

MINUTES OF THE MEETING
OF THE ACADEMIC POLICIES AND PROCEDURES COMMITTEE
October 3, 2012

The Academic Policies & Procedures Committee met on Wednesday, October 3, 2012 in the William C. Strickland Conference Room of I.G. Greer Hall (Room 224).

Committee members present: Mr. Kern Maass (*Chair*), Dr. Jon Beebe, Dr. Lisa Curtin Grizzard, Dr. Kim Hall, Dr. Jeff Hirst, Dr. Joe Klein, Mr. Edgar Peck, Dr. Ben Powell, Dr. Ray Russell, Dr. Derek Stanovsky, Mrs. Betsy Williams, Dr. Chris Yang, Ms. Jennifer Prince, Ms. Alyssa Frizzelle, Mr. Dylan Russell, and Mr. John Secrest. Committee members excused: Dr. Karen Caldwell, Dr. Dinesh Davé, and Dr. Ellie Hoffman.

At 3:07 p.m., Kern Maass noted that we have a quorum and he called the meeting to order.

ELECTION OF CHAIR:

Mr. Kern Maass 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 Mr. Kern Maass. **A motion was approved to close the nominations.**

VOTE 1 YES ...15... NO ...0... ABSTAIN ...1...

Hearing no objections, **a motion was then approved to elect Mr. Kern Maass as Chair of the AP&P Committee for the 2012-2013 academic year.**

VOTE 2 YES ...14... NO ...1... ABSTAIN ...1...

SELECTION OF A PARLIAMENTARIAN:

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*. Kern Maass asked for volunteers from the voting members who would be interested and willing to serve as the Parliamentarian. Mr. Dylan Russell nominated Mr. John Secrest.

Hearing no objections, a motion was then approved to elect Mr. John Secrest as Parliamentarian of the AP&P Committee for the 2012-13 academic year.

VOTE 3 YES ...13... NO ...1... ABSTAIN ...2...

MINUTES:

The AP&P Committee minutes from the February 1, March 7, April 4, and May 2, 2012 meetings were approved as submitted. (Copies are available at www.app.appstate.edu – click on “Minutes”)

VOTE 4 Yes...16... NO...0... ABSTAIN...0...

ANNOUNCEMENTS:

The following items were presented to the AP&P Committee:

- a. Reminder of Catalog Deadline: The February 6, 2013 AP&P Committee meeting is the deadline for all undergraduate and graduate changes that are to be included in the *2013-2014 Undergraduate Bulletin* and the *2013-2014 Graduate Bulletin and Course Catalog*. All proposals for that meeting must be submitted to AP&P from the Deans' offices by January 11, 2013.
- b. The request from the College of Arts and Sciences for the Fermentation Sciences Program to add a Bachelor of Science in Fermentation Sciences (118A/01.1099) was approved by the Board of Governors on June 15, 2012. (See pages 18-21 of the minutes from the January 19, 2011 AP&P Committee meeting.) (EFFECTIVE: FALL, 2012) The effective date for the new FER prefix and courses was also confirmed to be Fall, 2012 rather than Fall, 2011.
- c. The request from the College of Health Sciences for the Department of Communication Sciences and Disorders to change the name of the Bachelor of Science in Communication Disorders to a Bachelor of Science in Communication Sciences and Disorders (820A/51.0201) was approved by the UNC-General Administration on June 12, 2012. (See page 4 of the minutes from the February 1, 2012 AP&P Committee meeting.) (EFFECTIVE: FALL, 2012)

NEW BUSINESS:

Dr. Dru Henson presented the proposals from the College of Arts and Sciences for the Department of Biology, Department of English and the Department of Geography and Planning.

Proposals from the Department of Biology (2 proposals) were approved as follows:
(EFFECTIVE: FALL, 2013)

- 1. Increase the credit hours from 2 s.h. to 3 s.h. and change the number of hours the course may be repeated for credit for **BIO 6615**.

BIO 6615. Current Topics in Molecular Biology (3). F;S.

Seminar course exploring recent advances in Cell and Molecular Biology using primary literature published within the last six months. Course content changes each offering. BIO 6615 may be repeated for a total credit of 18 semester hours.

- 2. Revise the course requirements on the program of study for the **concentration in Cell and Molecular Biology (207B) under the MS in Biology (207*/26.0101)**.

Course Requirements for the Master of Science in Biology		
Semester Hours Required (minimum): 30		
Required Courses	<ul style="list-style-type: none"> • BIO 5000: Bibliography and Research (4) • BIO 5999: Thesis (4-8) 	8 to 12

<p>Concentration (CHOOSE ONE)</p>	<p>Cell and Molecular Biology Concentration (Code: 207B)</p> <ul style="list-style-type: none"> • BIO 6615: Current Topics in Molecular Biology (6-18) • One of the following courses: <ul style="list-style-type: none"> ○ BIO 5650: Bioinformatics (3) ○ BIO 5777: Biostatistics (4) • 0-13 s.h. of graduate elective courses chosen in consultation with the major advisor <p>OR</p> <p>Ecology and Evolutionary Biology Concentration (Code: 207D)</p> <ul style="list-style-type: none"> • BIO 5250: Current Topics in Ecology and Evolutionary Biology (6-12) • BIO 5777: Biostatistics (4) • 2-12 s.h. of graduate elective courses chosen in consultation with the major advisor <p>OR</p> <p>General Biology Concentration (Code: 207C)</p> <ul style="list-style-type: none"> • BIO 5777: Biostatistics (4) • 14-18 s.h. of graduate elective courses chosen in consultation with the major advisor 	<p>18 to 22</p>
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VOTE 5 Yes...16... NO...0... ABSTAIN...0...

Proposals from the Department of English (4 proposals) were approved as follows:
(EFFECTIVE: FALL, 2013)

1. Add a course description to **ENG 3720**, to read as follows:
ENG 3720. Studies in the Short Story (3).F.
A study of selected short stories from English, American and/or world literature. (WRITING;
SPEAKING)
2. Add a course description to **ENG 3740**, to read as follows:
ENG 3740. Studies in Poetry (3).F.
A study of selected poetry from English, American and/or world literature. (WRITING;
SPEAKING)
3. Add a course description to **ENG 3750**, to read as follows:
ENG 3750. Studies in Drama (3).S.
A study of selected plays from English, American and/or world literature. (WRITING;
SPEAKING)

4. Course addition:

ENG 4280. Literary and Cultural Study Abroad (3-6). On Demand.

A study abroad experience in which students are immersed in the literary and cultural traditions of a foreign country or countries. Content will vary with instructor.

VOTE 6 Yes...16... NO...0... ABSTAIN...0...

Proposals from the Department of Geography and Planning (2 proposals) were approved as follows:
(EFFECTIVE: FALL, 2013)

1. Revise the course requirements on the program of study for the **undergraduate minor in Community and Regional Planning (218/04.0301)**

Community & Regional Planning Minor Code 218

Required hours: 19 hours

I. Required (13 hours)

PLN 2812/GHY 2812 _____ (3) Geospatial Data and Technology

PLN 2410 _____ (3) Town, City, & Regional Planning

PLN 3432 _____ (4) Planning Techniques (*Pre: PLN 2410, GHY/PLN 2812*)

PLN 3730 _____ (3) Land Use Regulations (*Pre: PLN 2410*)

II. Electives: (6 hours)

Six hours of PLN courses; GHY or other courses may be substituted with approval of planning faculty

2. Change the course description for **GHY 5150**, by adding a statement to allow the course to be repeated for credit barring duplication of content.

GHY 5150. Seminar in GIScience (3).F.

This course provides a fundamental understanding of the research field of geographic information science (GIScience) through reading and discussing current and seminal articles and book chapters. Topics include the theoretical foundations for GIScience, the impacts of geospatial technology on society, and methodological and application issues. Barring duplication of content, a student may repeat this course for credit.

VOTE 7 Yes...16... NO...0... ABSTAIN...0...

OTHER BUSINESS:

a. Discussion of the Curriculum Summit recommendations.

Susan Davies stated that the Associate Deans and Enrollment Management Group held a Curriculum Summit in May. The main discussion had been to look at changing the overall way curriculum proposals are completed from the very beginning to the completed catalog, to make the process more efficient. Two reports came out of the summit, Best Practices, which shows the practices that are currently working in departments and colleges and recommendations to improve the overall process. The Faculty Senate is currently reviewing the recommendations from the summit. The committee discussed some of the outcomes from the Curriculum Summit such as considering requests from employers rather than just from academics, every course proposal having to fit in with the strategic plan, etc. Kern Maass stated that most professional programs on

campus work with employers. He also explained that once Faculty Senate reviews the recommendations, AP&P should have a subcommittee look at those recommendations further and then report back to AP&P for discussion. Volunteering for that subcommittee were Edgar Peck, Ben Powell, Ray Russell, Jeff Hirst and Dylan Russell.

b. Discussion Regarding the Subcommittee for Annual Review of Policies and Procedures

Kern Maass reported that the Faculty Senate is reviewing the Policies and Procedures. Also waiting on other committees for feedback so discussion would be postponed until reports came back from other subcommittees.

c. Other

Andrea Wawrzusin stated that help was needed on updating the Academic Governance Manual. The document is out of date and the last revisions made in 2007 were never approved by AP&P. Kern Maass stated that AP&P had a subcommittee already in place and they would begin reviewing it. Andrea Wawrzusin asked to be put on that subcommittee to help with review along with Jon Beebe and Joe Klein.

ADJOURNMENT:

The AP&P Committee members voted to adjourn at 4:06 p.m.

VOTE 8 Yes...15... NO...0... ABSTAIN...0...

ACADEMIC POLICIES AND PROCEDURES COMMITTEE
October 3, 2012
Vote Record

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

AP&P Voting Members	1	2	3	4	5	6	7	8										
Jon Beebe	Y	Y	Y	Y	Y	Y	Y	Y										
Karen Caldwell	-	-	-	-	-	-	-	-										
Dinesh Davé	-	-	-	-	-	-	-	-										
Lisa Curtin Grizzard	A	A	A	Y	Y	Y	Y	Y										
Kim Hall	Y	N	A	Y	Y	Y	Y	-										
Jeff Hirst	Y	Y	Y	Y	Y	Y	Y	Y										
Ellie Hoffman	-	-	-	-	-	-	-	-										
Joe Klein	Y	Y	Y	Y	Y	Y	Y	Y										
Kern Maass	Y	Y	Y	Y	Y	Y	Y	Y										
Edgar Peck	Y	Y	Y	Y	Y	Y	Y	Y										
Ben Powell	Y	Y	Y	Y	Y	Y	Y	Y										
Ray Russell	Y	Y	Y	Y	Y	Y	Y	Y										
Derek Stanovsky	Y	Y	Y	Y	Y	Y	Y	Y										
Betsy Williams	Y	Y	Y	Y	Y	Y	Y	Y										
Chris Yang	Y	Y	N	Y	Y	Y	Y	Y										
Jennifer Prince	Y	Y	Y	Y	Y	Y	Y	Y										
Alyssa Frizzelle	Y	Y	Y	Y	Y	Y	Y	Y										
Dylan Russell	Y	Y	Y	Y	Y	Y	Y	Y										
John Secrest	Y	Y	Y	Y	Y	Y	Y	Y										

 The recommendations from the October 3, 2012 Academic Policies and Procedures Committee meeting are approved.

Lori Stewart Gonzalez
 Lori Stewart Gonzalez
 Provost and Executive Vice Chancellor

1/5/13
 Date
