

MINUTES OF THE MEETING
OF THE ACADEMIC POLICIES AND PROCEDURES COMMITTEE
April 7, 2004

The Academic Policies and Procedures Committee held its regular monthly meeting on Wednesday, April 7, 2004 in Room 224 of I.G. Greer Hall beginning at 3:05 p.m. Committee members present: Mr. John Abbott, Dr. Jon Beebe, Dr. Mike Dotson, Dr. Ed Folts, Dr. Holly Hirst, Dr. Dan Hurley, Dr. Ron Marden, Dr. Margot Olson, Dr. Diana Quealy-Berge, Ms. Sammye Sigmann, Dr. Gayle Weitz, Ms. Arwen Carter, Ms. Erin Flynn, and Ms. Christina Tadlock. Committee member absent: Mr. Chris Pereira.

Dr. Tim Burwell called the meeting to order and noted that the policy regarding effective dates (Spring, 2005) will be followed for proposals approved at today's meeting. The only exception will be the graduate level proposals presented from the Department of Sociology and Social Work so that they will be in agreement with the dual-listed courses (effective Fall, 2004) approved at the March 3 AP&P Committee meeting.

The March 3, 2004 minutes were approved as distributed.

VOTE 1 YES 12 NO 0 ABSTAIN 1

NEW BUSINESS:

Dr. Don Cox presented proposals from the Walker College of Business for the Departments of Accounting; and Finance, Banking & Insurance.

Proposals ACC 1.0304 and ACC 2.0304 from the Department of Accounting were approved as amended as follows (EFF. SPRING, 2005):

1. Course addition:
ACC 5640. Accounting Regulation/(3).S.
A study of regulation of the accounting profession, with emphasis on taxation, business law, and professional standards. Prerequisite: ACC 5080/4580 or equivalent.
2. Revise the requirements for the M.S. degree in Accounting (302*/52.0301) with concentrations in Accounting Information Systems (302D), General (302C) and Taxation (302B) by reducing the number of hours of "required courses outside the Department of Accounting" from 6 s.h. to 3 s.h.; and by adding 3 s.h. to the "other electives (thesis option and non-thesis option)" in each of the three concentrations. (The total number of hours required for this degree, 30 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

Proposals FIN 1.0304, FIN 2.0304 and LAW 1.0304 from the Department of Finance, Banking and Insurance were approved as follows (EFF. SPRING, 2005):

1. Change the prerequisite statement for FIN 3680, Introduction to Finance, to read as follows:
“Prerequisites: ACC 1100, and MAT 1030 or MAT 1110.”
2. Change the course prefixes of FIN 4910/5910 to LAW 4910/5910. [DELETE FIN 4910/5910, and ADD LAW 4910/5910.] Please note that LAW 4910/5910 is cross-listed with HCM 4910/5910. (Refer to Page 7 of the 12/03/03 AP&P Minutes, and to Page 2 of the 3/03/04 AP&P Minutes.) The course descriptions will read as follows:
LAW/HCM 4910. Health Law/(3).S.
LAW/HCM 5910. Health Law/(3).S.
This course is designed to provide students with a background in law as applied to health care organizations and health professionals. Particular emphasis is placed on the basis of liability of public and private hospitals, other health care service organizations, and health care personnel. Other topics include contracts, torts, duties, and administrative agency regulations unique to health care services organizations. Prerequisite: HCM 3110 or permission of instructor. (Same as HCM/LAW 4910/5910.) [Dual-listed with HCM/LAW 4910/5910.]
3. Add an **undergraduate** certificate program in Financial Planning. The catalog description will read as follows:

CERTIFICATE PROGRAM IN FINANCIAL PLANNING

Students successfully completing the following six courses (18 s.h.) with a minimum grade of C- in each course will be awarded a Certificate in Financial Planning. The certificate will qualify the students to apply for the Certified Financial Planner (CFP®) certification exam.

FIN 3071	Principles of Risk Management & Insurance
FIN 3780	Estate Planning
FIN 3880	Retirement and Employee Benefit Planning
FIN 3890	Survey of Investments
FIN 4580	Financial Planning
ACC 3580	Individual Income Taxation

VOTE 3 **YES** 14 **NO** 0 **ABSTAIN** 0

Dr. Richard Henson presented proposals from the College of Arts and Sciences for the Departments of Anthropology; Interdisciplinary Studies; Political Science/Criminal Justice; and Sociology and Social Work.

Proposal ANT #1, 2003-04 from the Department of Anthropology was approved as follows:
(EFF. SPRING, 2005)

1. Course addition:
ANT 5410. Qualitative Research Methods/(3).S.
An introduction to qualitative methodology and research design. Topics will include sampling, ethical issues, and the methods of participant observation, interviewing, and focus groups. Students will carry out an original research project during the course.

VOTE 4 YES 14 NO 0 ABSTAIN 0

Proposal IDS 7 from the Department of Interdisciplinary Studies was approved as amended as follows: (EFF. SPRING, 2005)

1. Course addition:
IDS 5251. Agroecology Practices, Systems and Philosophies/(4).S.
This course will provide an in-depth exploration of (1) the ethical and philosophical roots of conventional and alternative agriculture, and (2) the biological, economic and social aspects of different agricultural systems and practices developed in response to perceived shortcomings of conventional modern agriculture. Alternative practices and systems to be compared and contrasted in this course include nature farming, permaculture, biodynamic agriculture, biointensive gardening, and agroforestry (additional systems and practices may be added or substituted based on class interest and consensus). In laboratories, students will have the opportunity to (1) learn about, and gather basic data on the biophysical, ecological and social aspects of the Sustainable Development Teaching and Research farm that are necessary to start and operate a garden based on sustainable principles; (2) combine theory and practice of vegetable, fruit and/or small animal production using a 'learning-by-doing' approach; and (3) provide leadership to work teams of students on the farm. Lecture three hours, laboratory three hours. [Dual-listed with IDS 4251.]

VOTE 5 YES 14 NO 0 ABSTAIN 0

Proposals SOC 2, 6, 8, and 21a from the Department of Sociology and Social Work were approved as amended as follows (EFF. FALL, 2004):

[Please note that proposals SOC 7 and SOC 15 were both withdrawn from consideration.]

1. Change the titles and the course numbering of SOC/SW 5551, The Social Context of Services to Older Adults, to SOC/SW 5630; and delete the course prerequisites from SOC/SW 5630. The revised course descriptions will read as follows:
[DELETE SOC/SW 5551, and ADD SOC/SW 5630.]
SOC/SW 5630. Programs and Services for Older Adults/(3).F.
This course focuses on both policy and practice issues related to services for older adults. Drawing on research from both sociology and social work, the long-term impact of an aging society on social institutions as well as relevant modes of practice in addressing the needs of the older population are emphasized. (Same as SW/SOC 5630.) [Dual-listed with SOC/SW 4630.]
2. Change the title and course description of SOC 5650, Women: Offenders, Victims, Practitioners, to read as follows:
SOC 5650. Women in the Justice System/(3).S.
This course will explore issues related to women in the criminal justice system. It will examine the types of crime committed by women, treatment of women by police, courts, and the correctional system, women's victimization by battering, rape, and harassment, and women in non-traditional criminal justice occupations. [Dual-listed with SOC 4650.]

3. Change the title and course description of SOC 5950, Population Analysis, as follows:

SOC 5950. Globalization and Population/(3).On Demand.

This course examines how worldwide changes have given rise to global organizations, global inequities and some environmental degradation. Special emphasis on how the population dynamics of fertility, mortality and migration underlie many global issues and create new conflicts. [Dual-listed with SOC 4850.]

VOTE 6 YES 14 NO 0 ABSTAIN 0

Proposals PS/CJ #13, #15, and #15a from the Department of Political Science/Criminal Justice were approved as amended as follows (EFF. SPRING, 2005):

1. Course additions:

[Note: PS 3410 has been approved for the MC (MULTI-CULTURAL) and CD (CROSS-DISCIPLINARY) special designators.]

PS 3410. Marxism/(3).On Demand.

Explores the basic principles and features found within Marxist thought. This includes some discussions of Marx's immediate predecessors such as Hegel and Feuerbach in post-Marxist socialist and communist literature. (MULTI-CULTURAL; CROSS-DISCIPLINARY)

[Note: PS 4743 has been approved for the W (WRITING) and MC (MULTI-CULTURAL) special designators.]

PS 4743. The European Union/(3).S.Alternate years.

PS 5743. The European Union/(3).S.Alternate years.

The emergence of the European Union is one of the major events in European history. The course explores the genesis and evolution of the idea of European integration and chronicles its organizational development in the post WWII era. Emphasis is placed on the politics of integration and the emergence of the Union as a major participant in world events.

(WRITING; MULTI-CULTURAL) [Dual-listed with PS 5743/4743.]

VOTE 7 YES 14 NO 0 ABSTAIN 0

Proposals Music #2-0304, Music #3-0304, and Music #4-0304 from the Hayes School of Music were approved as amended as follows (EFF. SPRING, 2005):

1. Course additions:

MUS 1052. Functional Guitar I/(1).F.

Acquisition of basic guitar accompanying and group music leadership skills essential for the practicing music therapist. Development of a repertoire of traditional, folk and popular songs. Lecture and demonstration two hours. Music Therapy majors only or permission of instructor.

MUS 1053. Functional Guitar II/(1).S.

Acquisition of intermediate guitar accompanying and group music leadership skills essential for the practicing music therapist. Development of a repertoire of traditional, folk, and popular songs. Lecture and demonstration two hours. Prerequisite: MUS 1052 or equivalent competence. Music Therapy majors only or permission of instructor.

2. Change the prerequisite statement for MUS 4060, Clinical Piano Improvisation, to clarify that satisfactory grades must be obtained in the prerequisite courses. The revised statement will read as follows: "Prerequisites: MUS 3051 or 4051, and 2 s.h. of MUS 3900, all with a minimum grade of "C" (2.0)."
3. Revise the course requirements for the B.M. degree in Music Therapy (553A/51.2305) by replacing MUS 1042 and 1043 with the new courses, MUS 1052 and 1053; and by deleting SPE 3370 and 4571 (as substitutes for SPE 4595). (The total number of hours required for this degree, 128 s.h., did not change.) The revised catalog description will read as follows:
The Bachelor of Music degree in Music Therapy consists of a minimum of 75 semester hours in the following areas: music history and theory, 24 semester hours (MUS 1001-1002, 1007-1008, 2001-2002, 2007-2008, 3002, 1611, 2611, 2612, 3611); applied principal, 8 semester hours; ensembles, 4 semester hours; secondary applied, and functional skills, 8-12 semester hours from the following (MUS 1037, 1040-1041, 1052-1053, 2040-2041, 3020, 3060, 3061, 4060, 4061); music therapy core, 15 semester hours (MUS 2050, 2051, 3050, 3051, 4050, 4051); music therapy practicum, 6 semester hours (MUS 3900). The satisfactory completion of a minimum of 1200 hours clinical training, including a minimum 900-hour internship in an approved clinical training site (MUS 4900) is required prior to the granting of the degree. (MUS 1001-1002, 1007-1008, 2001-2002, 2007-2008 require a minimum grade of C-. Music therapy core courses and practicum require a minimum grade of C with the exception of MUS 2050 which requires a minimum grade of B-.) A minimum of 25 semester hours of courses in clinical foundation areas including PSY 2401, PSY 2301, ES 2000, *SPE 4595**, and one course in statistics (FDN 4600, STT 2810, or ECO 2100) is required. This course of study complies with the standards set by the National Association of Schools of Music and the American Music Therapy Association for a Bachelor of Music degree in Music Therapy. Students who complete all requirements of this curriculum are eligible to sit for the examination administered by the Certification Board for Music Therapists. Applicants who pass the examination will receive the credential "Music Therapist - Board Certified" or "MT-BC."

*[*Note: A proposal will be submitted for consideration at the April 28, 2004 AP&P Committee meeting to change the course number of SPE 4595 to SPE 3100. Upon approval, the degree description noted above will be revised.]*

VOTE 8 **YES** 14 **NO** 0 **ABSTAIN** 0

Dr. Nina-Jo Moore presented proposals from the College of Fine and Applied Arts for the Departments of Communication; and Theatre & Dance.

Proposal COM-01 from the Department of Communication was approved as follows:
(EFF. SPRING, 2005)

1. Revise the course requirements for the undergraduate minor in Communication (532/09.0101) by providing a specified group of courses rather than the current statement of 18 s.h. above the 1000 level. (The total number of hours required for the minor, 18 s.h., did not change.) The revised catalog description will read as follows:

A minor in Communication (18 s.h.) consists of COM 1100, and two of the other three core courses (COM 2101, 2300, 2310), plus any other three courses (3 s.h. each) selected in consultation with and approval of the Assistant Departmental Chair.

VOTE 9 **YES** 14 **NO** 0 **ABSTAIN** 0

Proposals DAN 1-2 and DAN 4-6 from the Department of Theatre and Dance were approved as follows (EFF. SPRING, 2005):

[Please note that proposal DAN 3 was withdrawn from consideration.]

1. Course additions:

DAN 5430. Pilates Conditioning II/(2).F;S.

A second level study of the Pilates method, based on the concepts of centering, concentration, control, precision, breath and flow. This course will introduce the equipment and the apparatus developed by Joseph H. Pilates. May be repeated one time for credit. Prerequisite: DAN 3480 or permission of the instructor. [Dual-listed with DAN 4430.]

DAN 5460. Somatics/(3).F.

This is a survey course exploring several different approaches to body centered learning. A broad overview of current conditioning and therapeutic bodywork methods will be introduced and explored. The course will be lecture and experiential in nature. [Dual-listed with DAN 4460.]

2. Change the course numbering of DAN 3460 to DAN 4460, and change the course description to read as follows: [DELETE DAN 3460, and ADD DAN 4460.]

DAN 4460. Somatics/(3).F.

This is a survey course exploring several different approaches to body centered learning. A broad overview of current conditioning and therapeutic bodywork methods will be introduced and explored. The course will be lecture and experiential in nature. [Dual-listed with DAN 5460.]

3. Change the title and course description of DAN 3480, Pilates Conditioning, as follows:

DAN 3480. Pilates Conditioning I/(2).F;S.

This course is an experiential course based on the principles and teachings of Joseph H. Pilates. The Pilates method combines both Eastern and Western approaches to physical and mental conditioning with an emphasis on moving with maximum efficiency and precise control. May be repeated one time for credit. (CORE: PHYSICAL ACTIVITY/WELLNESS)

4. Change the course description of DAN 4430 to read as follows:

DAN 4430. Pilates Conditioning II/(2).F;S.

A second level study of the Pilates method, based on the concepts of centering, concentration, control, precision, breath and flow. This course will introduce the equipment and the apparatus developed by Joseph H. Pilates. May be repeated one time for credit. Prerequisite: DAN 3480 or permission of the instructor. [Dual-listed with DAN 5430.]

VOTE 10 YES 12 NO 2 ABSTAIN 0

Proposal THR 6 from the Department of Theatre and Dance was approved as amended as follows (EFF. SPRING, 2005):

1. Change the title of THR 2225, Production Techniques: Makeup, to:

THR 2225. Makeup/(1).F;S.

Change the title of THR 2230, Production Techniques: Scenery and Properties, to:
THR 2230. Scenery and Properties/(3).S.

Change the title of THR 2240, Production Techniques: Lighting and Sound, to:
THR 2240. Lighting and Sound/(3).F.

Change the title of THR 2250, Production Techniques: Stage Management, to:
THR 2250. Stage Management/(1).S.

Change the title of THR 2600, Performance Techniques: Voice for the Stage, to:
THR 2600. Voice for the Stage/(2).F.

Change the title of THR 2605, Performance Techniques: Movement for the Stage, to:
THR 2605. Movement for the Stage/(2).F;S.

Change the title of THR 2617, Performance Techniques: Improvisation, to:
THR 2617. Improvisation/(1).S.

Change the title of THR 2630, Performance Techniques: Theatrical Swordplay, to:
THR 2630. Theatrical Swordplay/(1).F.

Change the title of THR 2680, Performance Techniques: Audition, to:
THR 2680. Audition/(2).S.

VOTE 11 YES 13 NO 1 ABSTAIN 0

OLD BUSINESS:

Dr. Burwell noted that the first item under “Old Business.” is to discuss the Faculty Senate’s resolution to “Require the Chair of the AP&P Committee be a faculty member and not the Provost (or his/her designee).”

Dr. Gayle Weitz stated that the Chair issue should be discussed as part of the next agenda item (the report from the committee to revise the AP&P Manual). A working draft of the proposed Academic Governance Manual was only distributed a few days ago, therefore the AP&P Committee, as a whole, will need more time to review that document. Dr. Weitz noted that the Faculty Senate’s resolution regarding the AP&P Chair has been included as part of that working draft.

At this point, several AP&P Committee members voiced a strong preference to go ahead at today’s meeting and discuss that particular Faculty Senate resolution as a separate issue from the AP&P Manual. Dr. Burwell noted that this body can offer comment in response to the Senate’s resolution.

The committee discussed the proposed change at considerable length. Included in this discussion were numerous points on the perceived benefits and consequences of making the change. Included in the perceived benefits of the proposed change were:

- AP&P is the only University committee which does not elect its own chair.
- Improve the balance of power between the faculty and administration in curriculum matters.
- Remove any potential conflict of interest associated with an administrator chairing the committee.

Perceived consequences of the proposed change included:

- Change would work to the detriment of a shared governance approach to conducting committee business.
- Work to the detriment of the current process in which the minutes are recorded accurately and distributed appropriately to all necessary parties.
- Loss in continuity of the chair will adversely impact the operation of the committee.

A motion was made and seconded to recommend that the current practice of the Chair being designated by the Provost continue as is. The motion failed.

VOTE 12 YES 6 NO 8 ABSTAIN 0

There was further discussion from members - the Chair issue should be discussed whenever we discuss the revised AP&P Manual. Dr. Burwell pointed out that since this is a University committee specified in the Faculty Handbook, questions regarding the chair and composition will be decided by others. The Faculty Senate resolution has been presented to the Provost for action.

A motion was then approved that we continue this discussion in the context of the working draft of the AP&P Manual (the proposed Academic Governance Manual).

VOTE 13 YES 13 NO 0 ABSTAIN 1

The next item on the agenda was to get a final report from the subcommittee that was charged to update the AP&P Manual. Dr. Gayle Weitz asked everyone to please review the working draft that has been distributed. The revised edition is intended to be electronic in format. She noted that the information presented in Sections A., B., and C. will need to be considered very thoroughly. The proposed new manual organizes academic governance into four sections:

- A. Academic Governance (the general process of curriculum change);
- B. The Academic Governance Structure (traditional route and alternative route);
- C. The Academic Policies and Procedures Committee (by-laws type info); and
- D. Specific Academic Issues (registrar's info such as academic standing, change of major, grade changes, etc.)

Dr. Weitz also pointed out that Section D. is in the cleanest shape and she gives much thanks to the Registrar (Mr. Don Rankins) and his staff for providing the updated information on the specific academic issues section.

Dr. Burwell expressed his appreciation to Dr. Weitz and to the other subcommittee members, Dr. Dan Hurley, Ms. Christina Tadlock, Ms. Arwen Carter, and Mr. Don Rankins for their work on this project during this academic year. The subcommittee has recommended that the document be reviewed by a larger committee before it is put before AP&P for consideration due to some substantive recommended changes in the processes by which this committee operates. Dr. Burwell supports the proposal that the document be reviewed further before consideration by the full committee, therefore, he noted that he will be seeking volunteers to serve on this second committee to begin the process of fine tuning this document with the goal of putting it before AP&P in the coming year. He plans for this committee to include members of AP&P, and some representation from other groups that interact with this committee on a regular basis. Dr. Burwell will appoint that committee at the April 28 meeting.

Next on the agenda was the report from Mr. Don Rankins, Chair of the Subcommittee that was established to look at the electronic processing issue for AP&P forms. Mr. Rankins distributed a handout dated April 7, 2004 and presented an overview of activities from the subcommittee. During a meeting with administrative committee members in January, it was recommended that the interim approach be selected by each college/school. The recommendations included that a follow-up session be scheduled with the college/school technical support personnel. Technical staff met on March 16th and agreed on concepts that could be applicable for both the interim and final data base product. A flow chart was distributed to the AP&P members that reflected the current policy and associated process for each activity on the academic governance chart.

Key issues to address include completion of a standardized form, loading specific software to ITS servers, discuss implementation activities and training issues. It was recommended by Dr. Burwell to complete an on-line sample of the form and process for the full council. Technical staff from each unit and the Registrar's Office personnel will develop a demonstration product.

Following the report from Mr. Rankins, Dr. Burwell asked him to bring a formal recommendation from that committee to our next meeting (to be held on April 28).

ANNOUNCEMENTS:

The following degree programs have been discontinued from the UNC Academic Program Inventory, and are being removed from ASU's Internal Academic Program Inventory:

1. (EFF. FALL, 2003):
Delete the M.A. degree in Biology, Education (209*/13.1322) with a concentration in Secondary School Teaching (209S)[T]. (per memo dated November 20, 2003 from UNC's Office of the President.)
2. (EFF. SPRING, 2004):
Delete the M.A. degree in Health and Physical Education (569*/13.1314)[T] with a Master Teacher concentration (569E)[T]. (per memo dated March 23, 2004 from UNC's Office of the President.)

At 5:05 p.m., the AP&P Committee members voted to adjourn.

VOTE 14 **YES 12** **NO 0** **ABSTAIN 0**

ACADEMIC POLICIES AND PROCEDURES COMMITTEE

April 7, 2004

Vote Record

VOTE SYMBOLS	y (YES)							N (NO)							A (ABSTAIN)	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14		
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<u>Committee Members</u>																
John Abbott	y	y	y	y	y	y	y	y	y	y	y	N	y	-		
Jon Beebe	y	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	y		
Ed Folts	y	y	y	y	y	y	y	y	y	N	y	y	y	y		
Holly Hirst	y	y	y	y	y	y	y	y	y	N	N	N	y	y		
Dan Hurley	y	y	y	y	y	y	y	y	y	y	y	y	y	y		
Ron Marden	y	y	y	y	y	y	y	y	y	y	y	y	y	y		
Margot Olson	y	y	y	y	y	y	y	y	y	y	y	N	y	y		
Diana Quealy-Berge	y	y	y	y	y	y	y	y	y	y	y	N	y	y		
Sammye Sigmann	-	-	y	y	y	y	y	y	y	y	y	y	A	y		
Gayle Weitz	A	y	y	y	y	y	y	y	y	y	y	N	y	y		
Arwen Carter	y	y	y	y	y	y	y	y	y	y	y	N	y	y		
Erin Flynn	y	y	y	y	y	y	y	y	y	y	y	N	y	-		
Chris Pereira	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Christina Tadlock	y	y	y	y	y	y	y	y	y	y	y	N	y	y		
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The recommendations of the Academic Policies and Procedures Committee, at its April 7, 2004 meeting are approved.

<u>Kenneth E. Peacock</u>	<u>4/23/04</u>
Kenneth E. Peacock	Date
Interim Provost	
