

MINUTES OF THE MEETING
OF THE ACADEMIC POLICIES AND PROCEDURES COMMITTEE
March 5, 2003

The Academic Policies and Procedures Committee held its regular monthly meeting on Wednesday, March 5, 2003 in Room 224 of I.G. Greer Hall beginning at 3:00 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. Ron Marden, Dr. Margot Olson, Mr. Lucas Pasley, Mr. Jeremy Engbretson, and Ms. Rachel Johnson.

Committee members excused: Dr. Jim Young and Mr. Justin Moore.

The December 11, 2002 minutes were approved as distributed.

VOTE 1 YES 13 NO 0 ABSTAIN 0

The January 15, 2003 minutes were approved as distributed.

VOTE 2 YES 13 NO 0 ABSTAIN 0

The February 5, 2003 minutes were approved as distributed, with the following correction:

1. (See Page 16, under **OTHER:**) Revise the GRADUATE BULLETIN description for the "IP" grade to read as follows:

IP In Progress grade assigned for graduate thesis, dissertation, product of learning or continuation courses.

VOTE 3 YES 13 NO 0 ABSTAIN 0

OLD BUSINESS:

Dr. Kay Smith presented the two proposals from the Department of Foreign Languages and Literatures that had previously been tabled at the 2/5/03 AP&P Committee meeting. It was noted that these proposals have been approved by all necessary governing bodies in the College of Education, including the Department of Curriculum and Instruction.

Proposals FLL-34 and FLL-35 were approved as amended as follows: (EFF. FALL, 2003)

1. Increase the credit hours for CI/FL 3120 from (3 s.h.) to (6 s.h.); change the semester offering; and change the course descriptions to read as follows:

FL/CI 3120. Teaching Foreign Languages/(6).F.

A study of methods, instructional strategies, organization and administration for teaching second

languages in the K-12 curriculum, designed to allow students to meet Standards for Second Language Teachers as defined by the NC State Board of Education. Experiences will include development of unit and lesson plans, classroom observations, and micro-teaching. It is strongly advised that other requirements for licensure (except student teaching) be completed prior to taking this course. (Same as CI/FL 3120.) Required for B.S. degree with K-12 teacher licensure.

2. Revise the course requirements for the B.S. degrees in French, Education (236A/13.1325)[T] and Spanish, Education (298A/13.1330)[T] (with K-12 teacher licensure) by deleting RE 4630 as a required cognate course; and by increasing the credit hours of CI/FL 3120 from 3 s.h. to 6 s.h. (The total number of hours required for the degrees, 122 s.h., did not change; however, the number of hours required in the major changed from 33 s.h. to 36 s.h., and the number of free elective hours changed from 19 s.h. to 18 s.h.) The revised catalog description will read as follows:
A major in French leading to the Bachelor of Science degree and K-12 teacher licensure, consists of 36 semester hours at the 2000 level or above, including 2005, 2006, 2010, 2025, 3040, 3080, 4075, and FL/CI 3120, and nine hours of electives in the major field, including one literature course. **A major in Spanish leading to the Bachelor of Science degree and K-12 teacher licensure**, consists of 36 semester hours at the 2000 level or above, including 2005, 2010, 2025, 3035, 3080, 4075, and FL/CI 3120, and twelve hours of electives in the major field, including one culture/civilization course and one literature course. The department recommends that students majoring in French or Spanish use electives to build up a teaching competence in a related field. For the requirements in teacher education, see the Department of Curriculum and Instruction.

VOTE 4

YES 13

NO 0

ABSTAIN 0

NEW BUSINESS:

Dr. Richard Henson and Dr. Ruth Ann Strickland presented proposals from the College of Arts and Sciences for the Department of Political Science/Criminal Justice.

Proposals PSCJ #8 and PSCJ #9 were approved as amended as follows (EFF. FALL, 2003):

[**NOTE:** Proposal PSCJ #9 (item # 4. below) was approved CONTINGENT ON APPROVAL BY THE GRADUATE COUNCIL at their March 31, 2003 meeting.]

1. Course deletion:
PS 4400. Selected Topics in Political Science/(1-3).On Demand.
2. Course addition:
PS 4530-4549. Selected Topics in Political Science/(1-4).On Demand.
An intensive examination of selected topics.
3. Change the course number of PS 4540 to PS 4640. (This course is dual-listed with PS 5640.) [DELETE PS 4540, and ADD PS 4640.] The course description will read as follows:
PS 4640. Studies in Regional Political Patterns/(1-3).On Demand.
An examination of selected regions of the world which have common historical and cultural patterns influencing their political styles and capabilities. Topics may vary from semester to semester. [Dual-listed with PS 5640.]

4. Revise the course requirements for the Community College/Criminal Justice concentration (282Y) under the Master of Arts degree in Social Science, Education (MASS) (282*/13.1317) by changing CJ 5000, Research Methods from being an elective course to a required course. Students will be required to take CJ 5000 (or an equivalent graduate level Social Science Research Methods course). (The total number of hours required for this concentration, 18 s.h., did not change.) (NOTE: A copy of the revised graduate catalog description is on file in the Office of Academic Affairs.)

VOTE 5

YES 13

NO 0

ABSTAIN 0

OTHER:

Dr. Parker introduced the next item on the agenda by asking for ideas and suggestions on how the proposal process for curriculum changes could be simplified. Dr. Holly Hirst stated that she had been looking at this process during the SACS Self-Study. Dr. Hirst distributed copies of a suggested outline for three "Proposed AP&P Forms" (FORM I: to change or delete an existing course; FORM II: to add a course; and FORM III: to change a degree program). Dr. Hirst also volunteered to create these forms on-line using Adobe Acrobat.

Dr. Richard Henson noted that this same subject matter had just been discussed at yesterday's meeting of the Council of Arts and Sciences where Dr. David Haney (Chair of the English Department) presented a demonstration using the [M: drive] on the University's Network to share curriculum proposals on-line among the faculty within his department.

Other comments and suggestions included the following:

- Require the course outlines to list the textbooks to be used in that course.
- Once this process is on-line, then printed copies would be available "upon request only."
- It is important for the Library faculty to review the course syllabus so that the appropriate materials are available in the Library when needed.
- The forms could be as brief as possible, but use the web to reference any supplemental text.
- The forms for new courses should indicate whether or not the course has previously been taught as a selected topics course.
- The proposed new forms should be presented to each college/school council for their input. (The Core Curriculum Council should also be consulted about these proposed changes.)

The AP&P Committee members supported the proposed new AP&P FORMS, with the consensus that we should implement the new process on a trial basis. Dr. Parker asked Dr. Holly Hirst to draft the on-line forms, and then present them to the AP&P Committee at our next meeting on April 2. Dr. Parker also asked for Dr. David Haney to be invited to the April 2 meeting to give the same demonstration that he did for the Council of Arts and Sciences. We will look at these suggestions at the April meeting, and then ask the Deans to consult with their councils. Our goal will be to have new forms in place to be implemented at the beginning of the Fall 2003 semester.

The AP&P Committee members voted to adjourn at 3:50 p.m.

VOTE 6

YES 13

NO 0

ABSTAIN 0

ACADEMIC POLICIES AND PROCEDURES COMMITTEE

March 5, 2003

Vote Record

VOTE SYMBOLS	y (YES)			N (NO)			A (ABSTAIN)
	1	2	3	4	5	6	
<hr/>							
<u>Committee Members</u>							
John Abbott		y	y	y	y	y	y
Marianne Adams	y	y	y	y	y	y	
Jon Beebe		y	y	y	y	y	y
Keith Davis		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		y	y	y	y	y	y
Ron Marden		y	y	y	y	y	y
Margot Olson		y	y	y	y	y	y
Jim Young	-	-	-	-	-	-	
Lucas Pasley		y	y	y	y	y	y
Jeremy Engbretson	y	y	y	y	y	y	
Rachel Johnson		y	y	y	y	y	y
Justin Moore	-	-	-	-	-	-	

The recommendations of the Academic Policies and Procedures Committee, at its March 5, 2003 meeting are approved.

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

3/12/03
 Date
