

**APPALACHIAN STATE UNIVERSITY
GRADUATE COUNCIL
Minutes of the Meeting Held September 22, 2008**

PRESENT: John Abbott, William Brewer, Don Cox, Keith Davis, Tom Fisher, Pollyanne Frantz, Sammie Garner, Dave Haney, William Harbinson, Dru Henson, Holly Hirst, Marie Hoepfl, Edelma Huntley, Mike Kernodle, Jim Killacky, Nancy Schneeloch-Bingham, Neva Specht, Seaton Tarrant, Chris Thaxton, Glenda Treadaway, Jenny Ware, James Westerman

Absent/Excused: Charles Duke, Randy Edwards, Alecia Jackson, Susan McCracken, Lynn Stallworth

Guests: Tracy Keller , Jim Young

1. Dr. Huntley called the meeting to order at 3:00 pm in 224 IG Greer.
2. The minutes of the April 21, 2008 meeting of the Council were approved as distributed.
3. Reports/Announcements from the Dean's Office – Dr. Huntley

There have been several changes since April in the Graduate School and the Office of Research & Sponsored Programs. Proposal Development (Pollyanne Frantz, Heather Young) and Compliance (Jay Cranston) have moved to the third floor of JET, easing somewhat the space constraints. The following positions were filled: Director of Sponsored Programs Susan McCracken, Assistant Director of Sponsored programs Charlotte Smith, Director of Admissions and Recruiting Sandra Krause.

The new UNC academic program planning document was approved at the May Board of Governors meeting. All new academic programs (graduate and undergraduate) will be driven by this document, which includes 12 items that must be addressed before the program can be approved for planning. Our proposal for the PhD in Rural Clinical Psychology remains on hold until further notice, and the department is working on addressing the 12 items; no submissions for new graduate programs are being accepted by UNC GA at this time. The three doctoral/professional programs submitted by schools in the system prior to this new planning document are also on hold.

Export controls monitoring has continued to expand on campus: We must now screen all foreign visitors on 'B' visas. We developed a foreign travel briefing for all persons taking laptops abroad, but we need to implement additional procedures. Customs is seizing some laptops on re-entry to see in they are in compliance.

Some UNC faculty have been targeted by 'unknown entities' by email asking about their research. The FBI and CIA have visited UNC-CH, Fayetteville, and NCSU faculty who unknowingly answered these emails. Please spread the word that it would be a good idea to exercise care in sharing information about your research with foreign nationals that you don't know and cannot confirm are legitimate colleagues.

Some of these issues, as well as some recent compliance issues with grant funding, have

caused us to start a risk assessment. The key areas in which we are vulnerable: foreign travel and export controls.

4. Reports/Announcements from Graduate Studies – Dr. Hirst

Graduate admissions surpassed the 2000 level threshold in a single semester. Of the 2067 head count, 1071 are on campus; 71 nondegree; 95 licensure; 52 certificate students not enrolled in another program. Applications are up. We will have admission and enrollment figures for fall later this term.

In August we were informed by the UNC GA that we would have to screen applicants much more carefully. Every applicant must be submitted to the North Carolina Suspension/Expulsion database as well as the National Student Clearinghouse database. Also if an applicant said ‘yes’ to any of the criminal questions on the application, they must order a criminal background check to be sent to graduate admissions. This means that starting with Spring 2009, the application deadlines will be firm “postmark” deadlines to compensate for the additional work. Admissions will try to do all these screenings prior to referring the applicants for review.

We will be attending events at public and private schools in NC and will be attending selected events in SC, VA, and TN (large ACM states). Sandy Krause will attend a majority of these events, and work with the programs on refining their department recruiting strategies.

Last year programs were tasked with submitting plans, including mission, vision and goals. This year the original timeline was for the programs to work on their first reports, and review some of their goals (20%). Because of UNC Tomorrow, we need to accelerate the process – The General Administration wants some of the reports by December 15. The following items must be addressed in each report:

- 1) Centrality to the University’s Mission
- 2) Quality of the Program
- 3) Faculty Involved
- 4) Facilities/Equipment
- 5) Demand for the Program
- 6) Costs of the Program
- 7) Duplication (on Campus and in System)
- 8) Critical Mass
- 9) Recommendation from the Institution

5. Reports/Announcements from Sponsored Programs – Susan McCracken (given by Dr. Huntley)

- Submissions are down 21%, awards are up 3%. For more information, visit:
 - August Award Recipients
 - August College Analysis
 - August Report to Graduate Council

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

- Report is on our website which covers activity since April: 4 web conferences and 2 workshops

- Need a new Research Development Officer for the College of Arts and Sciences

7. New Business

A. Academic Policies Committee – Geography & Planning Proposals

The following motion was presented by the Academic Policies Committee (APC) of the Graduate Council:

(1) Approve Geography proposals 2007-6 through 2007-12, with the following changes:

(a) 2007-6: Change the course title to Thesis Preparation to better align with other similar courses.

(a) 2007-8: Add to each bulletin description for the directed research course the notation that these two courses are the same, i.e., (Same as GHY 5858) and (Same as PLN 5858).

Specifically:

2007-6: Add GHY 5998 Thesis *Preparation*

2007-7: Change the number of credits for GHY 5999

2007-8: Add GHY/PLN 5858 (*a cross listed course*)

2007-9: Add PLN 5441

2007-10: Change requirements for MA Geography (thesis)

2007-11: Change requirements for the MA in Geography (non-thesis)

2007-12: Change requirements for the graduate minor in Geography

Questions for the program from the APC:

- On 2007-8: Please bring a syllabus to the meeting that would provide some general framework for the project and the deliverables OR come prepared to explain why these items should be tailored separately for each student.
- On 2007-11 (non-thesis concentration revisions): Please come prepared to explain the advantage having a general concentration with 75% of the work unspecified (i.e., electives without further parameters). There was some concern that this would lead to a very unfocused program of study and the possibility of over dependence on dual listed courses.

Dr. Young was present to answer questions about the proposed changes. GHY/PLN 5858 was proposed as an alternative to the usual internship requirement for field-based students, most of whom are already in some kind of Planning position. This would allow for a directed research project instead of an internship. It would be similar to an internship, but would be individually contracted with the students for a task that goes beyond what their current job requires. Dual listed courses should be at most 3-4, and the department does not see this as a major problem. The department wants to allow maximum flexibility for the students.

The motion passed as presented.

8. Other

- We are still completing the final preparation for the proposal to change the grading system thesis credit; the APC hopes to present a recommendation at the October.
- An email was distributed concerning access to the Triangle Research Data Center, which houses data collected by the Federal government through the Census Bureau, Centers for Disease Control, and other offices. These data may be of use to researchers on our campus, and interested persons can seek permission to access the data at the secure facility in the research triangle. Please let your colleagues know that this access is possible.

9. Meeting adjourned at 4:15 pm.