

MINUTES OF THE MEETING
OF THE ACADEMIC POLICIES AND PROCEDURES COMMITTEE
March 2, 2011

The Academic Policies & Procedures Committee met on Wednesday, March 2, 2011 in the William C. Strickland Conference Room of I.G. Greer Hall (Room 224).

Committee members present: Mr. Kern Maass (Chair), Dr. Jon Beebe, Mr. John Boyd, Dr. Dinesh Davé, Dr. Jeff Hirst, Dr. James Ivory, Dr. Ron Marden, Dr. Jeff McBride, Dr. Ray Russell, Dr. Jesse Taylor, Dr. Carol Truett, and Mr. Thomas Brigman (Parliamentarian). Committee members excused: Dr. Derek Stanovsky, Ms. Brandy Hopkins, Mr. Ronnie Trogdon. Committee member absent: Ms. Kim Seufer.

At 3:08 p.m., Kern Maass (Chair of the AP&P Committee) noted that we have a quorum and he called the meeting to order.

MINUTES:

Kern noted that the AP&P Committee minutes from December 1, 2010 have been completed. They will be posted after his meeting with the Provost later this week. The minutes from the January 19, 2011 and February 9, 2011 meetings are not complete at this time.

ANNOUNCEMENTS:

The General Education Council, at its February 18, 2011 meeting, approved the following items with effective dates as noted. These approvals are presented to the AP&P Committee FOR INFORMATION ONLY:

GEN ED: Local to Global Perspective (Theme: “Regions in Global Context”)
(Effective: Fall, 2012)

RM 2140. Natural Resources: Becoming an Informed Citizen (3 s.h.)

GEN ED: Junior Writing in the Discipline (WID) (Effective: Fall, 2012)

MUS 2420. Music Merchandising and Entrepreneurship (3 s.h.) (WRITING; SPEAKING)
[NOTE: Add the (WRITING) special designator to MUS 2420 and change the prerequisite statement to read as follows: “Prerequisites: MUS 1420, and ENG 2001 or its equivalent.”]

DISCONTINUED PROGRAMS:

At its meeting on February 11, 2011, the Board of Governors approved the request for authorization to discontinue the following master’s degree programs at Appalachian State University. These programs were identified as low productivity programs.

- (EFFECTIVE: FALL, 2011): Delete the Master of Arts degree in Family and Consumer Sciences, Education (527A/13.1308)[T]
- (EFFECTIVE: FALL, 2011): Delete the Master of Arts degree in Technology Education (546*/13.1309) with concentrations in Community College Teaching (546B) and Secondary School Teaching (546S)[T]

- (EFFECTIVE: FALL, 2012): Delete the Master of Arts degree in Public History (283A/54.0105)

Please note that although these discontinued programs will no longer accept new students, all students currently enrolled in any of these programs should be provided the appropriate courses needed to complete the degree requirements in a reasonable length of time. Students currently enrolled in any of the discontinued programs will be eligible to receive that degree whenever they complete the requirements in the future.

NEW BUSINESS:

Dr. Susan Roggenkamp presented proposals from the College of Health Sciences for the Department of Health, Leisure and Exercise Science.

Proposals from the Department of Health, Leisure and Exercise Science (15 proposals from the Athletic Training Program) were approved as follows (EFFECTIVE: FALL, 2012):

1. Course additions:

AT 2600. Athletic Training Clinical Laboratory II (2).F.

A guided, practical clinical experience for the second semester athletic training student. Experiences will include, but not be limited to, instruction in and the application of techniques used to assess joint movement and function. Prerequisites: AT 1600 and AT 2200. Corequisite: ES 2031. Clinical education experience two hours.

AT 2700. Athletic Training Clinical Laboratory III (2).S.

A guided, practical clinical experience for the third semester athletic training student. Experiences will include, but not be limited to, instruction in and the application of techniques used to assess joint movement and function and therapeutic modalities. Prerequisite: AT 2600. Clinical education experience two hours.

2. Increase the credit hours for AT 2200 from (1 s.h.) to (2 s.h.), change the course description, remove the “Laboratory one hour.” statement, and change the grading for this course from “Graded on an S/U basis” to “A-F” grading.

AT 2200. Athletic Training Clinical Laboratory I (2).S.

A guided, practical clinical experience for the entry level athletic training student. Experiences will include, but not be limited to, general athletic training room operation and instruction and application of cryotherapy, thermotherapy, flexibility, wellness and environmental screening techniques, and prophylactic taping. Prerequisite: acceptance into the CAATE accredited Athletic Training program. Clinical education experience two hours.

3. Change the course description and prerequisite statement for AT 2400 as follows:

AT 2400. Medical Conditions and Disabilities (4).S.

A course designed to expand on the knowledge gained in ES 2032, Human Anatomy and Physiology II. This course will also focus on the application of anatomy and physiology to the pathogenesis of disease and disabilities as they relate to allied health professionals. Prerequisites: AT 1600, AT 2300 and ES 2032. Lecture three hours, laboratory two hours.

4. Change the title of AT 3000. Athletic Training Clinical Laboratory II, increase the credit hours from (1 s.h.) to (3 s.h.), change the course description and prerequisite statement, remove the “Laboratory one hour.” statement, and change the grading for this course from “Graded on an S/U basis” to “A-F” grading.

AT 3000. Athletic Training Clinical Laboratory IV (3).F.

A guided, practical clinical experience for the fourth semester athletic training student. Experiences will include, but not be limited to, instruction in and the application of techniques used to evaluate injuries/illness. Prerequisite: AT 2700. Clinical education experience three hours.

5. Change the semester offering for AT 3215. Athletic Training Clinical Organization and Administration from S. to F.

6. Change the title of AT 3400. Athletic Training Clinical Laboratory III, increase the credit hours from (1 s.h.) to (3 s.h.), change the course description and prerequisite statement, remove the “Laboratory one hour.” statement, and change the grading for this course from “Graded on an S/U basis” to “A-F” grading.

AT 3400. Athletic Training Clinical Laboratory V (3).S.

A guided, practical clinical experience for the fifth semester athletic training student. Experiences will include, but not be limited to, instruction in and the application of techniques used to evaluate and rehabilitate injuries/illness. Prerequisite: AT 3000. Clinical education experience three hours.

7. Increase the credit hours for AT 3600 from (2 s.h.) to (3 s.h.), change the course description and prerequisite statement, and change this course from being a lecture/laboratory course to lecture only.

AT 3600. Orthopedic Clinical Evaluation and Diagnosis I (3).F.

An advanced course in orthopedic clinical evaluation and diagnosis. The course will include introductory material related to orthopedic clinical evaluation and diagnosis and in-depth investigation of the foot and ankle, knee, hip, and shoulder. Hands-on practice with orthopedic clinical evaluation and diagnostic procedures is provided. Prerequisite: AT 2300. Lecture three hours.

8. Change the prerequisite statement for AT 3610 to read as follows:

AT 3610. Therapeutic Modalities (2).S.

GEN ED: Junior Writing in the Discipline (WID)

The course covers the physical basis and physiological effects of agents and modalities used in the treatment of athletic injuries. The emphasis will be on establishing a theoretical foundation for selecting a treatment protocol for an injury. Hands-on practice with equipment is provided. Prerequisites: AT 1600, ES 2031, and ENG 2001 or its equivalent. Lecture two hours, laboratory one hour. (WRITING)

9. Increase the credit hours for AT 3615 from (2 s.h.) to (3 s.h.), change the course description, and change this course from being a lecture/laboratory course to lecture only.

AT 3615. Orthopedic Clinical Evaluation and Diagnosis II (3).S.

The student will have the opportunity to build on knowledge acquired in AT 3600. In-depth investigation of orthopedic clinical evaluation and diagnosis of the upper extremity,

abdomen, lumbar, thoracic, cervical spine, and head and face will be included.
Prerequisite: AT 3600. Lecture three hours.

10. Increase the credit hours for AT 3620 from (2 s.h.) to (3 s.h.), change the course description and prerequisite statement, and change this course from being a lecture/laboratory course to lecture only.

AT 3620. Conditioning and Rehabilitative Exercises I (3).F.

The course covers the principles of conditioning and rehabilitative exercises. Topics for discussion include the five principles of rehabilitation, principles of exercise progression, cardiovascular and muscular conditioning, aquatic exercise, plyometric exercise, and isokinetic testing. Hands-on practice with equipment is provided. Prerequisite: AT 2300. Lecture three hours.

11. Increase the credit hours for AT 3625 from (2 s.h.) to (3 s.h.), change the course description, and change this course from being a lecture/laboratory course to lecture only.

AT 3625. Conditioning and Rehabilitative Exercises II (3).S.

The student will build on knowledge acquired in AT 3620. In-depth investigation of anatomically based rehabilitation techniques, criteria for return to activity, and basics of surgical procedures will be included. Hands-on practice with equipment is provided. Prerequisite: AT 3620. Corequisite: AT 3615. Lecture three hours.

12. Change the title of AT 4000. Athletic Training Clinical Laboratory IV, increase the credit hours from (1 s.h.) to (4 s.h.), change the course description and prerequisite statement, remove the “Laboratory one hour.” statement, change the “May be repeated” statement, and change the grading for this course from “Graded on an S/U basis” to “A-F” grading.

AT 4000. Athletic Training Clinical Laboratory VI (4).F;S.

A guided, practical experience for advanced level athletic training students. Experiences will include, but not be limited to, organization and administration within medical settings, general medical experience, and evaluation, treatment, and rehabilitation of injuries/illnesses. Prerequisite: AT 3400. May be repeated for a total credit of eight semester hours. Clinical education experience four hours.

13. Change the prerequisite statement for AT 4025 to read as follows and change the semester offering from S. to F.:

AT 4025. Advanced Athletic Training (3).F.

The course covers nutritional aspects of injuries and illnesses, psychological intervention and referral, and pharmacology. Prerequisites: AT 3600, AT 3610, AT 3620, and HP 1105. Lecture three hours. (WRITING)

14. Revise the course requirements for the Bachelor of Science degree in Athletic Training (565A/51.0913) as follows: 1) add AT 2600, AT 2700, ES 2031, ES 2032, and HP 1105 to the major requirements; 2) delete the 12-18 s.h. required minor; 3) delete ES 2000 from the major requirements; and, 4) update the program description and checksheet to reflect the course title, credit hour, and prerequisite changes noted in number 1-13 above. (The total number of hours required for this degree, 122-128 s.h., does not change.)

Athletic Training (AT)

The Athletic Training degree will provide the undergraduate student with a blend of academic coursework and clinical experience in appropriate athletic training settings. This degree will prepare students to practice athletic training in appropriate settings.

The Bachelor of Science degree in Athletic Training (565A/51.0913) consists of 44 semester hours of general education requirements and 88 semester hours as follows: AT 1600, AT 2100, AT 2200, AT 2300, AT 2400, AT 2600, AT 2700, AT 3000, AT 3215, AT 3400, AT 3600, AT 3610, AT 3615, AT 3620, AT 3625, AT 4000, AT 4025, AT 4030; ES 2010, ES 2031, ES 2032; HP 1105, HP 3100/HED 3100; STT 2810; CHE 1101, CHE 1110 and CHE 1102, CHE 1120; PHY 1103 and PHY 1104; and MAT 1020 or MAT 1025. Also, two semester hours minimum of free electives outside the major discipline are required.

The Athletic Training program requires the student to apply for admission to the curriculum. Requirements for admission: submission of a program application, a 2.5 cumulative GPA from Appalachian State University, a minimum of 30 hours of active observation in Appalachian State University's athletic training rooms, three letters of recommendation, a journal, a goal statement, an insight statement, a signed Technical Standards document (available on the web site for the HLES department), a physical screen and a personal interview. Students must maintain a 2.5 GPA and must earn a grade of "C" or higher in AT 1600, AT 2100, AT 2300, AT 2400, AT 3215, AT 3600, AT 3610, AT 3615, AT 3620, AT 3625, AT 4025, and AT 4030. The Athletic Training program is a CAATE accredited program that prepares the student for the BOC Examination and North Carolina licensure. Contact the director of the Athletic Training curriculum in the Department of Health, Leisure and Exercise Science for further information.

VOTE 1 YES ...11... NO ...0... ABSTAIN ...0...

The agenda was re-ordered to consider the proposal from the Graduate School next, followed by the proposals from the College of Fine and Applied Arts.

Dr. Holly Hirst introduced the proposal from the Graduate School to update information on internships at the graduate level to align existing policy with the catalog copy. This proposal included a request for special permission to put the new description into the 2011-2012 Bulletin since there are no course, program or Banner coding changes that will be needed as a result of the new wording. Dr. Hirst referred to the undergraduate internship policy changes that were approved at the AP&P Committee meeting on February 9, 2011 with a Fall, 2011 effective date.

A motion was made and seconded to consider proposal: GradSchool_Internship_2011_1 and a number of comments and concerns pertaining to the internship contract were discussed. It was noted that a copy of the ASU Internship Contract form was included with the proposal (Deans' Council 2010-4) that was previously approved by this committee in February. The internship contract form is also available under "Electronic Forms" on the Office of the Registrar's website at <http://www.registrar.appstate.edu/eforms/index.html> .

Following those discussions, another motion was then approved to call the question.

VOTE 2 YES ...9... NO ...2... ABSTAIN ...0...

The proposal, GradSchool_Internship_2011_1, from the Graduate School was approved as follows (EFFECTIVE: FALL, 2011):

1. Update the information on internships in the *Graduate Bulletin and Course Catalog* to clarify the existing policies governing internships, practicums, and other field experiences. The revised catalog copy under the section “Academic Requirements and Regulations” will read as follows:

Internship, Practicum, and Other Courses Involving Field Experiences

Internships and practicums provide students with opportunities to gain experience with professional practice in their disciplines by offering realistic on-the-job experiences and personal contacts with employers. Courses other than “internship” or “practicum” that involve a field experience are also subject to the following administrative standards.

The following administrative standards govern internships, practicums, and other field experiences for graduate credit at Appalachian:

Eligibility: Students seeking to pursue an internship, practicum or other field experience must be degree-seeking, certificate-seeking or working toward teacher licensure. Other students must have special permission from the dean of the college or school housing the department and from the Graduate School.

Grading: Internship and practicum courses are graded on an S/U basis with the exception of MUS 5900, Advanced Music Therapy Practicum.

Registration: Students must contact the appropriate academic department advisor for instructions on approval and registration procedures. The academic department will make the final determination as to whether the student’s proposed internship/practicum experience is appropriate for the academic program requirements and whether the internship/practicum supervisor is adequately qualified. Students must register in internship/practicum credit for the entire length of the experience.

To register for an internship or practicum, a “Special Course Form” must be completed with department signatures before obtaining the academic dean’s signature and forwarding to the Graduate School; in cases where a graduate program has a cohort of students registering for internship or practicum during the same term, the academic department has the option of placing a section into the schedule of classes instead of using special course forms, provided permission of the department is required for enrollment.

Contract: An internship/practicum contract will be signed outlining the responsibilities of the University, of the student, and of the participating agency or internship host.

Liability Coverage: Appalachian requires professional liability insurance coverage for all students enrolled in internship or practicum courses. When a student registers for the course, a fee is applied to the student’s account to purchase professional liability insurance coverage.

International Internships: A student seeking an international internship or practicum experience must ensure that the Office of International Education and Development has certified that the student has completed all required pre-departure paperwork and procedures.

VOTE 3

YES ...10...

NO ...1...

ABSTAIN ...0...

Dr. Glenda Treadaway presented proposals from the College of Fine and Applied Arts for the GAIT Program in the Department of Technology with a request for a Fall, 2011 effective date.

Dr. Treadaway supported the department's request for an exception to the effective date policy. She explained that the six GAIT proposals on today's agenda pertain to dual-listed courses and she noted that they were originally submitted with the packet of proposals from the GAIT program that were approved by AP&P on February 9, 2011 (Effective: Fall, 2011). These six proposals were pulled from consideration at the February 9 AP&P meeting because the three graduate level dual-listed courses had not been presented to the Graduate Council. The proposals to change GRA 5558, GRA 5566, and GRA 5591 were approved with amendments by the Graduate Council on February 21, 2011.

The proposals from the Department of Technology (6 proposals from the GAIT Program) were approved as amended as follows (EFFECTIVE: FALL, 2011):

1. Change the title and prerequisite statement for GRA 4558. Digital Printing and Publishing to read as follows:

GRA 4558. Digital Printing Systems (3).F;S.

This course allows students the opportunity to explore digital printing applications such as short-run color and variable data printing. Students will study digital workflows, file preparation, data management, preflighting, digital front-end systems, press operation and routine maintenance. Lecture two hours, laboratory two hours. Prerequisites: GRA 1022 and GRA 3102. [Dual-listed with GRA 5558.] Dual-listed courses require senior standing; juniors may enroll with permission of the department.

Change the title, course description, and prerequisite statement for GRA 5558. Digital Printing and Publishing to read as follows:

GRA 5558. Digital Printing Systems (3).F;S.

This course allows students the opportunity to explore digital printing applications such as short-run color and variable data printing. Students will study digital workflows, file preparation, data management, preflighting, digital front-end systems, press operation and routine maintenance, as well as an in-depth application of problem-solving analysis in managing variable data and multiple projects. Students enrolled in GRA 5558 will have additional requirements beyond those for students enrolled in GRA 4558 as specified in the syllabus to ensure a more in-depth study. Lecture two hours, laboratory two hours. Prerequisites: GRA 1022 (Digital Prepress) and GRA 3102 (Electronic Imaging) or permission of the instructor. [Dual-listed with GRA 4558.]

2. Change the title and prerequisite statement for GRA 4566. Advanced Flexographic Printing Methods to read as follows:

GRA 4566. Advanced Flexographic Printing and Packaging (3).S.

This course addresses advanced concepts and practices pertaining to the flexographic printing process. To include: advanced techniques such as multi-color spot and process color printing, quality control, corrugated board, image distortion, die calculations, and coatings. Lecture two hours, laboratory two hours. Prerequisites: GRA 3112 and GRA 3882. [Dual-listed with GRA 5566.] Dual-listed courses require senior standing; juniors may enroll with permission of the department.

Change the title, course description, and prerequisite statement for GRA 5566. Advanced Flexographic Printing Methods to read as follows:

GRA 5566. Advanced Flexographic Printing and Packaging (3).S.

This course addresses advanced concepts and practices pertaining to the flexographic printing process. To include: advanced techniques such as multi-color spot and process color printing, quality control, corrugated board, image distortion, die calculations, and coatings. Students enrolled in GRA 5566 will have additional requirements beyond those for students enrolled in GRA 4566 as specified in the syllabus to ensure a more in-depth study. Lecture two hours, laboratory two hours. Prerequisites: GRA 3112 (Substrates, Inks, and Toners) and GRA 3882 (Intermediate Flexographic Printing and Packaging) or permission of the instructor. [Dual-listed with GRA 4566.]

3. Change the title, course description, and prerequisite statement for GRA 4591. Advanced Offset Printing Methods to read as follows:

GRA 4591. Advanced Printing and Finishing (3).F.

This course is designed to build on the basics covered in: Introduction to Graphic Communications, Introduction to Printing and Finishing, Introduction to Flexographic Printing and Packaging, and Electronic Imaging. Students will gain experience in advanced techniques in electronic prepress, halftones, duotones, process color, process stripping, process press work, and process control. Lecture two hours, laboratory two hours. Prerequisites: GRA 1022, GRA 2012, GRA 3102, GRA 3112, and GRA 3772 or permission of the instructor. [Dual-listed with GRA 5591.] Dual-listed courses require senior standing; juniors may enroll with permission of the department.

Change the title, course description, and prerequisite statement for GRA 5591. Advanced Offset Printing Methods to read as follows:

GRA 5591. Advanced Printing and Finishing (3).F.

This course is designed to build on the basics covered in: Introduction to Graphic Communications, Introduction to Printing and Finishing, Introduction to Flexographic Printing and Packaging, and Electronic Imaging. Students will gain experience in advanced techniques in electronic prepress, halftones, duotones, process color, process stripping, process press work, and process control. Students enrolled in GRA 5591 will have additional requirements beyond those for students enrolled in GRA 4591 as specified in the syllabus to ensure a more in-depth study. Lecture two hours, laboratory two hours. Prerequisites: GRA 1022 (Digital Prepress), GRA 2012 (Introduction to Printing and Finishing), GRA 3102 (Electronic Imaging), GRA 3112 (Substrates, Inks, and Toners), and GRA 3772 (Job Estimating and Planning) or permission of the instructor. [Dual-listed with GRA 4591.]

VOTE 4 YES ...11... NO ...1... ABSTAIN ...0...

ADJOURNMENT:

The AP&P Committee members voted to adjourn at 3:42 p.m.

VOTE 5 YES ...12... NO ...0... ABSTAIN ...0...

ACADEMIC POLICIES AND PROCEDURES COMMITTEE
March 2, 2011
 Vote Record

Vote Symbols: Y (Yes) N (No) A (Abstain)

AP&P Voting Members	1	2	3	4	5									
Jon Beebe	Y	Y	Y	Y	Y									
John Boyd	Y	Y	Y	Y	Y									
Dinesh Davé	-	-	-	Y	Y									
Jeff Hirst	Y	Y	Y	Y	Y									
James Ivory	Y	Y	Y	Y	Y									
Kern Maass	Y	Y	Y	N	Y									
Ron Marden	Y	Y	Y	Y	Y									
Jeff McBride	Y	Y	Y	Y	Y									
Ray Russell	Y	Y	Y	Y	Y									
Derek Stanovsky	-	-	-	-	-									
Jesse Taylor	Y	N	Y	Y	Y									
Carol Truett	Y	N	N	Y	Y									
Brandy Hopkins	-	-	-	-	-									
Thomas Brigman	Y	Y	Y	Y	Y									
Kim Seufer	-	-	-	-	-									
Ronnie Trogdon	-	-	-	-	-									

The recommendations from the March 2, 2011 Academic Policies and Procedures Committee meeting are approved.

Lorin A. Baumhover
 Lorin A. Baumhover
 Interim Provost & Executive Vice Chancellor

June 15, 2011
 Date