

MINUTES OF THE MEETING  
OF THE ACADEMIC POLICIES AND PROCEDURES COMMITTEE  
January 15, 2003

The Academic Policies and Procedures Committee held its regular monthly meeting on Wednesday, January 15, 2003 in Room 224 of I.G. Greer Hall beginning at 3:05 p.m.

Committee members present: Mr. John Abbott, Ms. Marianne Adams, Dr. Jon Beebe, Dr. Keith Davis, Dr. Michael Dotson, Dr. Ed Folts, Dr. Holly Hirst, Dr. Dan Hurley, Dr. Margot Olson,

Dr. Jim Young, Mr. Lucas Pasley, Mr. Jeremy Engbretson, and Mr. Justin Moore.

Committee member excused: Dr. Ron Marden.

Committee member absent: Ms. Rachel Johnson.

Dr. Parker called the meeting to order and he noted that the November 6 and the December 11, 2002 minutes are not ready to be distributed. They will be considered for approval at our next meeting.

NEW BUSINESS:

Dr. Bill Harbinson presented one proposal from the School of Music.

Proposal MUSIC 1 was approved as amended as follows (EFF. FALL, 2003):

1. Revise the course requirements for the B.S. degree in Music Industry Studies (557A/50.0909) by requiring COM 3110 instead of COM 1100; by changing the specialty area hours from 9-11 s.h. to 9-10 s.h. required; by changing the number of free electives from 2-4 s.h. to 3-4 s.h. required; and by changing the course number of PSY 3206 to 4206. (The total number of hours required for the degree, 125 s.h., did not change.) The revised catalog description will read as follows:

**B.S. Degree in Music Industry Studies**

The Bachelor of Science degree in Music Industry Studies requires a minimum of 66-67 semester hours in music from the following areas: music history, music theory and aural skills, 12 semester hours (MUS 1003, 2010, six semester hours of music literature electives); six semester hours in one applied music concentration and the achievement of Level II; seven semester hours of performance ensembles; 11 semester hours of Music Industry core courses (MUS 1420, 2420, 3420, 4420); a specialty area (9-10 semester hours); internship in music industry studies. In addition, nine semester hours in psychology and communication are required (PSY 3207, COM 3110 and 3152). A minimum of 3-4 s.h. of free electives is required. A minor in business is required (20 semester hours; see undergraduate minor in business in the *General Bulletin*).

VOTE 1                      YES   13                        NO   0                        ABSTAIN   0  

Dr. Lee Baruth presented proposals from the Reich College of Education for the Department of Human Development and Psychological Counseling.

(Note: The proposals LRE #1-6 that had been distributed from the Department of Language, Reading and Exceptionalities were postponed from consideration until the February 5, 2003 AP&P meeting.)

Proposals HPC #1, HPC #2, and one memo of FIO items from the Department of Human Development and Psychological Counseling were approved as amended as follows:

(EFF. FALL, 2003)

1. Change the course descriptions for HPC 4840/5840 to read as follows:  
**HPC 4840. Human Relations and Interaction/(3).F;S.**  
**HPC 5840. Human Relations and Interaction/(3).F;S.**  
Examines the key elements in effective interpersonal communication. Students will be exposed to one or more human relations models that are designed to improve their communication skills. Emphasis will be given to applying constructive methods of human relations in a variety of settings including business, schools, and social service agencies. [Dual-listed with HPC 5840/4840.]
2. Change the title of HPC 5210, Life/Career Planning: Information and Skills, to read as follows; and change the semester offering from F;S. to F;S;SS.  
**HPC 5210. Life and Career Planning/(3).F;S;SS.**
3. Change the title of HPC 5310, Introduction to School Counseling; change the semester offering from F.(Even-numbered years). to F.; and change the course description to read as follows:  
**HPC 5310. Introduction to Professional School Counseling/(3).F.**  
The study of comprehensive, developmental school counseling programs; appropriate counselor roles (counseling, coordination, and consultation); and methods of providing services to students, families, and school personnel within a collaborative framework.
4. Change the semester offering of HPC 6450, Seminar in School Counseling, from F.(Odd-numbered years). to SS.
5. Change the semester offering of HPC 6620, School-Based Consultation, from S.(Odd-numbered years). to S;SS.
6. Change the prerequisites for HPC 6900, Internship in School Counseling, to include HPC 6620. The revised statement will read as follows: "Prerequisites: HPC 5140, 5210, 5220, 5310, 5750, 5790, 5900, 6620, and approval of departmental chair."
7. Revise the catalog description for the M.A. degree in School Counseling (417\*/13.1101)[T] with concentrations in Elementary/Middle School Licensure (417B)[T] and Secondary School Licensure (417C)[T] to include the course changes noted in numbers 2., 3, and 6. above. (The total number of hours required for this degree, 42 or 48 s.h., did not change.) (NOTE: A copy of the revised graduate catalog description is on file in the Office of Academic Affairs.)

VOTE 2

YES 13

NO 0

ABSTAIN 0

Dr. Tim Burwell presented proposals from the College of Business; and proposals from the Departments of Finance, Banking and Insurance; Information Technology and Operations Management; and proposals for the Master of Business Administration.

Proposals COB 1 and COB 2 from the College of Business were approved as amended as follows:

1. Course addition: (EFF. SUMMER, 2003)

**BUS 3070. Business Study in Russia/(6).SS.**

This course provides students with an opportunity to study business practices, trade and economic policies, and culture in Russia. Comparative Russian business practices are emphasized through research activities, visits to Russian firms and educational institutions, and through cultural and historical site visits. Students are required to attend pre-travel seminars during the spring semester. Graded on an S/U basis.

2. (EFF. FALL, 2003)

Change the admission requirements to the College of Business to include a stipulation that there be no incompletes in a student's academic record at the time of the admission decision. The revised catalog description will read as follows:

**To be admitted to the College of Business, a student must:**

1. Obtain credit for at least 60 semester hours.
2. Obtain a cumulative grade-point average of at least 2.5 based on at least twelve graded hours at Appalachian State University.
3. Remove all grades of "I" (incompletes) from her/his academic record. Students with outstanding grades of "I" will NOT be admitted to the College of Business.
4. Obtain credit for: a. ENG 1000 with a minimum grade of "C"; b. ENG 1100; c. MAT 1030.
5. Obtain credit for the following College of Business lower level core courses with an overall grade-point average of least 2.0: ACC 1100; BUS 1050; CIS 1025; ECO 2030, 2040, 2100; LAW 2150

VOTE 3                      YES 13                      NO 0                      ABSTAIN 0

Proposals MBA #1-25 from the College of Business for the Master of Business Administration were approved as amended as follows (EFF. FALL, 2003):

1. Course deletions:

BUS 5001. Financial Statement Preparation and Analysis/(3).SS.

BUS 5002. Marketing Management/(3).SS.

BUS 5003. Financial Concepts/(3).S.

BUS 5450. Executive Skills Development/Practicum II/(1.5).S.

BUS 5500. Independent Study/(1-4).F;S.

BUS 5989. Graduate Research/(1-9).F;S.

2. Add a new course prefix, MBA (Master of Business Administration), to the College of Business.

3. Course additions:

**MBA 5010. MBA International Study Experience/(6).SS.**

This course provides students an opportunity to study business practices, trade and economic policies and culture in foreign countries. Comparative business practices are emphasized through research activities, visits to international businesses and educational institutions, and through cultural and historical site visits. In addition to the travel experience, students will complete a minimum of 30 contact hours of in class coursework. (Graded on S/U basis.) Prerequisite: Admission to the

MBA program or permission of instructor.

**MBA 5300. Issues in Financial Reporting/(3).F.**

This course will develop familiarity with the financial statements, including the balance sheet, income statement, statement of stockholders' equity and the statement of cash flow, through the extensive use of actual and simulated financial statements. Related topics will include the financial statement audit and the auditor's report, Securities and Exchange Commission and related reporting requirements, the dependency of financial markets on fair and transparent financial reporting, the status of international accounting standard initiatives and other relevant topics. Prerequisite: Admission to the MBA program or permission of instructor.

**MBA 5400. Marketing Management/(3).S.**

This course focuses on core marketing concepts and a framework for understanding marketing problems in a global environment. This course emphasizes an ethical managerial approach to the fundamentals of marketing, and is designed to foster an in-depth understanding of the role of marketing in the business planning process. Prerequisite: Admission to the MBA program or permission of instructor.

**MBA 5610. Managerial Finance II/(3).S.**

This course is the second in a two-course series on managerial finance. Topics covered include: long-term financial planning and financial forecasting; capital structure decisions; dividend decisions; investment banking and the security issuance process; lease-buy decisions, hybrid financing vehicles; working capital management; and, international financial management. This course will include case analysis that will integrate topics covered in MBA 5600, Managerial Finance I, and other MBA courses. Prerequisites: MBA 5600, and admission to the MBA program or permission of instructor.

**MBA 5900. MBA Internship/(6).SS.**

An appropriate full-time work experience for students. (Graded on S/U basis.) Prerequisite: Admission to the MBA program or permission of instructor.

**MBA 5989. Graduate Research/(1-9).F;S.**

This course is designed to provide access to University facilities for continuing graduate research at the master's level. It is graded on an S/U basis and does not count toward a degree.

4. Change BUS 5100 to MBA 5200; add a prerequisite; and change the course description to read as follows: [DELETE BUS 5100, and ADD MBA 5200.]

**MBA 5200. Problem Analysis and Quantitative Methods/(3).F.**

A course designed to provide business students with the quantitative analysis tools required for managerial decision-making. The course covers quantitative concepts such as decision making under uncertainty, optimization models and applications, and computer simulation. Additionally, the course will cover various statistical methods, including hypothesis testing, analysis of variance, regression analysis, and time series analysis. The emphasis will be on business applications of quantitative methods using computer software and models. Prerequisite: Admission to the MBA program or permission of instructor.

5. Change BUS 5150, Executive Skills Development/Practicum I/(1.5 s.h.), to MBA 5801-5804; change the title; add a prerequisite; and change the course description to read as follows:  
[DELETE BUS 5150, and ADD MBA 5801, 5802, 5803, and 5804.]

**MBA 5801-5804. Business Seminar/(1).F,S,F,S.**

This course provides students an opportunity to study relevant current business topics that may not be adequately covered in other courses. Topics to be covered may include: social and professional skills required of today's business executive; interpersonal relations skills; a study of cultural differences between countries and an examination of how those differences impact business practices; business ethics; and, negotiating skills. Business executives will be invited frequently to participate in this seminar. Graded on an S/U basis only. Prerequisite: Admission to the MBA program or permission of instructor.

6. Change BUS 5200, Management Information Systems, to MBA/CIS 5210; change the title and semester offering; add a prerequisite; and change the course description to read as follows:  
[DELETE BUS 5200, and ADD MBA 5210 and the cross-listed course, CIS 5210.]

**MBA/CIS 5210. Information Technology in Business/(3).SS.**

An introduction to the role of information technology (IT) in organizations. Five major areas are examined: terms and concepts; how IT is used in capturing data, making decisions, increasing productivity, and providing a strategic advantage; how IT is acquired or systems developed; the issues associated with managing and using IT; and the impacts of IT on human behavior and organizational effectiveness. The future of technology will also be explored. Prerequisite: Admission to the MBA program or permission of instructor. (Same as CIS/MBA 5210.)

7. Change BUS 5250, Economic Environment of Business, to MBA 5100; change the title; add a prerequisite; and change the course description to read as follows:  
[DELETE BUS 5250, and ADD MBA 5100.]

**MBA 5100. Macroeconomics for Business/(3).F.**

This course introduces tools for studying the macroeconomic environment of business. Topics include monetary and fiscal policy, national income and balance of payment accounting, the term structure of interest rates, exchange rate determination and the international flow of funds, and business cycles. Prerequisite: Admission to the MBA program or permission of instructor.

8. Change BUS 5300, Managerial Cost Accounting, to MBA 5310; change the title and semester offering; add prerequisites; and change the course description to read as follows:  
[DELETE BUS 5300, and ADD MBA 5310.]

**MBA 5310. Managerial Accounting/(3).S.**

An examination of accounting information with an emphasis on planning and control, product costing and income determination. Subjects include, but are not limited to: cost-volume-profit analysis, manufacturing cost systems, budgeting concepts, capital budgeting, relevant costs for decision making, income tax implications for business decisions and ethics in the field of accounting. Prerequisites: MBA 5300, and admission to the MBA program or permission of instructor.

9. Change BUS 5400, Marketing Strategies and Applications, to MBA 5410; change the title and semester offering; add prerequisites; and change the course description to read as follows:  
[DELETE BUS 5400, and ADD MBA 5410.]

**MBA 5410. Marketing Strategy and Applications/(3).F.**

Through in-depth case analysis and/or marketing projects, the student will have the opportunity to learn to develop solutions and formulate responses to marketing-oriented problems of the organization in a dynamic, complex, competitive, global context. This course builds on the first marketing course and integrates issues and concepts introduced in other MBA courses.

Prerequisites: MBA 5400, and admission to the MBA program or permission of instructor.

10. Change BUS 5530-5549 to MBA 5530-5549 as follows:  
[DELETE BUS 5530-5549, and ADD MBA 5530-5549.]  
**MBA 5530-5549. Selected Topics/(1-4).On Demand.**

11. Change BUS 5550, Organizational Management, to MBA 5700; change the title and semester offering; add a prerequisite; and change the course description to read as follows:  
[DELETE BUS 5550, and ADD MBA 5700.]

**MBA 5700. Organizational Behavior/(3).S.**

Covers the behavior of individuals and groups within organizations. Topics include organizational culture and organizational change. Further topics include motivation, leadership, teams and small group processes, negotiation and conflict resolution, cultural diversity, organizational communication, individual and group decision making, power and influence, and managing stress.

Prerequisite: Admission to the MBA program or permission of instructor.

12. Change BUS 5600, Managerial Finance, to MBA 5600; change the title and semester offering; add a prerequisite; and change the course description to read as follows:  
[DELETE BUS 5600, and ADD MBA 5600.]

**MBA 5600. Managerial Finance I/(3).F.**

This course is the first in a two-course series on managerial finance. Topics covered include: financial markets and institutions; international financial markets; the time value of money; risk and return; bond and stock valuation; capital budgeting; and, financial statement analysis. Students will be required to develop spreadsheet models for financial decision making. Prerequisite: Admission to the MBA program or permission of instructor.

13. Change BUS 5650, Business Law. Social Responsibility and Ethics, to MBA 5650; change the title; add a prerequisite; and change the course description to read as follows:  
[DELETE BUS 5650, and ADD MBA 5650.]

**MBA 5650. Law for Business Managers/(3).SS.**

A study of the legal, political and regulatory environment within which businesses operate with an emphasis on how such an environment affects managerial decisions. Topics include: contracts, employment, product liability, antitrust, restraint of trade, environmental regulations, securities law and intellectual property rights. Prerequisite: Admission to the MBA program or permission of instructor.

14. Change BUS 5700, Production/Operations Management, to MBA 5220; change the title and semester offering; add a prerequisite; and change the course description to read as follows:  
[DELETE BUS 5700, and ADD MBA 5220.]

**MBA 5220. Operations Management/(3).F.**

This course provides a general understanding of the importance of operations management, as a

basic function in a business, including a working understanding of the (1) problems and issues, and (2) concepts, models, and techniques used in strategic and tactical planning and implementation, both in manufacturing and services. It also provides an understanding of the relationships between operations and other organizational entities, such as marketing, information technology, finance, accounting, and general management. Prerequisite: Admission to the MBA program or permission of instructor.

15. Change BUS 5750, Integrative Applied Business Project, to MBA 5750; change the title; add a prerequisite; and change the course description to read as follows:

[DELETE BUS 5750, and ADD MBA 5750.]

**MBA 5750. Strategic Management/(3).S.**

Strategic management explores how firms achieve competitive advantage and create value in and across businesses. Emphasizing the viewpoint of general management, the course is integrative in nature and draws upon knowledge developed in other business courses. Themes covered include competitive environments, business and corporate level strategies, international and cooperative strategies, strategic leadership, organizational structures, and governance. Particular emphasis is placed on the importance of globalization, innovation, and ethical considerations. Prerequisite: Admission to the MBA program or permission of instructor.

16. Revise the requirements for the MBA (Master of Business Administration) degree (305A/52.0201) by changing the current one-year MBA curriculum to a two-year MBA curriculum that will provide a broad-based business background and will allow students to specialize in a selected area of business. (The total number of hours required for the MBA degree changed from 39 s.h. to 64 s.h.) (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

Proposal FIN #1 from the Department of Finance, Banking and Insurance was approved as amended as follows: (EFF. FALL, 2003)

1. Change the course requirements for the Graduate Certificate Program in Finance (322A/FIN) to complement the two-year MBA program. (The total number of hours required for this graduate certificate, 18 s.h., did not change.) [NOTE: A copy of the revised Graduate Certificate Program in Finance is on file in the Graduate Studies and Research Office.]

VOTE 5                      YES 13                      NO 0                      ABSTAIN 0

Proposals ITOM-1 through ITOM-10a from the Department of Information Technology and Operations Management were approved as amended as follows  
(EFF. FALL, 2003)

1. Course deletions:  
CIS 3680. Modeling and Simulation/(3).F;S. (**NUMERICAL DATA; COMPUTER**)

CIS 3691. Applications in RPG II Programming/(3).On Demand. (COMPUTER)

\*CIS 5210. Decision support and Expert Systems/(3).On Demand.

[\*NOTE: This CIS 5210 course is being deleted, and a new cross-listed course has been added, MBA/CIS 5210, Information Technology in Business (see Page 5 of these minutes for the new course description).]

2. Course additions:

**CIS 3130. Web Development for Business/(3).F;S.**

This course provides a fundamental understanding of the tools, skills, and business concepts that surround the emergence of electronic commerce on the Internet. The student will have the opportunity to acquire the basic skills for creating an electronic presence on the Internet and develop an understanding of the current practices and opportunities in electronic publishing as well as electronic business.

**CIS 4620. Managing Information Technology/(3).On Demand.**

This course will introduce students to management issues typically faced by organizational information resource managers. Topics include, but are not limited to, information systems theory (e.g., data communications and networking, database), IS planning, and organization, basic IT management (e.g., staffing, security), as well as the potential impacts of technology trends on organizational outcomes. Where applicable, these concepts are related to business, industry, government, and societal information requirements. Prerequisite: senior standing.

**CIS 4820. Introduction to CASE Tools/(3).F;S.**

This course expands upon CIS 3250, Systems Analysis and Design (SAD), focusing on the application of CASE tools in the SAD process. Topics include, but are not limited to, the relational database model, data modeling (e.g., entity relationship diagrams), process modeling (e.g., work flow diagrams), and information system structure design (e.g., functional hierarchy diagrams). Additional topics include table and database generation (e.g., data definition language), as well as form and module generation (generated in various languages). Prerequisites: CIS 3250, 3750 (CIS 3750 may be taken concurrently.).

3. Change the course description of CIS 1025 to read as follows:

**CIS 1025. Computer Skills for Business/(2).F;S.**

This hands-on course provides students with the opportunity to learn spreadsheet and database skills. This course is designed for the user with little experience using spreadsheet and database software. Emphasis is placed on the design and implementation of practical business applications through the use of spreadsheet and database software. (COMPUTER)

4. Change the course description of CIS 4585 to read as follows; decrease the credit hours from (4 s.h.) to (3 s.h.); and change the semester offering from F;S. to S.:

**CIS 4585. Advanced Data Communications and Networking/(3).S.**

This course is a continuation of CIS 3580 and explores advanced topics in data communications and networking. Topics include, but are not limited to, communications middleware, LAN application software, network design, internetworking technologies and design, and network



security policy. Prerequisite: CIS 3580.

5. Change the semester offering of CIS4850/5850, Advanced Systems Design, from On Demand to F:S.
6. Revise the undergraduate minor in Information Systems (336/52.1201) by changing the GPA requirement from a 2.0 to a 2.5. The revised catalog statement will read as follows:  
"A minimum overall GPA of 2.5 is required in the 16 s.h. of CIS courses to obtain an undergraduate minor in Information Systems."  
Also, revise this minor by adding CIS 3130, 4620, and 4820 to the list of "*Additional courses (choose two courses from the following):*" in the catalog description of the minor.
7. Change the course requirements for the Graduate Certificate Program in Information Systems (336A/ITO) to allow MBA students to pursue the graduate certificate while fulfilling the requirements of the two-year MBA program. (The total number of hours required for this graduate certificate, 18 s.h., did not change.) [NOTE: A copy of the revised Graduate Certificate Program in Information Systems is on file in the Graduate Studies and Research Office.]
8. Revise the B.S.B.A. degree in Information Systems (336A/52.1201) by adding CIS 3130, 4620, and 4820 to the list of "*Approved major courses (choose three courses from the following, two must be at the 4000 level):*" in the catalog description of this degree. (The total number of hours required for the degree, 122 s.h., did not change.) The revised catalog description is on file in the Office of Academic Affairs.

VOTE 6                      YES 13                      NO 0                      ABSTAIN 0

Proposals from the College of Arts and Sciences were presented for the Departments of Geology; Philosophy and Religion; and Foreign Languages and Literatures.

Proposals GLY 2003-26 through GLY 2003-30 from the Department of Geology were approved as follows (EFF. FALL, 2003):

(**NOTE:** The changes requested in proposals GLY 2003-26 and GLY 2003-27 have already been noted in the December 11, 2002 AP&P Minutes since both of these proposals related to dual-listed courses. See Page 16 of the 12/11/02 minutes for the deletion of GLY 5650/4650; and See Page 18 of the 12/11/02 minutes for the title and course description changes made to GLY 5703/4703.)

1. Change the prerequisites for GLY 4835/5835, Summer Field Geology, to read as follows:  
"Prerequisites: GLY 3150, 3715, and 3800."
2. Revise the concentration in Environmental Geology (259C) under the B.S. degree in Geology (259\*/40.0601) by adding the requirement that students take a comprehensive exam in the senior year. This requirement makes all non-teaching degrees in the Department of Geology uniform regarding the comprehensive exam. (The total number of hours required for the degree, 122 s.h., did not change.) Add the following statement to the catalog description of this degree:

During the senior year, the B.S. in Geology with an Environmental Geology concentration student must take and achieve a satisfactory score on a comprehensive examination covering theoretical and practical aspects of areas of geology. Students who are unsuccessful on any portion or all of the examination may retake the appropriate portion(s) up to two additional times before graduation.

VOTE 7

YES 13

NO 0

ABSTAIN 0

Proposals P&R 2002-1 and P&R 2002-2 from the Department of Philosophy and Religion were approved as follows (EFF. FALL, 2003):

1. Course additions:

[Note: P&R 2015 has been approved for the W (WRITING), MC (MULTI-CULTURAL), and CD (CROSS-DISCIPLINARY) special designators; and for the (CORE: HUMANITIES) credit.]

**P&R 2015. Environmental Ethics/(3).F.**

This course will provide an introduction to the ethical dimensions of environmental issues. We will study theoretical perspectives such as deep ecology, ecofeminism, Native American views of the land, and social ecology. We will also consider environmental ethical issues such as the moral status of nature, pesticide use, environmental racism, the treatment of animals, rainforest depletion, world population growth, and what it means to live an ecologically responsible life. (WRITING; MULTI-CULTURAL; CROSS-DISCIPLINARY) (CORE: HUMANITIES)

[Note: P&R 3030 has been approved for the W (WRITING), and MC (MULTI-CULTURAL) special designators.]

**P&R 3030. Feminist Philosophy/(3).S.**

This course will examine conceptual and normative issues in contemporary feminist theory. Issues to be discussed include power and the production of knowledge, resistance, violence against women, sex and gender, the interrelatedness of gender, race, class and sexuality, body image, the personal as political, and the relation between feminist theory and activism. The class will also consider western and non-western feminist discussions of these themes. The goal is for each student to gain an appreciation of the diversity and complexity of feminist thought, as well as insight concerning the relation between women's experiences and feminist theorizing. (WRITING; MULTICULTURAL)

VOTE 8                      YES   13                        NO   0                        ABSTAIN   0  

Proposals FLL-28 through FLL-37 were presented from the Department of Foreign Languages and Literatures.

**A motion was approved to delay action on proposals FLL-34 and FLL-35 until such time as they have been considered by the Teacher Education Council.** (FLL-34 is requesting to change the number of credit hours for CI/FL 3120 from 3 s.h. to 6 s.h.; and FLL-35 is requesting to delete RE 4630 as a requirement for the B.S. and for licensure in French/Spanish K-12.)

VOTE 9                      YES   13                        NO   0                        ABSTAIN   0  

Proposals FLL 28-33 and FLL 36-37 from the Department of Foreign Languages and Literatures were approved as follows (EFF. FALL, 2003):

- (A.)     The changes requested in Proposals FLL 30, 31 and 32 have already been noted in the December 11, 2002 AP&P Minutes because the special designator actions approved by the Core Curriculum

Council were noted in those minutes. The “S” designator was deleted from SNH 2010 (see Page 19 of the 12/11/02 minutes); an “S” designator was added to SNH 4075 (see Page 20 of the 12/11/02 minutes); and a “W” designator was added to SNH 3015 (see Page 19 of the 12/11/02 minutes).

- (B.) The changes requested in Proposals FLL 36 and 37 were previously approved and noted in the AP&P Committee Minutes for October 3, 2001 to revise the course requirements for the undergraduate minors in French (238), Spanish (286), and German (245). See Page 2 of the 10/03/01 minutes for the revised catalog descriptions of these undergraduate minors.
1. Add a foreign language placement exam requirement for new ASU students (who have studied a foreign language for two or more years in high school prior to enrollment at Appalachian and who want to enroll in a foreign language course at Appalachian) and for all currently enrolled students at ASU (who plan to take an initial foreign language course in Spanish, French, German or Latin before signing up for that initial course).  
The catalog description will read as follows:

**In French, German, Latin, and Spanish, and in other languages where available, a language placement exam is required of all entering students and all upper-level students who have not previously taken the placement test before enrolling in their first language course. The placement exam score remains valid for two years and then must be retaken before a student may enroll in a first foreign language course.**

**Students are expected to enroll in the course indicated by the results of their exam. When warranted, a student’s placement level may be adjusted after consultation with the foreign language advisor.**

**A student who enrolls in a course lower than the placement level indicated will not be granted credit for the course. Courses taken below the placement level count as credit toward course load and full-time student eligibility, but do not count toward hours required for graduation and will not be calculated as part of the GPA.**

**Placement credit will be awarded to students ONLY if they successfully complete (with a C or better) the course they score into. Placement credit will be awarded in the following manner:**

- **Students placing into and successfully completing 1020 receive placement credit for 1010.**
- **Students placing into and successfully completing 1040 receive placement credit for 1010 and 1020.**
- **Students placing into and successfully completing 1050 receive placement credit for 1020 and 1040.**
- **Students placing into the 2000 level (advanced) may choose any 2000 level class as a validation course. Successfully completing the 2000 level class would gain placement credit for 1040 and 1050.**

**Transfer students with college credit in a foreign language who wish to continue in the same language are not required to take the placement test. However, transfer students are encouraged to consult with the faculty advisor for that language.**

2. Change the course titles of SNH 4565/5565, Advanced Writing in Spanish; change the course

descriptions; and change the prerequisites to read as follows:

**SNH 4565. Advanced Spanish Expression/(3).F.On Demand.**

**SNH 5565. Advanced Spanish Expression/(3).F.On Demand.**

An advanced language course where students will have the opportunity to perfect their mastery of the spoken and written language. Students will explore different writing genres and model their work on the literary and cultural narratives written by experienced Spanish writers, and will be provided with the necessary tools to develop their oral language skills. Prerequisites: Senior or graduate standing and SNH 3080, or consent of the instructor. (WRITING) [Dual-listed with SNH 5565/4465.]

VOTE 10

YES 13

NO 0

ABSTAIN 0

Dr. Mark Estep presented proposals from the College of Fine and Applied Arts for the Departments of Communication; and Health, Leisure and Exercise Science.

Proposals COM-1 through COM-6 from the Department of Communication were approved as amended as follows (EFF. FALL, 2003):

1. Course additions:

**COM 3333. Electronic Media Programming/(3).On Demand.**

This course surveys the various methods for program decision-making at all levels of radio, television, and new electronic media. Also covered: the duties of the program director, music director, and on-air staff; how advertising, news, and entertainment fit together in programming strategy; the future convergence of media technologies and their effect on future programming; program criticism, effects, and ratings; and future career opportunities in the programming segment of these industries. Prerequisite: COM 2300.

**COM 4317. Electronic Media Regulation/(3).On Demand.**

Governmental regulation of broadcasting and electronic media, detailing the FCC and other agencies relationships; emphasizing early broadcast legal history, administrative rulemaking, programming, licensing, renewals, content controls, ownership, fairness, political advertising, copyright and emerging media. Prerequisite: COM 3305.

**COM 4413. Business and Professional Communication/(3).F.**

An in-depth examination of selected types of communication situations found in business and the professions. Emphasis is on developing effective personal management skills, interpersonal skills, interview techniques, and presentational skills.

**COM 4510. Senior Honors Thesis/(3).On Demand.**

Independent study and research. Honors thesis directed by a member of the Department of Communication. Prerequisites: Completion of 12 semester hours of departmental honors work and permission of the Departmental Honors Coordinator.

**COM 4550. Global Electronic Media Systems/(3).On Demand.**

This course will explore the technical, economic, and regulatory changes to the electronic media in

countries throughout the world to prepare students for careers in international electronic media.  
Prerequisite: COM 2300 or permission of the instructor.

2. Add an honors program to the Department of Communication's undergraduate curriculum:

**Honors Program**

The Department of Communication offers an 18 semester hour honors program composed of 15 semester hours of classroom honors work (of which 12 semester hours must be in the Department of Communication) plus a three semester hour honors thesis. Disciplinary honors courses will be drawn from designated honors courses offered at the introductory, intermediate and advanced course levels in the department. Enrollment in communication honors courses is by permission of the Departmental Honors Coordinator. However, to graduate with honors in communication, a student must be a major, have maintained an overall grade point average of 3.4, an overall communication grade point average of 3.4, a grade of no less than B in any honors designated courses and have completed a departmental honors thesis.

VOTE 11                      YES 13                      NO 0                      ABSTAIN 0

Proposals HLES HP #1 through HLES HP #4 from the Department of Health, Leisure and Exercise Science were approved as amended as follows (EFF. FALL, 2003):

1. Course additions:

**HP 4701. Seminar in Health Promotion/(3).F;S.**

A critical examination of nutritional, exercise, and health promotion products, information, and quackery. Current knowledge in nutrition, health, exercise physiology, biology, and biochemistry is used to analyze the products, information, and claims for legitimacy. Prerequisite: HP 3200.

**HP 4800. Health Program Planning and Evaluation II/(3).F;S.**

This course is designed to provide in-depth understanding of the structure and function of our current health care system and the role of health promotion in addressing our nation's health. Management and organizational issues related to health promotion/education programs will be included. This course also addresses acquisition of skills in the following areas: grant writing, effective presentation, health education curricula development, community organizing and community building, and preparing students for their internship experiences. Prerequisites: HP 2100 and senior status or permission from the instructor.

2. Change the course title of HP 2100, Health Program Planning and Evaluation, to read as follows:  
**HP 2100. Health Program Planning and Evaluation I/(3).F.**

3. Add a prerequisite to HP 4400, Weight Management, as follows:  
"Prerequisite: FCS 2202, Nutrition and Health."

4. Revise the course requirements for the B.S. degree in Health Promotion (509A/51.2207) by adding HP 4701 and 4800 to the major requirements; and by deleting FCS 4560, COM 1100 and MGT 3010 as required courses. (The total number of hours required for the degree changed from 122-123 s.h. to 125-127 s.h.) The revised catalog description will read as follows:

### HEALTH PROMOTION

Students earning a B.S. degree in Health Promotion will have the competencies needed to provide leadership in health promotion and disease prevention for communities, hospitals, voluntary agencies, schools, and private industry.

A Bachelor of Science degree in Health Promotion consists of 60 s.h. in addition to core curriculum requirements. Eight semester hours of a biology or chemistry sequence, SOC 1000 and FCS 2202 are required (MAT 1025 is required if student pursues an exercise science minor.). A minor is required and is to be chosen from either Exercise Science, Foods and Nutrition, General Business, or Psychology. The degree also includes a 6 s.h. internship (HP 4900).

- I. Required courses (60 s.h.): SOC 1110, 3100; COM 2101; CS 1410; ES 2000, 2005; HP 2100, 2200; HP/HED 3100; HP 3130, 3200, 3700, 4100, 4200, 4300, 4400, 4701, 4800, and 4900.
- II. Minor (18-20 s.h.) - - Choose one:
  - Exercise Science (19 s.h.): ES 2005 (one of required courses for major); ES 2010, 2020, 3005, 3450, 3550.
  - OR
  - Foods and Nutrition (18 s.h.): Includes FCS 2202 required in core curriculum and choose 15 s.h. from the following: FCS 1202, 2201, 2203, 2204, 3202, 3205, 4200, 4240, 4250, 4504, 4540, 4552, 4555, 4560.
  - OR
  - General Business (20 s.h.): BUS 1050; CIS 1025; ACC 1100; ECO 2030; MGT 3010; MKT 3050; FIN 3010 or 3680. An overall GPA of 2.0 is required in this minor.
  - OR
  - Psychology (18 s.h.): PSY 1200 (can also be used as a social science) and choose 15 s.h. of psychology electives. Suggested electives are: PSY 1100, 2301, 2401, 3207, 4562.
- III. Electives to total a minimum of 125 s.h.  
(Two semester hours of free electives outside the major discipline are required.)

VOTE 12                      YES   13                        NO   0                        ABSTAIN   0  

The AP&P Committee members voted to adjourn at 4:20 p.m.

VOTE 13                      YES   13                        NO   0                        ABSTAIN   0

ACADEMIC POLICIES AND PROCEDURES COMMITTEE

January 15, 2003

Vote Record

VOTE SYMBOLS	y (YES)					N (NO)					A (ABSTAIN)		
	1	2	3	4	5	6	7	8	9	10	11	12	13
<u>Committee Members</u>													
John Abbott	y	y	y	y	y	y	y	y	y	y	y	y	y
Marianne Adams	y	y	y	y	y	y	y	y	y	y	y	y	y
Jon Beebe	y	y	y	y	y	y	y	y	y	y	y	y	y
Keith Davis	y	y	y	y	y	y	y	y	y	y	y	y	y
Michael Dotson	y	y	y	y	y	y	y	y	y	y	y	y	y
Ed Folts	y	y	y	y	y	y	y	y	y	y	y	y	y
Holly Hirst	y	y	y	y	y	y	y	y	y	y	y	y	y
Dan Hurley	y	y	y	y	y	y	y	y	y	y	y	y	y
Ron Marden	-	-	-	-	-	-	-	-	-	-	-	-	-
Margot Olson	y	y	y	y	y	y	y	y	y	y	y	y	y
Jim Young	y	y	y	y	y	y	y	y	y	y	y	y	y
Lucas Pasley	y	y	y	y	y	y	y	y	y	y	y	y	y
Jeremy Engbretson	y	y	y	y	y	y	y	y	y	y	y	y	y
Rachel Johnson	-	-	-	-	-	-	-	-	-	-	-	-	-
Justin Moore	y	y	y	y	y	y	y	y	y	y	y	y	y

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The recommendations of the Academic Policies and Procedures Committee, at its January 15, 2003 meeting are approved.

Harvey R. Durham  
Harvey R. Durham  
Provost and Executive Vice Chancellor

2/21/03  
Date

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