

MINUTES OF THE MEETING  
OF THE ACADEMIC POLICIES AND PROCEDURES COMMITTEE  
January 14, 2004

The Academic Policies and Procedures Committee held its regular monthly meeting on Wednesday, January 14, 2004 in Room 224 of I.G. Greer Hall beginning at 3:03 p.m. Committee members present: Mr. John Abbott, Dr. Jon Beebe, Dr. Mike Dotson, Dr. Ed Folts, Dr. Holly Hirst, Dr. Ron Marden, Dr. Margot Olson, Dr. Diana Quealy-Berge, Ms. Sammye Sigmann, Dr. Gayle Weitz, Ms. Erin Flynn, Mr. Chris Pereira, and Ms. Christina Tadlock. Committee members excused: Dr. Dan Hurley and Ms. Arwen Carter.

Dr. Tim Burwell called the meeting to order and he noted that the December 3, 2003 minutes are not ready to be distributed. They will be considered for approval at our next meeting.

NEW BUSINESS:

Dr. Mark Estep presented proposals from the College of Fine and Applied Arts for the Department of Health, Leisure and Exercise Science. Proposals HLES PE 1 through HLES PE 14 were approved as follows (EFF. FALL, 2004):

1. Course deletions:  
PE 3004. Legal Aspects of Sport/(3).S.  
PE 4003. Assessment and Evaluation of Physical Disabilities/(3).F;S.  
PE 4012. Planning, Implementation, and Assessment of Net/Wall Tactics/(1).F;S.  
PE 4013. Planning, Implementation, and Assessment of Field, Run, Score, and Target Tactics/(1).F;S.
2. Course addition:  
**PE 4014. Planning, Implementation, and Assessment Practicum/(2).F;S.**  
Prospective physical education teachers plan for, implement, and assess an instructional unit. Students enrolled in this course will complete a practicum experience in a field setting under the supervision of the PE 4014 instructor and the Physical Education General Education (Activity courses) instructor. Two hours lecture, one hour laboratory.  
Prerequisites: PE 3008, 3009, and 3031 with a grade of "C" or higher in each.
3. Change the prerequisite statement for PE 2002, Motor Skill Learning, by deleting ES 2001 as a prerequisite, and by adding ES 2001 as a corequisite:  
"Prerequisites: BIO 1101 and 1102 or CHE 1101, 1110 and 1102, 1120 or PHY 1103 and 1104, or PHY 1150 and 1151. Corequisite: ES 2001."
4. Change the course numbering of PE 2020 to PE 3015, and change the prerequisite statement to read as follows: [DELETE PE 2020 and ADD PE 3015.]  
**PE 3015. Measurement and Evaluation in Physical Education/(3).F;S.**  
A theory and methods course in the meaning and application of measurement, tests, elementary statistical procedures and evaluation in physical education. Two hours laboratory and two hours lecture. Prerequisites: PE 2015 and MAT 1010 or higher. (NUMERICAL DATA; COMPUTER) (ND Prerequisite: Passing the math placement test or successful

completion of MAT 0010.)

5. Delete the “Corequisite: PE 2020.” from the course PE 3003, Planning, Implementation, and Assessment of the Elementary Curriculum, and change the prerequisite statement to read as follows: “Prerequisites: PE 2115 and 3002 with a grade of “C” or higher in each.”
6. Change the course numbering of PE 3007 to PE 3031; delete the “Corerequisite: PE 2020.” from the course; and change the prerequisite statement to read as follows: [DELETE PE 3007 and ADD PE 3031.]  
**PE 3031. Planning, Implementation, and Assessment of Invasion Tactics/(2).F;S.**  
Prospective physical education teachers will participate as pupils in an invasion tactics instructional unit. There will be an emphasis on curriculum development as well as design, implementation and analysis of an instructional unit. The application of pedagogical concepts will take place in clinical or field-based laboratory experiences. Two hours lecture, one hour laboratory. Prerequisites: PE 3008 and 3015 with a grade of “C” or higher in each.
7. Change the prerequisite statement for PE 3008, Planning, Implementation, and Assessment of Health Related Fitness, to read as follows: “Prerequisites: PE 2115 and 3002 with a grade of “C” or higher in each.”
8. Change the prerequisite statement for PE 3009, Planning, Implementation, and Assessment of Dance and Rhythms, to read as follows: “Prerequisites: PE 2115 and 3002 with a grade of “C” or higher in each.”
9. Change the prerequisite statement for PE 4000, Adapted Physical Education and Recreation, to read as follows: “Prerequisites: ES 2010 and PE 3003 with a grade of “C” or higher in each or by permission of instructor.”
10. Change the prerequisite statement for PE 4002, Psychological Aspects of Sport, to read as follows: “Prerequisites: PE 3008 and 3009 with a grade of “C” or higher in each or by permission of instructor.”
11. Revise the course requirements for the B.S. degree in Physical Education, K-12 with teacher licensure (568A/13.1314)[T] to reflect the course changes noted above: Change PE 2020 to 3015, change PE 3007 to 3031, delete PE 4012 and 4013, and add PE 4014. (The total number of hours required for the degree, 128 s.h., did not change.) The revised catalog description will read as follows:

#### **PHYSICAL EDUCATION, K-12**

##### **(with teacher licensure)**

Graduates earning a B.S. degree in Physical Education will have an understanding of: the relationship of the structure and the function of the human body to effective living, methods and techniques used to develop motor skills, the implementation of programs and services, and the use of evaluative techniques.

**A Bachelor of Science degree in Physical Education, K-12 with teacher licensure** consists of 40 semester hours in addition to the core curriculum requirements. As part of the core curriculum requirements, the student must select eight semester hours of biology, chemistry or physics; take PE 3008; and SOC 2700. Courses in the major requirements include PE 1550, 2002, 2015, 2115, 3002, 3003, 3009, 3015, 3031, 4000, 4002, 4014, ES 2001, 2010, and CI 4020. [A “C” (2.0) is required in

each major course.] Proficiency is required in Emergency Care/CPR and must be current at the time of graduation. Not included in the 40 semester hour major requirement is the two semester hours of free electives outside the major. No minor is required, but the student must select a **second academic concentration** from one of the following: Biology, Chemistry, English, French, History, Human Studies, Interdisciplinary Studies/Sustainable Development, Music, Natural Science, Philosophy/Religion, Physics, Psychology, or Spanish. (See major departmental chair for list of requirements.)

For the requirements in teacher education, see the Department of Curriculum and Instruction.

VOTE 1                      YES 12                      NO 0                      ABSTAIN 0

Dr. Richard Henson presented proposals from the College of Arts and Sciences for the Center for Appalachian Studies; and the Departments of English, and Political Science/Criminal Justice.

Proposals ENG 03-04-1 through ENG 03-04-5 from the Department of English were approved as follows (EFF. FALL, 2004):

1. Course additions:

[Note: ENG 2130 has been approved for the W (WRITING) and MC (MULTI-CULTURAL) special designators, and for (CORE: HUMANITIES/LITERATURE) credit.]

**ENG 2130. Ethnic American Literature/(3).F;S.**

A study of major ethnic American literature, with a particular focus on Latino American, Asian American, and/or American Indian writers. (WRITING; MULTI-CULTURAL) (CORE: HUMANITIES/LITERATURE)

[Note: ENG 4570 has been approved for the W (WRITING) and MC (MULTI-CULTURAL) special designators.]

**ENG 4570. Studies in American Indian Literature/(3).F.**

A study of major American Indian writers from oral traditions through the present. Offered every other year. (WRITING; MULTI-CULTURAL) [Dual-listed with ENG 5570.]

**ENG 5570. Studies in American Indian Literature/(3).F.**

Advanced study of major American Indian writers from oral traditions through the present. Offered every other year. [Dual-listed with ENG 4570.]

[Note: ENG 4585 has been approved for the W (WRITING) and MC (MULTI-CULTURAL) special designators.]

**ENG 4585. Studies in Ethnic American Literature/(3).F.**

An in-depth and multi-cultural examination of major ethnic American writers. Offered every other year. (WRITING; MULTI-CULTURAL) [Dual-listed with ENG 5585.]

**ENG 5585. Studies in Ethnic American Literature/(3).F.**

An advanced in-depth and multi-cultural examination of major ethnic American writers. Offered every other year. [Dual-listed with ENG 4585.]

VOTE 2                      YES 12                      NO 0                      ABSTAIN 0

Proposals PS/CJ #10 through PS/CJ #12 and one item For Information Only from the Department of Political Science/Criminal Justice were approved as amended as follows (EFF. FALL, 2004):

1. FOR INFORMATION ONLY: Change the semester offering of PS 4741 and PS 5741, European Democracies, from S. to S.Alternate years.
2. Add the following statement to the undergraduate catalog description of the Honors Program in Political Science: "To graduate with an honors designation, honors students must earn a grade of A- or higher in PS 4510 (Senior Honors Thesis)."

The revised catalog description will read as follows:

**HONORS PROGRAM IN POLITICAL SCIENCE**

The Department of Political Science/Criminal Justice maintains an honors program in political science to provide qualified students with an opportunity for advanced research in a seminar atmosphere. At the freshman level, the Department of Political Science/Criminal Justice participates in the campus wide honors program for eligible new students, offering honors sections of a variety of introductory courses on a rotating basis.

Honors courses at the junior and senior level will be open to majors with a 3.0 GPA or above in their junior year or by invitation of the instructor or the honors committee. To graduate with honors, a student must take 9 semester hours of honors courses in political science, including PS 4510. **To graduate with an honors designation, honors students must earn a grade of A- or higher in PS 4510 (Senior Honors Thesis).** A student completing 9 semester hours of honors courses with an overall "B" average and with a 3.45 GPA in all political science courses will graduate with "**honors**" in political science. A student with an overall "A" average in the honors courses and a 3.56 GPA in all political science courses will graduate with "**highest honors**" in political science. Honors courses count toward the hours requirements for majors, and courses will satisfy one of the area distribution requirements for majors. For invited non-majors, honors courses carry full elective credit.

3. Add the following prerequisite statement to the course descriptions of the dual-listed PS courses numbered 4550-4748 and to the dual-listed CJ courses numbered 4550-4800. (PS 4550, 4560, 4640, 4661, 4665, 4680, 4710, 4720, 4722, 4741, 4742, 4744, 4748) and (CJ 4550, 4580, 4620, 4661, 4680, 4800)  
"Prerequisite: Junior or Senior standing, or permission of instructor."
4. Add the following prerequisite statement to the course descriptions of PS 4900 and CJ 4900:  
"Prerequisite: Senior standing (or 90 semester hours of coursework)."

The revised course descriptions will read as follows:

**PS 4900. Internship in Public Affairs/(3-12).F;S.**

Field work in government, community, professional offices and agencies and involvement in problem solving in these offices and agencies. Graded on S/U basis. Prerequisite: Senior standing (or 90 semester hours of coursework). (WRITING)

**CJ 4900. Internship in Criminal Justice/(3-12).F;S.**

Field work in a criminal justice agency, office or institution and involvement in problem solving in these agencies and offices. Graded on S/U basis. Prerequisite: Senior standing (or 90 semester hours of coursework). (WRITING; SPEAKING) [Dual-listed with CJ 5900.]

5. Add the following statements to the undergraduate catalog descriptions of the B.S. degree in Political Science (non-teaching) (272\*/45.1001) and to the Bachelor of Science Criminal

Justice (BSCJ) degree (220/43.0104):

- - "[To be eligible for an internship in the Bachelor of Science degree in Political Science, students must have Senior standing (or 90 semester hours of coursework).]"
- - "[To be eligible for an internship in the BSCJ degree, students must have Senior standing (or 90 semester hours of coursework).]"

The revised catalog descriptions will read as follows:

**A major in Political Science leading to the Bachelor of Science (non-teaching) degree with a specified concentration** consists of a minimum of 61 semester hours in a chosen area. This includes:

1. Selection of an area of concentration. The seven concentrations offered are: American Politics; International and Comparative Politics; Media, Politics and Campaigns; Pre-Professional Legal Studies; Public Policy; Public Management; and Town, City, County Management.
2. Thirty-one semester hours of core courses and electives in political science. Each concentration has specific required core courses in political science. The Town, City, County Management concentration requires an internship. **[To be eligible for an internship in the Bachelor of Science degree in Political Science, students must have Senior standing (or 90 semester hours of coursework).]**
3. A minimum of 30 semester hours in a career-oriented area with courses selected from several departments and disciplines. Courses will be chosen with the consent of the advisor. Statistics 2810 is required.

**The Bachelor of Science Criminal Justice (BSCJ) degree** consists of 64 semester hours including completion of CJ 1100, 2120, 2150, 2430, 3115, 3400, 3551, 4900; PS 1100; PSY 1200, 2401; SOC 1000 OR 1100, 3330; STT 2810; and 12 semester hours of electives to be taken from a group of specified courses and approved by the advisor.

To earn a Bachelor of Science in Criminal Justice degree, a field experience in the form of an internship for 12 semester hours is required. **[To be eligible for an internship in the BSCJ degree, students must have Senior standing (or 90 semester hours of coursework).]** This may be waived if the student has more than one year of successful work experience in a criminal justice agency. If it is waived, the student will complete 12 semester hours of approved criminal justice electives as a substitute.

**VOTE 3                      YES 12                      NO 0                      ABSTAIN 0**

Proposals AS 1 03-04 and AS 2 03-04 from the Center for Appalachian Studies were approved as amended as follows (EFF. FALL, 2004):

1. Course addition:  
**AS 5110. Ethnographic Field Study/(1-6).On Demand.**  
Variable content. Course involves immersion in a field setting either in the U.S. or through study abroad. Topics, approach, and field sites will be indicated on course syllabi and semester schedules. May be repeated for credit when content does not duplicate.
2. Revise the course requirements for the M.A. degree in Appalachian Studies (204\*/05.0199) with concentrations in: Appalachian Culture Area (204B), and Sustainable Development (204C) to refine and update the curriculum which will reflect changes in the faculty, in regional scholarship, and in available course offerings. (The total number of hours required

for the M.A. degree, 36 s.h., did not change.) (NOTE: A copy of the revised graduate catalog description is on file in the Office of Academic Affairs.)

**VOTE 4**                      **YES**   13                        **NO**   0                        **ABSTAIN**   0  

**OLD BUSINESS:**

- - Dr. Burwell asked Mr. Don Rankins to continue his report from the subcommittee that was established to look at the electronic processing issue for AP&P forms. Mr. Rankins talked about the work of the subcommittee, and he distributed a handout to show what they have accomplished. He summarized the information identified during the work sessions and administrative meetings, and he noted the importance of creating a standardized AP&P form. Issues concerning software, hardware, personnel and a time-line for development of electronic processing have been discussed, but the committee is not ready to make a recommendation on this issue. In addition, the committee is not ready to make a recommendation concerning what process should be used in the interim to review proposals (i.e., continue the current process or elect to try distribution of PDF documents). Mr. Rankins noted that the subcommittee needs more time to get back together to talk about these concepts, to weigh all these options, and to develop a realistic idea of what it would take to get their ideas up and running. Following various questions, the AP&P Committee members were in agreement that this subcommittee should move forward with their assigned task. Dr. Burwell asked Mr. Rankins to continue meeting with the subcommittee in order to develop a specific recommendation to bring back to the AP&P Committee members when they are ready to do so.

- - Another item of "Old Business" was noted from the subcommittee that was established to revise the Academic Policies & Procedures Manual. The manual has been converted from the outdated Multimate word processing document to a Word document. The subcommittee is looking at the revisions that need to be made, and will report back to this committee at a future meeting.

**OTHER:**

Dr. Gayle Weitz noted that she was asked by the Faculty Senate Chair, Dr. Paul Gates, to inform the AP&P Committee members of a resolution that was passed by the Faculty Senate at their meeting on December 8, 2003:

**FS03-04/12-01- Resolution:**

"Require the Chair of the Academic Policy and Procedure committee (AP&P) be a faculty member and not the Provost (or his/her designee)."

Dr. Weitz asked for input from this committee for the Faculty Senate. They would like to have recommendations on what process to take for selecting a faculty Chair of the AP&P Committee, how many years would each Chair serve, staff support, and other items to support their resolution. A motion was approved to put this item on the agenda for the next AP&P Committee meeting.

**VOTE 5**                      **YES**   13                        **NO**   0                        **ABSTAIN**   0  

The AP&P Committee members voted to adjourn at 4:10 p.m.

**VOTE 6**                      **YES**   11                        **NO**   0                        **ABSTAIN**   0

ACADEMIC POLICIES AND PROCEDURES COMMITTEE

**January 14, 2004**

Vote Record

VOTE SYMBOLS                      y (YES)                      N (NO)                      A (ABSTAIN)

1   2   3   4   5   6

Committee Members

John Abbott	y	y	y	y	y	y
Jon Beebe	y	y	y	y	y	y
Michael Dotson	y	y	y	y	y	y
Ed Folts	y	y	y	y	y	y
Holly Hirst	y	y	y	y	y	y
Dan Hurley	-	-	-	-	-	-
Ron Marden	y	y	y	y	y	y
Margot Olson	y	y	y	y	y	y
Diana Quealy-Berge	y	y	y	y	y	y
Sammye Sigmann	y	y	y	y	y	y
Gayle Weitz	y	y	y	y	y	-
Arwen Carter	-	-	-	-	-	-
Erin Flynn	y	y	y	y	y	y
Chris Pereira	y	y	y	y	y	-
Christina Tadlock	-	-	-	y	y	y

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The recommendations of the Academic Policies and Procedures Committee, at its January 14, 2004 meeting are approved.

Kenneth E. Peacock  
Kenneth E. Peacock  
Interim Provost

2/17/04  
Date

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