriately.

It was moved (Davis), seconded (Hoepfl), and unanimously approved that these recommendations be forwarded to the Internship Council.

Upcoming discussions:

- Graduate licensure revisions in teacher education.
- The Faculty Committee, chaired by Marie Hoepfl, will suggest revisions to the role of the Graduate Faculty as printed in the Faculty Handbook.

It was moved (Killacky) and seconded (Holliday) that the meeting be adjourned (4:24 p.m.).