

MINUTES OF THE MEETING  
OF THE ACADEMIC POLICIES AND PROCEDURES COMMITTEE  
October 1, 2008

The Academic Policies & Procedures Committee met on Wednesday, October 1, 2008 in the William C. Strickland Conference Room of I.G. Greer Hall.

Committee members present: Dr. Jeff Butts (Chair), Dr. Jon Beebe, Dr. Rodney Duke, Mr. Mark Malloy, Dr. Ron Marden, Dr. Jon Saken, Dr. Kay Taylor, Dr. Carol Truett, Ms. Christy DeStefano, Mr. Thomas Brigman (Parliamentarian), and Ms. Kat Gardzalla.

Committee members excused: Mr. John Boyd, Dr. Dinesh Dave and Mr. Andy Ball.

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

Dr. Butts introduced the new voting members on the AP&P Committee:

Faculty: Dr. Carol Truett (Department of Leadership and Educational Studies), and Dr. Butts noted that one additional faculty member will be appointed by the Faculty Senate at their next meeting.

Graduate Student: Ms. Christy DeStefano.

Undergraduate Students: Ms. Kat Gardzalla, Mr. Andy Ball (in absentia), and Mr. Thomas Brigman (a returning student member).

Dr. Butts also introduced and welcomed two new non-voting members of the AP&P Committee: Ms. Lynne Waugh (Director of Advising), and Dr. Maria Provost (Executive Director of Advising and Orientation).

MINUTES:

Dr. Butts noted that the minutes from the April 30, 2008 AP&P Committee meeting are not ready to be distributed. He explained that getting the new catalog completed took priority. The minutes from the April 30 meeting will be considered for approval at our next meeting.

ANNOUNCEMENTS:

Dr. Butts called attention to the following list of announcements that was included with the vote sheet for today's meeting. Included in this list are the degree approvals that have been made by the Board of Governors and the UNC-General Administration since our last meeting, a list of course deletions and other academic program inventory changes, and a reminder that the February 4, 2009 AP&P Committee meeting is the deadline for catalog changes. Dr. Butts reminded everyone that the new general education requirements are effective as of Fall 2009. He anticipates a lot of proposals will be submitted to this committee in the months ahead in order to meet that deadline.

1. REMINDER OF THE DEADLINE FOR BOTH CATALOGS: The February 4, 2009 AP&P Committee meeting will be the deadline for considering proposals with a Fall, 2009 effective date for undergraduate and graduate course and degree requirement changes to be included in the *2009-2010 Undergraduate Bulletin* and the *2009-2010 Graduate Bulletin*.
  
2. REICH COLLEGE OF EDUCATION  
The request from the Department of Language, Reading and Exceptionalities to change the title of the **Master of Arts degree in Communication Disorders (489A/51.0201)[T]** (which leads to NCDPI Advanced Licensure) to a **Master of Arts degree in Speech-**

**Language Pathology (707A/51.0203)[T]** was approved by the UNC-General Administration, per letter dated April 16, 2008. (See Page 17 of the November 28, 2007 AP&P Committee meeting minutes.) (EFFECTIVE: FALL, 2008)

3. COLLEGE OF ARTS AND SCIENCES

The request to add a **Bachelor of Science degree in Environmental Science (121A/03.0104)** was approved by the Board of Governors on June 13, 2008. (See Page 8 of the January 16, 2008 AP&P Committee meeting minutes.)(EFFECTIVE: FALL, 2008)

The request to delete the **Master of Arts degree in Social Science, Education (282\*/13.1317)** with concentrations in Community College/Criminal Justice (282Y), Community College/Geography (282N), Community College/History (282O), Community College/Political Science (282P), Community College/Psychology (282X), and Community College/Sociology (282Q) was approved by the Board of Governors on June 13, 2008. (See Page 8 of the April 2, 2008 AP&P Committee meeting minutes.) (EFFECTIVE: FALL, 2009)

The request from the Department of Foreign Languages and Literatures to change the title of the **Bachelor of Arts degree in French (238A/16.0901)** to a **Bachelor of Arts degree in French and Francophone Studies (122A/16.0901)** was approved by the UNC-General Administration, per letter dated June 4, 2008. (See Page 6 of the April 2, 2008 AP&P Committee meeting minutes.) (EFFECTIVE: SPRING, 2009)

The request from the Department of Foreign Languages and Literatures to change the title of the **Bachelor of Science degree in French, Education (236A/13.1325)[T]** (with K-12 teacher licensure) to a **Bachelor of Science degree in French and Francophone Studies, Education (123A/13.1325)[T]** (with K-12 teacher licensure) was approved by the UNC-General Administration, per letter dated June 4, 2008. (See Page 6 of the April 2, 2008 AP&P Committee meeting minutes.) (EFFECTIVE: SPRING, 2009)

The request from the Department of Foreign Languages and Literatures to change the title of the **Bachelor of Arts degree in French (238A/16.0901)** to a **Bachelor of Arts degree in French and Francophone Studies (122A/16.0901)** was approved by the UNC-General Administration, per letter dated June 4, 2008. (See Page 6 of the April 2, 2008 AP&P Committee meeting minutes.) (EFFECTIVE: SPRING, 2009)

4. UNIVERSITY COLLEGE

The request to add a **Bachelor of Arts degree in Appalachian Studies (600A/05.0199)** was approved by the Board of Governors on June 13, 2008. (See Page 23 of the April 25, 2007 AP&P Committee meeting minutes.) (EFFECTIVE: FALL, 2008)

The request to add a **Bachelor of Arts degree in Women's Studies (602A/05.0207)** was approved by the Board of Governors on June 13, 2008. (See Page 29 of the April 25, 2007 AP&P Committee meeting minutes.) (EFFECTIVE: FALL, 2008)

The request to add a **Bachelor of Arts degree in Sustainable Development (603A/03.0103)** was approved by the Board of Governors on June 13, 2008. (See Page 36 of the April 25, 2007 AP&P Committee meeting minutes.) (EFFECTIVE: FALL, 2008)

The request to add a **Bachelor of Science degree in Sustainable Development (604\*/03.0103) with concentrations in (1) Agroecology and Sustainable Agriculture (604B); (2) Community, Regional, and Global Development (604C); and (3) Environmental Studies (604D)** was approved by the Board of Governors on June 13, 2008. (See Page 37 of the April 25, 2007 AP&P Committee meeting minutes.) (EFFECTIVE: FALL, 2008)

The request to add a **Bachelor of Arts degree in Global Studies (601A/05.9999)** was approved by the Board of Governors on June 13, 2008. (See Page 9 of the October 3, 2007 AP&P Committee meeting minutes.) (EFFECTIVE: FALL, 2008)

5. The following course deletions and Academic Program Inventory changes are EFFECTIVE: FALL, 2008 (See Page 6 of the November 7, 2007 AP&P Committee meeting minutes.):

Course deletions:

- IDS 2410. Introduction to Appalachian Studies, Humanities (3).On Demand.  
(W, MC, CD) (CORE: HUMANITIES)
- IDS 2411. Introduction to Appalachian Studies, Social Sciences (3).On Demand.  
(W, MC, CD) (CORE: SOCIAL SCIENCES)
- IDS 2420. Introduction to Women's Studies, Humanities (3).On Demand.  
(MC, CD) (CORE: HUMANITIES)
- IDS 2421. Introduction to Women's Studies, Social Sciences (3).On Demand.  
(MC, CD) (CORE: SOCIAL SCIENCES)
- IDS 2430. Introduction to Latin American Studies (3)F.On Demand. (MC, CD)
- IDS 2440. Introduction to Sustainable Development (3).F;S. (CD)
- IDS 3251. Principles of Agroecology (4).F.
- IDS 4251. Agroecology Practices, Systems and Philosophies (4).S.
- IDS 5100. Foundations of Sustainable Development (3).F.
- IDS 5251. Agroecology Practices, Systems and Philosophies (4).S.
- IDS 5300. Issues in Global Systems Science (3).S.

Delete the following nine concentrations from the **Bachelor of Arts degree in Interdisciplinary Studies (250\*/24.0101)**:

- Appalachian Studies (250C)
- International Studies: Asia (250F)
- International Studies: East European, Russian and Central Asian Studies (250O)
- International Studies: Germany (250P)
- International Studies: Latin America (250G)
- International Studies: Modern Europe (250H)
- International Studies: Third World (250J)
- Sustainable Development (250R)
- Women's Studies (250N)

Move the **Bachelor of Arts degree in Interdisciplinary Studies (250\*/24.0101)** and the remaining six concentrations from the College of Arts and Sciences to University College:

- American Studies (250B)
- Environmental Policy and Planning (250D)
- Individually Designed (250E)

Internet Studies (250Q)  
Labor Studies (250S)  
Liberal Studies: Modern Period (250L)

Delete the following undergraduate minors:

Minor in Asian Studies (206/45.0201)  
Minor in East European, Russian and Central Asian Studies (221/45.0899)  
Minor in Latin American Studies (252/05.0107)

The minor in Black Studies (212/05.0201) will remain in the IDS program and will be moved from the College of Arts and Sciences to University College.

The minor in Interdisciplinary Studies (112/24.0101) will remain in the IDS program and will be moved from the College of Arts and Sciences to University College.

The minor in Internet Studies (250/24.0101) will remain in the IDS program and will be moved from the College of Arts and Sciences to University College.

The minor in Labor Studies (249/24.0101) will remain in the IDS program and will be moved from the College of Arts and Sciences to University College.

The minor in Sustainable Development (294/03.0103) will be moved from IDS to the SD program and will be moved from the College of Arts and Sciences to University College. The CIP Code for this minor also changes from 05.0199 to 03.0103.

The minor in Women's Studies (175/05.0207) will be moved from GC to the WS program and will be moved from the College of Arts and Sciences to University College.

The minor in Appalachian Studies (204/05.0199) will remain in the AS program and will be moved from the College of Arts and Sciences to University College.

The minor in Appalachian Music: Roots and Influences (100/05.0199) will remain in the AS program and will be moved from the College of Arts and Sciences to University College.

The Master of Arts degree in Appalachian Studies (204\*/05.0199) with concentrations in: Appalachian Culture Area (204B), Appalachian Music: Roots and Influences (204D), and Sustainable Development (204C) will remain in the AS program and will be moved from the College of Arts and Sciences to University College.

The graduate minor in Appalachian Studies (203/05.0199) will remain in the AS program and will be moved from the College of Arts and Sciences to University College.

The graduate certificate in Appalachian Studies (200A/05.0199) will remain in the AS program and will be moved from the College of Arts and Sciences to University College.

The graduate certificate in Women's Studies (130A/05.0207) will be moved from IDS to the WS program and will be moved from the College of Arts and Sciences to University College.

Dr. Dave Haney, Vice Provost for Undergraduate Education, announced that the UNC-General Administration is doing a review of low productivity programs along with the UNC Tomorrow initiative. He read the following productivity guidelines and criteria:

The Board of Governors has established productivity standards for the biennial review of academic program productivity by degree levels. Programs are to be reviewed if they meet these conditions:

- Bachelor's degree programs: the number of degrees awarded in the last two years is 19 or fewer - unless upper division enrollment in the most recent year exceeds 25, or degrees awarded in the most recent year exceed 10.
- Terminal master's degrees: the number of degrees awarded in the last two years is 15 or fewer - unless enrollment in the most recent year exceeds 22, or degrees awarded exceed 9. Ed.S. and CAS programs: the number of certificates awarded in the last two years is 15 or fewer - unless enrollment in the most recent year exceeds 9.
- Doctoral degree programs: the number of degrees awarded in the last two years is 5 or fewer - unless enrollment in the most recent year exceeds 18, or the number of degrees awarded in the most recent year exceeds 2.

Dr. Haney reminded the committee members to think of that (enrollment and productivity projections) when we look at new programs that are presented for approval. He also announced that the Office of Institutional Research, Assessment and Planning will be looking at the graduation rates of the time to graduate for students in specific undergraduate degree programs. He asked everyone to keep these items in mind as you consider degree and policy changes.

ELECTION OF CHAIR:

Dr. Dave Haney opened the floor for nominations for the position of Chair of the Academic Policies and Procedures Committee. A motion was made and seconded to nominate Dr. Jeff Butts. Another motion was made and seconded to close the nominations. Hearing no objections, **a motion was approved to elect Dr. Jeff Butts as Chair of the AP&P Committee for the 2008-2009 academic year.**

VOTE 1                      YES   10                        NO   0                        ABSTAIN   1  

SELECTION OF A PARLIAMENTARIAN:

Dr. Butts noted that the next item on the agenda was to select a Parliamentarian for the AP&P Committee. This committee is run by *Robert's Rules of Order*. Dr. Butts asked for volunteers who would be interested in serving as the Parliamentarian. Mr. Thomas Brigman, last year's Parliamentarian, volunteered to serve again. Hearing no objections, **a motion was approved to elect Mr. Thomas Brigman as the Parliamentarian for the AP&P Committee for the 2008-2009 academic year.**

VOTE 2                      YES   11                        NO   0                        ABSTAIN   0  

SUBCOMMITTEE FOR ANNUAL REVIEW OF POLICIES AND PROCEDURES:

The next item on the agenda was to request volunteers to serve on the SUBCOMMITTEE FOR ANNUAL REVIEW OF POLICIES AND PROCEDURES. For the benefit of the new committee members, Dr. Butts explained that the AP&P Committee approved a recommendation in February, 2006 to **"Appoint a subcommittee, or other body, from the AP&P membership that is responsible for an annual updating of the AP&P Manual (*Academic Governance Handbook*),**

**particularly providing an ongoing review of the policies.”**

Dr. Butts asked for volunteers to serve on the SUBCOMMITTEE FOR ANNUAL REVIEW OF POLICIES AND PROCEDURES. He was asked to explain what types of items this subcommittee would be responsible for reviewing. Dr. Butts noted, for example, the following issues that are carried over from last year:

1. The Faculty Senate asked AP&P to increase the GPA requirements for degrees with distinction.
2. Last year, questions came up about the 40 s.h. limit of courses in the major department for Bachelor of Arts degrees. That topic needs to be reviewed.
3. Evaluation and approval of on-line courses. Should this committee be concerned with on-line course offerings?
4. Curriculum oversight in degree programs that are not housed in a specific department. How should faculty in those programs be evaluated, etc.?
5. And, other items may be added during this academic year.

The following AP&P Committee members volunteered to serve on the subcommittee: Dr. Rodney Duke, Mr. Mark Malloy, Dr. Kay Taylor, and Ms. Tina Parlier. Dr. Haney also suggested that either Ms. Lynne Waugh or Dr. Maria Provost be invited to serve on that subcommittee. Dr. Butts thanked the volunteers and he noted that he will appoint and charge the subcommittee before our next meeting.

NEW BUSINESS:

Dr. Charles Duke presented one proposal from the Reich College of Education for the Department of Language, Reading and Exceptionalities.

**A motion was made and seconded to approve proposal LRE-3 to revise the criteria for admission to the Communication Disorders Program.** A question was raised about the proposed catalog copy because it lists ENG 1100 as part of the course requirements that students must currently complete in order to declare a major. It was noted that a proposal will soon be presented to the AP&P Committee to revise the requirements for declaring a major and that ENG 1100 will no longer be a part of those requirements.

**Another motion was then made and approved to amend the original motion in order to comply with university-wide requirements for declaring a major that will be in effect for the Fall Semester of 2009.** This amendment was made so that the LRE Department will not be required to submit another proposal in order to correct the catalog copy to reflect any subsequent changes that may be made to the university-wide requirements for declaring a major. The catalog copy will be revised appropriately to reflect the current policy.

**VOTE 3                      YES   11                        NO   0                        ABSTAIN   0**

Proposal LRE-3 from the Department of Language, Reading and Exceptionalities was approved as follows (EFFECTIVE: FALL, 2009):

1. Change the criteria for admission to the Communication Disorders Program (494A/51.0201) to read as follows (*and to comply with the university-wide requirements for declaring a major that will be in effect as of Fall, 2009*):

**Criteria for Admission to the Communication Disorders Program**

Formal application for admission to the Communication Disorders Program (CDP) is required of all students. Admission to the Communication Disorders Program is competitive. An interview will be required when there are more applicants than the program can admit. Students may apply for admission when they have earned at least 30 semester hours and have a minimum cumulative GPA of 2.5.

Students will be considered for formal admission if they have met the following requirements by the close of the semester of application:

- earned at least 45 semester hours of credit with a minimum cumulative GPA of 2.5
- completed an interview, if required
- completed a speech screening through the Communication Disorders Clinic
- completed the following courses: ENG 1000 (2.0 or higher), ENG 1100, CD 2259 (2.0 or higher), CD 2260 (2.0 or higher), and at least half of the General Education Science Inquiry Perspective requirement
- earned North Carolina passing scores for PRAXIS I: Reading, Writing, and Mathematics (minimum scores on SAT or ACT can be used in lieu of PRAXIS I) and have scores on file in the College. The CDP will accept a PRAXIS I composite score of 522 only when both Reading and Writing are at or above the respective passing scores for North Carolina.

Applicants who have a cumulative GPA of at least 3.0, meet all other requirements, have attempted all three parts of PRAXIS I (by having taken PRAXIS I and/or the SAT or the ACT), and have North Carolina passing scores for two of the parts may, at the discretion of the Admission Committee, be offered probationary admission. This status is available for one semester only. Probationary status is removed if the student achieves a passing score on the third part of PRAXIS I by the close of the semester of probationary admission. Applicants who accept probationary admission, and who do not remove probationary status by the end of the semester of probationary admission, may not continue in the program. Instead, they will be awarded a minor in Communication Disorders if they have completed at least 15 semester hours of the required Communication Disorders major courses with a grade of "C" or higher in each course.

Meeting the above requirements does not guarantee admission in any status to the Communication Disorders program. The Communication Disorders program will admit only a limited number of students in the Fall, Spring, and Summer. Closing dates for applications are October 1 for Spring admission, and March 1 for Summer or Fall admission. Applications will be accepted in the Summer if places are available for the following Fall semester. The closing date for Summer applications is June 10. Final admission decisions will be made after semester grades are officially recorded. Students may apply for admission a maximum of three times. Specific information regarding the admission process is attached to the major checksheet and is available in the University College Academic Advising Office, in the Department of Language, Reading and Exceptionalities (LRE), in the Reich College of Education Dean's Office, and on the LRE web page. Students may also contact the Coordinator of the CDP or the Chair of the Department of Language, Reading and Exceptionalities for additional information.

**VOTE 4                      YES   11                        NO   0                        ABSTAIN   0**

**OLD BUSINESS:**

There were no items of "Old Business" to discuss.

**OTHER:**

Mr. Mark Malloy discussed ASU's campus emergency notification system and he voiced his concerns about course syllabi including the requirement for students to turn off all cell phones, pagers, etc. while in class. He stated that all departments should be asked to remove that

requirement from their course syllabi because it does not allow the current emergency notification system to be effective.

Dr. Haney responded that the University Safety Council is addressing that issue and that proposals are currently being drafted to establish new classroom policies that will comply with the emergency notification system.

Ms. Christy DeStefano asked if the University Safety Council has created policies regarding locked classroom doors in the event of an emergency situation. She voiced concern about locking students in who need to get out, and locking students out who need to get in for safety reasons.

Dr. Jon Saken asked about the Core Curriculum Committee. Has it been disbanded?

Dr. Butts replied that he will check on the status of that to see if the Faculty Senate has considered the joint memo requesting disbandment of the CCC and moving the responsibilities of the core to the AP&P Committee.

Dr. Jon Saken also asked Dr. Butts to check on the status of the motion that has been submitted to the Faculty Senate regarding the reorganization of the AP&P Committee and the reassigned time for the Chair of AP&P.

ADJOURNMENT:

The AP&P Committee members voted to adjourn at 3:45 p.m.

**VOTE 5**

**YES 11**

**NO 0**

**ABSTAIN 0**



ACADEMIC POLICIES AND PROCEDURES COMMITTEE  
**October 1, 2008**  
 Vote Record

VOTE SYMBOLS                      y (YES)                      N (NO)                      A (ABSTAIN)

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1   2   3   4   5

Committee Members

Jon Beebe	y	y	y	y	y
John Boyd	-	-	-	-	-
Jeff Butts	A	y	y	y	y
Dinesh Dave	-	-	-	-	-
Rodney Duke	y	y	y	y	y
Mark Malloy	y	y	y	y	y
Ron Marden	y	y	y	y	y
Jon Saken	y	y	y	y	y
Kay Taylor	y	y	y	y	y
Carol Truett	y	y	y	y	y
Christy DeStefano	y	y	y	y	y
Andy Ball	-	-	-	-	-
Thomas Brigman	y	y	y	y	y
Kat Gardzalla	y	y	y	y	y

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The recommendations of the Academic Policies and Procedures Committee, at its October 1, 2008 meeting are approved.

<u>Stanley R. Aeschleman</u>	<u>11/01/08</u>
Stanley R. Aeschleman	Date
Provost and Executive Vice Chancellor	

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