

MINUTES OF THE MEETING
OF THE ACADEMIC POLICIES AND PROCEDURES COMMITTEE
May 2, 2012

The Academic Policies & Procedures Committee met on Wednesday, May 2, 2012 in the William C. Strickland Conference Room of I.G. Greer Hall (Room 224).

Committee members present: Mr. Kern Maass (*Chair*), Dr. Jesse Taylor (*Parliamentarian*), Dr. Jon Beebe, Dr. Karen Caldwell, Dr. Dinesh Davé, Dr. Lisa Curtin Grizzard, Dr. Joe Klein, Dr. Jeff McBride, Dr. Ben Powell, Dr. Ray Russell, Dr. Derek Stanovsky, Mrs. Betsy Williams, Dr. Chris Yang, and Mr. John Secrest.

Committee members excused: Dr. Ellie Hoffman, Dr. René Salinas, and Mr. Joe Gill.

Committee members absent: Ms. Savannah Bower and Mr. Travis Gable.

At 3:05 p.m., Kern Maass noted that we have a quorum and he called the meeting to order.

RECOGNITION AND APPRECIATION OF SERVICE:

Kern noted that this is the last AP&P Committee meeting for the 2011-2012 academic year and he expressed his appreciation to ALL of the members for their work on this committee. He also acknowledged and thanked the faculty and student members whose terms are ending after today's meeting and he encouraged them to continue serving on this committee again next year if their schedules permit. He recognized: Dr. Dinesh Davé, Dr. Jeff McBride, Dr. René Salinas, Dr. Jesse Taylor, Mr. Joe Gill, Ms. Savannah Bower, Mr. Travis Gable, and Mr. John Secrest.

MINUTES:

The AP&P Committee minutes from the **January 18, 2012** meeting were approved with no corrections. (*Copies are available at www.app.state.edu – click on “Minutes”*)

VOTE 1 YES ...13... NO ...0... ABSTAIN ...0...

ANNOUNCEMENTS:

The following items were presented to the AP&P Committee FOR INFORMATION ONLY as approved by the General Education Council on April 20, 2012:

GEN ED: Fine Arts Designation; Aesthetic Perspective (Theme: “Creative Expressions of Culture”); Historical and Social Perspective (Theme: “Religion, Myth, and Society”)
WGC 3530. Selected Topics: Natives of the Southwest (*Effective: Summer, 2012 ONLY*)

GEN ED: Local to Global Perspective (Theme: “Regions in Global Context”)
FL 3531/REL 3531. Selected Topics: The Body in Chinese Culture (*Effective: Summer, 2012 ONLY*)
PS 3530. Selected Topics: Costa Rica in Regional Context (*Effective: Summer, 2013 ONLY*)
TEC 3530. Selected Topics: Costa Rican Regional Technologies (*Effective: Summer, 2013 ONLY*)

DRAFT POLICY – Two motions were approved at the April 20, 2012 General Education Council meeting to accept the following draft policy as presented and amended to deal only with UNC system schools at this time. A proposal will be forthcoming to the University College Council and AP&P to be added to the catalog with a Fall 2013 effective date.

(DRAFT) Policy on transfer students meeting Appalachian State University’s General Education Program requirements through completion of general education at another four-year institution:
University of North Carolina system institutions: A transfer student who provides sufficient evidence to demonstrate that she or he has completed the general education requirements of another of the 16 campuses in the University of North Carolina system and earned a grade of “C” or better in all of that institution’s required general education courses will receive credit for having satisfied Appalachian’s General Education Program requirements.

If a student transfers only part of the general education program from another of the campuses in the University of North Carolina system, then the student’s coursework will be articulated by the Office of Transfer Articulation and applied course by course into the Appalachian State University General Education Program, with assistance from the Office of General Education. The student’s University College Academic Advisor will inform the student which General Education requirements have been met and which requirements still need to be fulfilled.

NEW BUSINESS:

Dr. Mike Mayfield presented one proposal from University College for the Interdisciplinary Studies Program.

Proposal UC_IDS_2012_1 was approved as amended as follows: (EFFECTIVE: FALL, 2013)

1. Revise the major requirements on the six programs of study for the Bachelor of Arts in Interdisciplinary Studies (250*/24.0101) with concentrations in American Studies (250B), Environmental Policy and Planning (250D), Individually Designed (250E), Internet Studies (250Q), Labor Studies (250S), and Liberal Studies: Modern Period (250L) as follows: 1) Delete IDS 3300 (3 s.h.) and IDS 3700 (3 s.h.) from the IDS core requirements; and 2) Add “6 additional hours of IDS courses at the 3000 level or higher” to the IDS core requirements. The revised section III.A. will read as follows:
(The total number of hours required for this degree, 122 s.h., does not change.)

III. Major Requirements

A. Required IDS Core (15 semester hours):

IDS 3000 ____ (3) Histories of Knowledges (WID) (Prereq: ENG 2001 or equivalent)

IDS 3150 ____ (3) Interdisciplinary Praxis

IDS 4550 ____ (3) Senior Seminar (CAP)

6 additional hours of IDS courses at the 3000 level or higher ____ (6)

*Students must pass IDS Portfolio as a part of IDS 4550 in order to graduate with this degree.

2. As a result of the IDS core changes noted in number 1. above, change the semester offering for IDS 3300. Seminar I from F;S. to On Demand., and delete the following prerequisite statement from the course description: “Prerequisites (required for IDS majors only): IDS 3000 and IDS 3150.”
3. As a result of the IDS core changes noted in number 1. above, change the semester offering for IDS 3700. Seminar II from F;S. to On Demand., and delete the following prerequisite statement from the course description: “Prerequisites (required for IDS majors only): IDS 3000 and IDS 3150.”

VOTE 2

YES ...13...

NO ...0...

ABSTAIN ...0...

Dr. Dru Henson presented the proposals from the College of Arts and Sciences for the Departments of Chemistry and English.

Proposals from the Department of Chemistry (3 proposals) were approved as follows:
(EFFECTIVE: FALL, 2013)

1. Change CHE 3301-3302. Physical Chemistry I-II by separating the combined course description into two separate course descriptions and clarify that CHE 3301 is a prerequisite for CHE 3302 as follows:

CHE 3301. Physical Chemistry I (3).F.

Physical Chemistry is built upon four major theoretical principles: thermodynamics, kinetics, quantum mechanics, and statistical mechanics. Physical Chemistry I covers an introduction to thermodynamics and kinetics. Lecture three hours. Prerequisites: CHE 2210, CHE 2211, MAT 1120, PHY 1150, and PHY 1151. (COMPUTER)

CHE 3302. Physical Chemistry II (3).S.

Physical Chemistry is built upon four major theoretical principles: thermodynamics, kinetics, quantum mechanics, and statistical mechanics. Physical Chemistry II covers an introduction to quantum mechanics and statistical mechanics. Lecture three hours. Prerequisite: CHE 3301. (COMPUTER)

[POS UPDATES: The following program of study should be updated (for 2013-2014) to reflect the changes to CHE 3302 as noted above: the Environmental concentration (214G) under the BS in Chemistry.]

2. Change CHE 3303-3304. Physical Chemistry Laboratory by changing the course titles, separate the combined course description into two separate course descriptions, add the “Laboratory three hours.” statement to be consistent with other current CHE laboratory course descriptions, and clarify that CHE 3303 is a prerequisite for CHE 3304 as follows:

CHE 3303. Physical Chemistry I Laboratory (1).F.

GEN ED: Junior Writing in the Discipline (WID)

Experimental investigations which supplement the study of the topics in Physical Chemistry I. Applications of computer techniques for data reduction and manipulation will be introduced and utilized. Laboratory three hours. Prerequisites: CHE 2210, CHE 2211, MAT 1120, PHY 1150, PHY 1151, and ENG 2001 or its equivalent. Corequisite or prerequisite: CHE 3301. (WRITING)

CHE 3304. Physical Chemistry II Laboratory (1).S.

Experimental investigations which supplement the study of the topics in Physical Chemistry II. Applications of computer techniques for data reduction and manipulation will be introduced and utilized. Laboratory three hours. Prerequisite: CHE 3303. Corequisite or prerequisite: CHE 3302. (WRITING)

[POS UPDATES: The following programs of study should be updated (for 2013-2014) to reflect the changes to CHE 3304 as noted above: the Certified Chemist concentration (214B) and the Environmental concentration (214G) under the BS in Chemistry; BA in Chemistry (216A); Minor in Chemistry (214).]

3. Revise the major requirements on the program of study for the Environmental concentration (214G) under the Bachelor of Science in Chemistry (214*/40.0501 as follows: 1) Change the “E. Environmental concentration” requirements from 24 to 25 s.h. by deleting *STT 2810. Introduction to Statistics (3 s.h.)* and adding *STT 3850. Statistical Data Analysis I (4 s.h.) (Prereq: MAT 1110)* to the “Science and Mathematics (16 s.h.)” course requirements; 2) Increase the “II. Major Requirements” from 73 to 74 s.h., and decrease the “IV. Electives” from 5 to 4 s.h.; and 3) Remove GHY 3820 from the list of “Recommended Electives,” and correct the credit hours for CHE 3304 to read (1 s.h.) instead of 3 s.h. (The total number of hours required for this degree, 122 s.h., does not change.)

VOTE 3

YES ...13...

NO ...0...

ABSTAIN ...0...

Proposals from the Department of English (12 proposals) were approved as follows:
(EFFECTIVE: FALL, 2013)

1. Change the title, semester offering (F to F;S), and course description of ENG 2030. World Literature to read as follows:
ENG 2030. World Literature I (3).F;S.

GEN ED: Literary Studies Designation; Local to Global Perspective (Theme: “Origins and Migrations”)

A survey of world literature before the modern period (read in English). (WRITING; MULTI-CULTURAL) (CORE: HUMANITIES/LITERATURE)

[POS UPDATES: The following programs of study should be updated (for 2013-2014) to reflect the title change to ENG 2030 as noted above: BA in English (233A); BA in English with concentrations in Creative Writing (233B), Professional Writing (233C), Film Studies (233D); BS in English, Secondary Education (234A)[T]; BS in Political Science with a concentration in International and Comparative Politics (272D); and the concentration in Language Arts (470B)[T] under the BS in Middle Grades Education (revise 3 programs of study: 470B, 470C; 470B, 470D; and 470B, 470E).]

2. Change the title, semester offering (S to F;S), and course description of ENG 2040. World Literature to read as follows:
ENG 2040. World Literature II (3).F;S.

GEN ED: Literary Studies Designation; Local to Global Perspective (Themes: “Empire, Colonialism, and Globalization” and “Regions in Global Context”)

A survey of world literature beginning with the modern period (read in English). (WRITING; MULTI-CULTURAL) (CORE: HUMANITIES/LITERATURE)

[POS UPDATES: The following programs of study should be updated (for 2013-2014) to reflect the title change to ENG 2040 as noted above: BA in English (233A); BA in English with concentrations in Creative Writing (233B), Professional Writing (233C), Film Studies (233D); BS in English, Secondary Education (234A)[T]; Minor in Judaic, Holocaust and Peace Studies (126); BS in Political Science with a concentration in International and Comparative Politics (272D); the concentration in Language Arts (470B)[T] under the BS in Middle Grades Education (revise 3 programs of study: 470B, 470C; 470B,

470D; and 470B, 470E); BA in Global Studies (601A); BA in Interdisciplinary Studies with a concentration in Liberal Studies: Modern Period (250L); Minor in Africana Studies (611).]

3. Change the course description of ENG 4830 to read as follows:

ENG 4830. Shakespeare I (3).F.

A study of Shakespeare's earlier works.

4. Change the title and course description of ENG 4831. Capstone in Shakespeare I – Comedies/Histories to read as follows:

ENG 4831. Capstone in Shakespeare I – Early Works (3).F.

GEN ED: Capstone Experience

A senior capstone experience in the presentation and discussion of current topics in literary study, focused on Shakespeare's earlier works and culminating in an independent research project.

Fulfills the capstone requirement for the Bachelor of Arts degree in English. Prerequisites: ENG 3000, senior standing, and permission of the instructor.

5. Change the course description of ENG 4840 to read as follows:

ENG 4840. Shakespeare II (3).S.

A study of Shakespeare's later works.

6. Change the title and course description of ENG 4841. Capstone in Shakespeare II – Tragedies to read as follows:

ENG 4841. Capstone in Shakespeare II – Later Works (3).S.

GEN ED: Capstone Experience

A senior capstone experience in the presentation and discussion of current topics in literary study, focused on Shakespeare's later works and culminating in an independent research project. Fulfills

the capstone requirement for the Bachelor of Arts degree in English. Prerequisites: ENG 3000, senior standing, and permission of the instructor.

7. Change the title and course description of ENG 4870. The English Romantic Movement to read as follows:

ENG 4870. Literature of the British Romantic Period (3).F.

A survey of significant writers of the Romantic period in British literature. Authors may include William Blake, Mary Robinson, Charlotte Smith, Jane Austen, William Wordsworth, Samuel Taylor Coleridge, Lord Byron, Mary and Percy Shelley, John Keats, John Clare, and Felicia Hemans, among others.

[POS UPDATES: The following programs of study should be updated (for 2013-2014) to reflect the title change to ENG 4870 as noted above: BS in English, Secondary Education (234A)[T]; BA in Interdisciplinary Studies with a concentration in Liberal Studies: Modern Period (250L).]

8. Change the title and course description of ENG 4871. Capstone in English Romantic Literature to read as follows:

ENG 4871. Capstone in British Romantic Literature (3).F.

GEN ED: Capstone Experience

A senior capstone experience in the presentation and discussion of current topics in literary study, focused on British Romantic literature and culminating in an independent research project.

Fulfills the capstone requirement for the Bachelor of Arts degree in English. Prerequisites: ENG 3000, senior standing, and permission of the instructor.

9. Change the course description of ENG 4880 to read as follows:

ENG 4880. Literature of the Victorian Period (3).F.

A study of selected British poets, novelists, and essayists from the Victorian era (1837-1901).

Authors may include Tennyson, Robert and Elizabeth Barrett Browning, Christina and Dante Gabriel Rossetti; Thackeray, Dickens, the Brontes, Gaskell, George Eliot, Hardy, Wilde, Kipling; and/or Carlyle, J.S. Mill, Ruskin, Darwin, among others.

10. Revise the major requirements on the program of study for the concentration in Creative Writing (233B) under the Bachelor of Arts in English (233*/23.0101) as follows to increase the course options for students within the structure of the existing requirements: 1) Add ENG 3679/THR 3679, ENG 3680/COM 3680, and ENG 4815 to the list of course options in section “III.A. Writing Courses”; 2) Change “III.C. Other” to include THR 2610 OR ENG 3300; 3) Change “III.E. Senior Capstone” to include ENG 4815 OR ENG 4550 OR any other English B.A. capstone; and 4) Change “III.D.” to include ENG 2510 and ENG 2515 under the British Literature, American Literature, and World Literature course options and update the course titles for ENG 2030 and ENG 2040. (The total number of hours required for this degree, 122 s.h., does not change.)
11. Add a concentration in Literary Studies (233E) to the Bachelor of Arts in English (233*/23.0101) and delete the major code option that does not require a concentration, the Bachelor of Arts in English (233A/23.0101), from the Academic Program Inventory.

[NOTE: The API code number (233A) will be deleted and the proposed new API code number (233E) will be requested after the minutes have been approved. Proposed new code numbers are not official until they have been assigned by the Registrar’s Office.]

The program of study for the Bachelor of Arts in English (233*/23.0101) with a concentration in Literary Studies (233E) will include the following requirements. (The total number of hours required for this degree will be 122 s.h.)

- I. General Education (44 s.h.)
- II. Foreign Language (6 s.h.)
- III. Major Requirements (36 s.h.)
 - A. Required Foundations in National Literary Traditions (9 s.h.)
 - 1. British Literature: ENG 2010 or ENG 2020
 - 2. World Literature: ENG 2030 or ENG 2040
 - 3. American Literature: ENG 2120, ENG 2130, ENG 2310, or ENG 2320
 - B. Required Courses for the Literary Studies Concentration (18 s.h.)
 - 1. Writing in the Discipline (WID): ENG 3000 (3 s.h.)

2. Four 4000 level literature courses (12 s.h.)
3. Senior Capstone in Literature (CAP) (3 s.h.) Choose one: ENG 4510, ENG 4571, ENG 4581, ENG 4586, ENG 4592, ENG 4711, ENG 4721, ENG 4731, ENG 4761, ENG 4771, ENG 4781, ENG 4791, ENG 4796, ENG 4811, ENG 4821, ENG 4831, ENG 4841, ENG 4851, ENG 4861, ENG 4871, ENG 4881, ENG 4891, ENG 4896
- C. English Electives (9 s.h.)
 1. At least 6 s.h. at or above 3000 level
 2. At least 3 s.h. at or above 2000 level
- IV. Minor Required (12-20 s.h.)
- V. Electives (taken to total 122 semester hours for the degree) (16-24 s.h.)

12. Revise the Master of Arts in English (232A/23.0101) by changing it from being a degree without a concentration (delete 232A) to a degree that requires a concentration (add 232*/23.0101) and add the following two concentrations: College Teaching (232B) and General English (232C).

[NOTE: The API code number (232A) will be deleted and the proposed new API code numbers (232, 232B, 232C) will be requested after the minutes have been approved. Proposed new code numbers are not official until they have been assigned by the Registrar's Office.]*

Course Requirements for the Master of Arts in English

Semester Hours Required (minimum): 36

Required Courses (21 s.h.)

- ENG 5000: Bibliography and Research (3)
- 18 s.h. of approved ENG graduate courses

Concentration (CHOOSE ONE) (6 s.h.)

General English Concentration (CODE: 232C)

- ENG 5999: Thesis (3+3=6)

OR

College Teaching Concentration (CODE: 232B)

- 6 s.h. of approved professional education graduate electives chosen with the approval of the graduate advisor

Elective Courses (9 s.h.)

- 9 s.h. of graduate courses should be chosen with the advice and approval of the graduate advisor

Other Requirements for the MA in English:

Thesis: Optional

Proficiency: The General English concentration requires reading knowledge of a foreign language demonstrated by transcript evidence of two years' undergraduate study of a foreign language or by examination arranged in the Department of Language, Literatures, and Cultures. The College Teaching concentration does not require language proficiency.

Candidacy: Required; see the program director for specific timeline and requirements for candidacy

Comprehensive: Written examination

Product of Learning: Not required

13. Delete the concentration in Community College Teaching (235B) from the Master of Arts in English, Education (235*/13.1305) and incorporate its equivalent into the new College Teaching (232B) concentration (as noted in number 12. above) under the Master of Arts in English (232*/23.0101).

There are no changes to the concentration in Secondary School Teaching (235S)[T].
[NOTE: A request to delete the API code number (235B) will be submitted to the Registrar's Office after the minutes have been approved.]

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

Dr. David Wiley presented the proposals from the Reich College of Education for the Department of Leadership and Educational Studies.

The proposals from the Department of Leadership and Educational Studies (2 proposals) were approved as amended as follows: (EFFECTIVE: FALL, 2013)

1. Course additions:

ITC 5800. Designing 3D Immersive Environments for Instruction (3).On Demand.

This course will provide the theoretical and pedagogical frameworks for the design and implementation of immersive environments for instruction. Students will explore models of and research about effective planning and building of these environments to promote meaningful interactions among participants. Students will begin to design activities and artifacts for inclusion in immersive spaces.

ITC 5820. Creating and Sustaining 3D Immersive Environments for Learning (3).On Demand.

This course provides students the opportunity to incorporate the knowledge and experiences learned to date by working individually and in teams to develop, deploy and evaluate immersive learning communities to meet the needs of educational, community or other organizations. In doing so, students will gain practical experience while taking the initiative for independent and authentic learning. Prerequisite: ITC 5800 or equivalent.

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

Dr. Mike Mayfield presented one proposal (Deans_Council_2012_5) to update the undergraduate and graduate level policy statements on internships, as approved by the Deans' Council on February 22, 2012.

Dr. Derek Stanovsky voiced his concerns about the \$100 administrative fee that students must pay for seeking an international internship and he proposed an amendment to the policy statements asking that the certification be provided without the fee. Dr. Mayfield explained that the administrative fee that is currently in place pays for the person who does the certification work. He also noted that discussions about internship policies and approvals are part of ongoing conversations at the Deans' Council meetings. Other committee members pointed out that the fee is not something new and that it is not part of the policy statement changes being requested in today's proposal. A suggestion was made to Dr. Stanovsky to submit his concerns about the OIED's administrative fee to the Chair of the Faculty Senate for review by the Senate's Budget Committee as a resource issue.

The proposal, Deans_Council_2012_5, was approved as follows: (EFFECTIVE: FALL, 2013)

1. Update the statements on internships in the *Undergraduate Bulletin* and in the *Graduate Bulletin and Course Catalog* to reflect the policy and practice of (a) not granting internship credit retroactively; and (b) adhering to University, state and federal guidelines on internships. Also, update the statement on internships in the *Undergraduate Bulletin* by including a more complete statement outlining the role of the Office of International Education and Development (OIED) in certifying/not certifying international internships.

The revised catalog description for the *Undergraduate Bulletin* will read as follows (with the new text denoted by underlining):

Internship

By offering realistic on-the-job experiences and personal contacts with employers, internships provide students with opportunities to learn outside of the regular classroom and to formulate career plans based on their experiences.

The following administrative standards govern internships for credit at Appalachian State:

Internship courses are graded on an S/U basis. In the event ~~where~~ an internship is embedded within a course, the experience will be graded as indicated in the course syllabus.

Internship experience and enrollment must be concurrent. Internship credit will not be granted retroactively.

Students must contact the appropriate program, department, college advisor, or designated representative for instructions on approval and registration procedures. The program, academic department, or college dean's office will make the final determination whether

- (a) the student's proposed internship experience is appropriate for the program requirements;
- (b) the person serving as the student's supervisor at the internship site is fully qualified to supervise the intern;
- (c) the student's internship is approved and registration is finalized in advance;
- (d) the student's proposed internship adheres to all University, state, and federal regulations and guidelines.

Appalachian State University requires professional liability insurance coverage for all students enrolled in internship or practicum courses, including student teaching. When a student registers for an internship, a fee is applied to the student's account to purchase professional liability insurance coverage.

~~A student seeking an international internship 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.~~

The Office of International Education & Development (OIED) is responsible for reviewing and certifying/not certifying all international internships. Students seeking internships outside the United States must submit an application to OIED no fewer than two (2) weeks prior to intended departure in order to allow time for review and processing of pre-departure paperwork.

An internship contract* will be signed outlining the responsibilities of the University, of the student, and of the participating agency or internship host.

~~*The ASU Internship Contract form is available under “Electronic Forms” on the Office of the Registrar’s website at <http://www.registrar.appstate.edu/eforms/index.html>.~~

*The ASU Internship Contract is available within the Internship Inventory. Students should see the Internship Coordinator within their academic department/program to start the process of internship approval.

2. The revised catalog description for the *Graduate Bulletin and Course Catalog* will read as follows (with the new text denoted by underlining):

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.

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, whether the proposed internship adheres to all University, state, and federal guidelines, and whether the internship/practicum supervisor is adequately qualified. Students must register in internship/practicum credit for the entire length of the experience. Internship credit will not be granted retroactively.

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 6 YES ...14... NO ...0... ABSTAIN ...0...

OLD BUSINESS:

There were no items of “Old Business.”

OTHER:

1. Demonstration of DegreeWorks

Andrea Wawrzusin, University Registrar, gave a brief demo of DegreeWorks at today's meeting. As stated on the DegreeWorks website: "DegreeWorks is a comprehensive, easy-to-use, web-based academic advising and degree audit tool that helps students and their advisors successfully navigate curriculum requirements. DegreeWorks is a SunGard product that is integrated with Banner information to provide powerful academic planning tools and real-time counseling capabilities, giving students meaningful and consistent direction and providing advisors and student records managers with real-time curriculum information."

Ms. Wawrzusin noted that DegreeWorks will be available in October 2012 for students and faculty. Additional information may be found at www.degreeworks.appstate.edu.

2. Demonstration of the new Undergraduate Programs of Study website

Lesa Felker, Secretary for the AP&P Committee, gave a very brief demo of the undergraduate programs of study website that was created to replace the checksheets website. This new site was designed to include the programs of study for all undergraduate majors, and it also includes the undergraduate minors and certificate programs as well. Go to www.programsofstudy.appstate.edu and click on SEARCH ALL for various ways to find individual or multiple programs of study. Questions about this site should be sent to programsofstudy@appstate.edu.

3. May 18 Curriculum Summit – Request for AP&P Faculty Representation

Kern Maass referred to the email that was sent to AP&P Committee members on 4/27/12 asking for volunteers to attend the May 18 Curriculum Summit from 8:30 am to 5:00 pm at the Broyhill Events Center. As stated in the email: "The Associate Deans-Enrollment Management Group are hosting a Curriculum Summit and your curriculum knowledge, creative problem solving, and years of experience are needed to accomplish our purpose: **To reform the curriculum process from first idea to completed catalog so that there is less duplication of effort, changes in curriculum are reflected in all relevant places such as Program of Study, Banner, and DegreeWorks, and the process is easier, faster, and more accurate.** The Summit will generate ideas and recommendations that will then be shared with the appropriate groups for approval and implementation. It is very important that we have AP&P Faculty representation for this discussion." If you are willing to participate, please volunteer at today's meeting or send an email to Susan Davies or Dr. Neva Specht at daviess@appstate.edu or spechtnj@appstate.edu as soon as possible.

ADJOURNMENT:

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

VOTE 7

YES ...13...

NO ...0...

ABSTAIN ...0...

ACADEMIC POLICIES AND PROCEDURES COMMITTEE
May 2, 2012
Vote Record

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

| AP&P Voting Members | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | | | | | | |
|----------------------|---|---|---|---|---|---|---|--|--|--|--|--|--|--|--|--|--|
| Jon Beebe | Y | Y | Y | Y | Y | Y | Y | | | | | | | | | | |
| Karen Caldwell | Y | Y | Y | Y | Y | Y | Y | | | | | | | | | | |
| Dinesh Davé | - | - | - | - | - | Y | Y | | | | | | | | | | |
| Lisa Curtin Grizzard | Y | Y | Y | Y | Y | Y | Y | | | | | | | | | | |
| Ellie Hoffman | - | - | - | - | - | - | - | | | | | | | | | | |
| Joe Klein | Y | Y | Y | Y | Y | Y | Y | | | | | | | | | | |
| Kern Maass | Y | Y | Y | Y | Y | Y | Y | | | | | | | | | | |
| Jeff McBride | Y | Y | Y | Y | Y | Y | - | | | | | | | | | | |
| Ben Powell | Y | Y | Y | Y | Y | Y | Y | | | | | | | | | | |
| Ray Russell | Y | Y | Y | Y | Y | Y | Y | | | | | | | | | | |
| René Salinas | - | - | - | - | - | - | - | | | | | | | | | | |
| Derek Stanovsky | Y | Y | Y | Y | Y | Y | Y | | | | | | | | | | |
| Jesse Taylor | Y | Y | Y | Y | Y | Y | Y | | | | | | | | | | |
| Betsy Williams | Y | Y | Y | Y | Y | Y | Y | | | | | | | | | | |
| Chris Yang | Y | Y | Y | Y | Y | Y | Y | | | | | | | | | | |
| Joe Gill | - | - | - | - | - | - | - | | | | | | | | | | |
| Savannah Bower | - | - | - | - | - | - | - | | | | | | | | | | |
| Travis Gable | - | - | - | - | - | - | - | | | | | | | | | | |
| John Secrest | Y | Y | Y | Y | Y | Y | Y | | | | | | | | | | |

The recommendations from the May 2, 2012 Academic Policies and Procedures Committee meeting are approved.

Lori Stewart Gonzalez
 Lori Stewart Gonzalez
 Provost and Executive Vice Chancellor

10/02/12
 Date
