

**APPALACHIAN STATE UNIVERSITY**  
**GRADUATE COUNCIL**  
**Minutes of the Meeting Held September 17, 2007**  
(Approved October 15, 2007)

**Present:** William Brewer, Keith Davis, Chuck Dumke, Charles Duke, Tom Fisher, Pollyanne Frantz, Sammie Garner, Dave Haney, Bill Harbinson, Holly Hirst, Marie Hoepfl, Edelma Huntley, Nancy Mamlin, Nancy Schneeloch-Bingham, Andrew Smith, Neva Specht, Lynn Stallworth, Jenny Ware, James Westerman, Ray Williams

**Absent/Excused:** Randy Edwards, Dru Henson, Alecia Jackson, Bob Johnson, Glenda Treadaway, Phil Witmer

**Guests:** Aimee Jones, Amy Sanders, Terri Lockwood

1. Edelma Huntley called the meeting to order, introduced new members (Chuck Dumke, Lynn Stallworth, and Neva Specht), and asked the students of the Leadership and Higher Education class to introduce themselves.
2. It was moved (Garner), seconded (Mamlin), and unanimously accepted that the minutes of the April 16, 2007 meeting be approved.
3. Reports/Announcements from Dean Huntley
  - A. Export Controls. A task force was appointed consisting of representatives from Research and Graduate Studies, Undergraduate Admissions, Purchasing, Travel, Human Resource Services, International Programs, Service Learning, Fine and Applied Arts, and Arts and Sciences. A memorandum from Harold Martin, UNC-GA Senior Vice President for Academic Affairs was distributed. Appalachian is required to submit to General Administration an Export Control Management Plan by October 15. The U.S. Department of Justice has targeted universities as being high risk and must comply with regulations of the Department of Commerce's Export Administration Regulations (EAR), the Department of State's International Traffic in Arms Regulations (ITAR), and the U.S. Treasury's Office of Foreign Assets Control (OFAC). The memorandum also states UNC-GA's position on taking laptops out of the country.
  - B. UNC Sponsored Programs and Research Council Fall Meeting. Edelma Huntley learned at a state research meeting that the Bureau of Labor Statistics changed its agreement form to include a publication permission clause. Anyone using workforce and job projection statistics must sign the agreement, however, UNC policy states that universities cannot enter into agreements which restrict publication. The UNC system will continue these discussions.
  - C. Federal Agenda. Proposals for inclusion on the Federal must have the approval of the chairperson and dean.

D. UNC-GA released an RFP for a new state-funded internal grants program with awards ranging from \$100,000-500,000. Proposals are limited to material science, nanotechnology, biotechnology, and other projects of economic development. Deadline for submission is October 24. The mid-term report is due March 8. These grants cannot be used for seed funding but are intended for existing research with collaboration among institutions. The System office is trying to gather enough data for the short legislative session that indicates faculty are a good investment and active in what is happening in North Carolina.

4. Reports/Announcements from Graduate Studies - Holly Hirst

- A. Thesis Orientation: 48 master's students attended sessions last week – the largest turnout yet.
- B. Recruiting. The Graduate School is focusing on NC and eliminating unproductive fairs. Appalachian is scheduled to attend Johnson C. Smith, North Carolina Central, Winthrop, Fayetteville State, Queens, Lenoir-Rhyne, UNC-Pembroke, UNC-Asheville, UNC-Wilmington, East Carolina, Winston-Salem State, and NC A&T. In addition, Appalachian will host a recruiting fair. Winthrop is important because South Carolina provides the largest number of academic common market students to North Carolina.
- C. Bulletin. The final version is on line. If you printed a copy earlier, you can request a "change sheet" from Holly Hirst.
- D. Faculty/Program Director Workshops for Fall.
  - Planning and Assessment. There will be a working lunch on Student Learning Outcomes with Dr. Michael Savarese from Florida Gulf Coast University on September 27 from 11:30-1:00 in 03 Edwin Duncan. Having undergone a planning/reporting process similar to what we are working on now, he is willing to share his experience with developing graduate student learning outcomes for planning and assessment from a program director and departmental perspectives. RSVP required.
  - Alumni (not scheduled yet)
  - International Students (early November)
- E. RA/GTA/GIA Training has been changed to an online module. One hour follow-up discussion sessions are scheduled throughout October, and help would be appreciated. If interested, contact Holly Hirst.
- F. Enrollment Data – refer to the “Snapshot” distributed by Dean Huntley.

5. Reports/Announcements from the Proposal Development Team - Pollyanne Frantz

A description of Fall faculty development activities can be found at:

<http://www.graduate.appstate.edu/news/proposaldevelopment.pdf>

- *No Prospect Left Behind: Locating & Evaluating Funding Sources*: October 3 from 10 am – 12 p.m.; October 23 from 1 – 3 p.m.; November 26 from 1-3 p.m.
- *One Gateway, 26 Agencies: Grants.gov*: October 8 from 9-11 a.m. and 1-3 p.m.

6. Reports/Announcements from Office of Research and Sponsored Programs – Bob Johnson

- A. Dean Huntley reported for Bob Johnson who was attending the UNC Sponsored Programs and Research Council fall meeting. 2007-08 submissions up 38%, and awards are up 42%.
- B. The Office of Research ORSP has two new web pages:
  - Export controls: <http://www.graduate.appstate.edu/future/index.html>
  - Intellectual Property: <http://www.graduate.appstate.edu/intel/index.html>
- C. University Research Council grants are due September 28.
- D. Research development proposals are due October 31.

7. New Business

- A. University Research Council recommendations will be submitted to the Graduate Council for appropriate action.
- B. Discussion of Graduate Education Task Force Recommendation 4: Program checkpoint (Program of Study, Admission to Candidacy, Comprehensive Exam) guidelines should be revised and minimal procedures standardized across campus.

Action items in 2006-07 included 1) changing the submission dates for reports of the comprehensive exam result to the Graduate School and 2) changing the completion/submission dates for theses/dissertations; and 3) changing the Incomplete policy.

Action items for discussion in 2007-08 include

  - Submission of Program of Study and Admission to Candidacy  
The 2007-08 Graduate Bulletin states that the Program of Study should be completed prior to the close of the first semester, and the Admission to Candidacy should be after 8 hours but before 18 hours. Departments submit the Program of Study and the Admission to Candidacy at different times. Some submit both proforma; others use the Admission to Candidacy as a gateway prior to internship or thesis work.  
Should Admission to Candidacy be based on number of hours or percentage of work completed?
  - Some institutions include all graduate coursework in the GPA. Appalachian includes only courses on the Program of Study when calculating GPA.
  - Enrollment in Independent Study requires Admission to Candidacy.

The Academic Policies Committee will be addressing these issues. The floor was opened to discussion.

Some departments submit the program of Study early in the coursework then submit substitutions as needed. Others, however, teach general courses then branch into program options, making it advantageous to file the Program of Study later in coursework. Programs can submit the Program of Study with core courses then a list of electives; electives are specified before the beginning of the final semester.

Enrollment in an Independent Study does not always correlate with student skills. Some students know early in their career their areas of interest and can pair to faculty with expertise.

The Admission to Candidacy serves as a checkpoint for only a few programs. Should this be optional for departments?

Signatures on forms have also become a concern through departmental and dean's offices. Who is qualified to sign paperwork?

Concerns include 1) whether another level of policy is being implemented to handle exceptions and 2) whether processes may be put in place which lend themselves to arbitrary decisions made by administrators.

C. Thesis and Dissertation Process

Action items for discussion in 2007-08 include

- What do committee signatures on thesis/dissertation mean?
- Does signature mean committee approval? Does signature indicate the dissertation was read by the committee?

A handout was distributed which outlines by department time and funds spent on theses in 2006-07 by the Graduate School. In the last year, over \$6,300 was spent for a reader. These figures do not include reading time or numbers for theses/dissertations read by the three administrators in Research and Graduate Studies. Reading problems include excessive proofreading and checks for grammar, spelling, references, and format.

It was noted that the program director and/or chairperson are not always included in the signature/approval process. For these, the committee is the final checkpoint before the Graduate School. Some committees feel they are only responsible for content, but should committees identify a faculty member to edit and mentor the student? Should committee chairs be required to attend training?

Again concern was expressed that another level of policy should not be implemented to handle exceptions.

D. Student Library Privileges. Graduate Studies and the Library handle on an individual basis students who have had email and library access revoked when not enrolled but still working on theses/dissertations.

These discussions will continue over the coming year. Council members are encouraged to obtain input from colleagues.

8. Motion was made to adjourn (Dumke).