

Appalachian State University
Graduate Council
September 17, 2012
(Approved October 15, 2012)

Present: John Abbott, Rebecca Battista, Mark Bradbury, Joseph Cazier, Patty Dale, Susan Davies, Pollyanne Frantz, Keith Davis, Randy Gonzalez, Dru Henson, Holly Hirst, Edelma Huntley, Sandra Krause, Katherine Ledford, Mike Mayfield, Dwayne McSwain, Katrina Palmer, William Pelto, Martin Root, Jennifer Snodgrass, Glenda Treadaway, Mary Valante, Peg Werts

Excused: Brian Raichle, David Wiley (for Charles Duke), Mary Englebort, Jim Killacky

Absent: Fred Whitt

Guest: Sue Edwards

1. Dr. Huntley called the meeting to order and introduced new Council members and those reappointed to an additional term. For composition of Standing Committees for 2012-13, refer to http://www.graduate.appstate.edu/facultystaff/council/council_mem.html.
2. It was moved (Werts) and seconded (Root) that the minutes of the April 16 meeting be accepted. Motion carried.
3. Announcements: Dean Huntley
 - We are approaching the 15th anniversary of the 100 Scholars award. The recipients and donors will be invited to the Faculty Awards Reception to be held at 5:00 p.m. on October 25 in the Solarium.
 - 2012-13 program review. UNC-GA identified programs to be reviewed. This list is being reviewed by IRAP before being released.
 - The UNC-GA will develop a strategic plan for the next five years. In addition, President Ross has notified the campuses that the goals of the system will be 1) to set degree attainment goals, 2) strengthen academic quality, 3) serve the people of North Carolina, 4) maximize efficiencies, and 5) ensure an accessible and financially stable university.
 - Inside Higher Education. The proposed budget sequestration will hit higher education hard if Congress doesn't come up with a solution to reduce the deficit. Spending reductions will result in cuts to work study, research funding, and Federal college access programs.
4. Announcements from Graduate Studies: Dr. Hirst. View the full report: <http://www.graduate.appstate.edu/facultystaff/council/agendas/sep12/gradstudies.pdf>
5. Curriculum proposals

Department of Biology:

CAS_BIO_2011_12. Change the credit hours for BIO 6615 (Current Topics in Molecular Biology) from 2 to 3 hrs. Change the minimum/maximum number of semester hours the class can be taken from 4-12 hrs to 6-18 hrs.

CAS_BIO_2011_13. Change the catalog copy for the Cell and Molecular Biology Concentration in the MS Biology Program.

MOTION: It was moved (Cazier) and seconded (Valante) to approve the Biology proposals.

Discussion: Change Bio 6615, molecular biology concentration, to reflect required hours 3-18 (from 4-12) and electives required 0-13.

VOTE: Unanimous. Motion carried.

Department of Geography and Planning:

CAS_GHY/PLN_2011_02. Change course description for GHY 5150 Seminar in GIScience to allow repeat of course if the topic changes.

MOTION: It was moved (Valante) and seconded (Root) to approve the Geography and Planning proposal.

VOTE: Unanimous. Motion carried.

6. Old Business

- Prioritizing Graduate Programs. The Provost approved the Graduate Council taking the lead on prioritizing graduate programs. The Assessment and Review Subcommittee, chaired by Dwayne McSwain, will lead this initiative which reviews curriculum, student outcomes, and engagement of faculty. For Program Review Indicators, refer to the Program Review Process on the Graduate School website: <http://www.graduate.appstate.edu/facultystaff/progdir/programreview.html>. (Note: Prioritization and review of low enrollment programs will take place at the same time.)
- Dr. Huntley noted that the Graduate School is working on an Excel workbook to calculate the cost of programs.
- DegreeWorks goes live October 1. Tutorials and workshop registrations are available at <http://degreeworks.appstate.edu> and through a link on the Graduate School webpage. Dr. Hirst provided the Council with a demonstration. Kudos were given to Dr. Hirst for working with each major over the last 1.5 years to implement DegreeWorks!

7. Possible topics during 2012-13:

Big topics:

- Right-sizing graduate programs.
- The role of graduate education at Appalachian.
- Mentoring graduate students for careers.

Specific topics to be discussed with departments for future conversation:

- Accelerated admission (aka 4+1)
Rising seniors with a 3.5 GPA would be nominated for accelerated admission into a master's program. They could apply for admission with the GRE/GMAT/ MAT waived, and take 15 hours of graduate courses during their senior year, and if they maintain a 3.5 GPA in their graduate courses they would transition to the master's program immediately upon completion of the bachelor's program. 3 hours of the graduate courses taken as a senior could be double counted.
- Transfer and pre-admission credit limitations
Unify the requirements so that all are the same:
 - 12 hours of courses as a senior
 - 12 hours prior to admission to a degree
 - 12 hours of transfer (including exchange)

- Enrollment for graduation purposes and for international exchange purposes
Currently 5989/7989 is used for enrollment purposes in a variety of ways. We would like to propose to request courses GRAD 5989, GRAD 6989, and GRAD 7989, which would be 1 hour of credit repeatable up to 12 hours for the express purpose of needing nothing except library access, and to maintain enrollment. We would like to request that a special flat tuition+fee be charged regardless of residency (\$100.00).

Currently 5530-49 is used for study abroad exchange course placeholders, and we would like to propose GRAD 5801-5812 International Study.

- Maximums for Program of Study Hours
At this point in time we have minimum requirements for POS for every program. With the tightening of federal financial aid regulations and the increase in students receiving aid, we are having an increasing number of students who are going over 150% of the minimum, which is the limit for federal funding. In light of this situation, should there be a maximum?

8. Automatic Graduate Faculty Membership for new hires. Rationale: Prior to the first semester of employment, new tenure-track hires do not have sufficient time to obtain Graduate Faculty Membership with appropriate approvals.

MOTION: It was moved (Cazier) and seconded (Root) that new tenure-track faculty receive automatic Affiliate Graduate Faculty Membership for one year.

VOTE: Unanimous. Motion carried.

Procedures will be put in place in the Graduate School to obtain a list of new hires who will automatically receive Affiliate Graduate Faculty Membership for a one year period.

9. Other announcements:

- [Grants Resources and Services](#)
- [Sponsored Programs](#)
- [Research Protections](#)

10. Motion to adjourn (Root).

Updates from Graduate Studies September 2012

- 1) We have made A LOT of progress on reduction of paper over the summer.
 - Graduate students may now apply online through Appalnet to graduate, and have their student accounts billed for the costs rather than paying with a check.
 - Degreeworks is ready to be used to help everyone track a grad student's progress, barring some additional customization of the advice displayed on the screen (more on this below).
 - Admission documents for enrolled admits are now sent directly to the Fortis system, the electronic record repository used by the Registrar.
 - Graduate student records will be managed electronically through the Fortis system, except for things the Laura and Charity find useful to keep on paper.
 - Internships and practicum registrations are now managed online (more on this below).

- 2) Fall 2012 enrollment numbers for graduate students are essentially unchanged from last year. Preliminary numbers: 1868 (down from 1884 in Fall 2011, 13 of which can be explained by a reduction in the standard number of admits in HPC due to student:faculty ratios suggested by CACREP accreditation.

- 3) We have been getting an increasing number of requests for "non-traditional" thesis formats, and so are adding some information about that to the thesis/dissertation manual. We should be sending out an announcement later this week.

- 4) The internship inventory is now available and open to graduate student internships and practicums. The inventory will be used by departments to enter data related to the internship site and the credit to be awarded. There is an automated process for approval and registration.
More info: <http://www.graduate.appstate.edu/facultystaff/progdir/index.html>

Grants Resources & Services

APPALACHIAN STATE UNIVERSITY

Graduate Council & URC / April - August 2012 Report from Dr. Pollyanne Frantz, GRS Director

Initiatives:

- GRS Assistant Director Amy Love served as a member of the ORSP website design committee; the new site launched on August 17
- Grants Resources & Services has created an AsULearn site to provide the campus community with access to subscription-based materials and other resources requiring restricted access
- The Grantwriters Education Series, a hands-on interactive series of seven workshops designed to take participants through the proposal development process, will begin on September 28.

Events (date/number of participants):

- “U.S. Department of Education International and Foreign Language Education webinar” (March / 1)
- “National Endowment for the Humanities Regional Workshop” (April / 36)
- “Research Café featuring Dr. Chris Osmond: Compassion Comes to the Table” (April / 14)
- “First Fridays featuring Dr. Heather Clark: Medical Speech Pathology” (April / 14)
- “National Science Foundation’s International Research Experiences for Students Program – Information Sessions” (May / 10)
- “Proposal Consultations with Dr. Thomas Blackburn” (May / 11)
- “Grants Resource Center Webinar: The University’s Role in Regional Transformation” (May / 5)
- “OHRP Webinar: When the Regs Come a’Knockin’: Nuts and Bolts of 45 CFR Part 46” (June / 2)
- “NIH Webinar: Financial Conflict of Interest” (August / 6)
- New faculty orientation and new international faculty orientation (August).

Other Activities:

- Faculty consultations/meetings:
 - Frantz: 11

- Love: 8
- Student consultations/meetings:
 - Love: 1
- Limited submission competitions conducted:
 - Wells Fargo Clean Technology and Innovation Grant program
 - National Endowment for the Humanities Summer Stipends program
- Love wrote a pre-proposal for the Elsevier Foundation's New Scholars Grant program and was a co-author with Huntley and Frantz of the invited full proposal.
- Frantz is serving as a mentor in the National Organization of Research Development Professionals Mentoring Program
- Love was a guest lecturer on "Grant Basics" for a Sustainable Development capstone course (April)
- Frantz and Love attended the UNC-Sponsored Programs and Research Council spring meeting via teleconference (April)
- Frantz and Love attended the CIO candidates' campus sessions (May-June)
- Frantz participated in the Humanities Council retreat (August).

Upcoming Events:

For a complete listing of events, see <http://orsp.appstate.edu/events/orsp>

- First Fridays: Appalachian Culture and Heritage (Sept. 7, Oct. 5, Nov. 2)
- How to Write Successful Proposals for NSF CAREER, DoD Young Investigator and Other Grants for Early Career Researchers (Sept. 14)
- Funding Your Life Science Research: Developing Proposals for North Carolina Biotechnology Center Research Grants (Sept. 21)

Office of Sponsored Programs Report
September 1, 2012

Items of Note

- Year-to-date submission and award information through the end of August is available on the Web at <http://www.orsp.appstate.edu/awards>. A summary follows:
 - 26 proposals have been submitted requesting \$5,287,569 compared to 32 requests for \$26,919,603 for the same period in FY12.
 - Proposal submissions are down in number by 19%.
 - Dollars requested are down 80%. Much of this decrease can be explained by one \$17 million dollar submission in July of FY 11 for a federal grant competition that was not open for submissions this year. The remaining amount (about \$5 million is spread across the other five fewer submissions for the year).
 - The 4.5 FTE in Sponsored Programs are currently working with 15 proposals currently moving through the approval process in the AGrants system and another 7 that have been initiated in AGrants but have not yet been submitted for routing. Other contacts have been made for projects that have not been initiated in AGrants at this time.
 - For FY13, 40 awards totaling \$2,217,253 reflect a 9% decrease in the number awards, and a 3.3% decrease in dollar value over the same period report for FY12.
 - Eleven awards are currently in negotiation or pending receipt of award documents for a total of approximately \$748,886 for year one.
- The Office of Research and Sponsored Programs launched new Web pages with the opening session of FY2013. We are grateful to faculty and staff members who participated in the review and revisioning process that produced the current site. Several new pages providing additional resources are currently being developed and will be released throughout the year. Comments and suggestions for further improvement should be sent to Ms. Charlotte Smith in the Office of Sponsored Programs (smithce1@appstate.edu).
- Workshops and training programs
 - Charna Howson is working with Dr. Janice Pope in the Hubbard Center to provide a brief session for department chairs to learn about their roles and responsibilities in the grant process. This one hour session will be offered twice through the Hubbard Center.

- Other Sponsored Programs Workshop Offerings for faculty and staff may be found at <http://orsp.appstate.edu/events/orsp> or by clicking on the even (calendar) icon at the bottom of any ORSP Web page. Three programs are offered in September.
- Charna Howson and Amy Roberts are collaborating with Human Resources to develop a grant and contract focused training program for departmental staff across campus. Participants who complete the program will receive a certificate signed by both Sponsored Programs and Human Resources in some kind of formal recognition program.
- Beginning with FY13, Sponsored Programs and Special Funds Accounting staff will engage in joint in-service training every month that contains a 5th Wednesday. Dr, Lynn Gregory presented a session of communication skills during the first program in August.
- Sponsored Programs staff will be away from campus for a staff retreat on September 11, 2012. They will participate in a joint full day retreat with the staff from Special Funds Accounting on October 31, 2012.
- ARRA (American Reinvestment and Recovery Act) reports continue to be submitted by Sponsored Programs staff on a quarterly basis as these project continue through close out. The next reports will be due October 1.
- FFATA (Federal Funding Accountability and Transparency Act) reporting, which must be completed monthly for all projects with subawards in excess of \$25,000, has become a permanent additional responsibility for Sponsored Programs staff. These reports must be reviewed and completed on a monthly.
- Society for Research Administrators, International
 - Charna Howson continues to serve the North Carolina Chapter in the role of Past President and serves on the planning committee for the FY2013 annual meeting to be held in Greensboro, NC
 - Charna Howson attended quarterly meetings of the SRA – International Board of Directors as the ad hoc representative for all chapter presidents.
- Other Activity:
 - Sponsored Programs, Special Funds Accounting, and Research Protections staff will serve as give presentations at the fall RAMSeS (AGrants) user meeting in Chapel Hill on September 18th.
 - Sponsored Programs staff have collaborated with General Counsel, the Chief Research Officer, and Research Protections do develop university policies in compliance with an August 24, 2012 implementation mandate for all US Department of Health and Human Services proposals. Work continues on the development of procedures, to include conflict management plans.

- Sponsored Programs, Special Funds Accounting and select faculty are participating in fall trials of the new NSF award reporting and financial accounting modules of Research.gov, the next generation of NSF Fastlane services. All reporting and financial functions for NSF funded awards will move to the new system on January 1, 2013.

NEW Business

Research Protections Report
Graduate Council and University Research Council
September 2012

Upcoming Presentations/Events

- September 12 3:00-4:30, Hubbard Center workshop facilitated by Julie Taubman, Oscar Knight and Amy Love, *Research Data Management and Security*
- September 20 2:00-3:30, Hubbard Center workshop facilitated by Robin Tyndall, *Navigating the IRB*
- September 26, Guest lecture for Dr. Sarah Carmichael's class, Julie Taubman, *Responsible Conduct of Research*

Items of Note

- New webpage: researchprotections.appstate.edu
- Standard operating procedures (SOPs) for the review of human subject research (IRB) and animal care and use (IACUC) have been approved. IRB SOPs are posted on the RP website.
 - The IRB application was revised to reduce the number of questions and eliminate problem areas.
- RP worked with Conflict of Interest Council Chair Dr. Lucinda McCray, General Counsel, and Sponsored Programs to revise Appalachian's Conflict of Interest policy and disclosure forms to address new requirements in the Public Health Service rule, *Responsibility of Applicants for Promoting Objectivity in Research*.