

MINUTES OF THE MEETING  
OF THE ACADEMIC POLICIES AND PROCEDURES COMMITTEE  
October 4, 2006

The Academic Policies & Procedures Committee met on Wednesday, October 4, 2006 in the William C. Strickland Conference Room of I.G. Greer Hall beginning at 3:02 p.m.

Committee members present: Dr. Jeff Butts (Chair), Dr. Jon Beebe, Mr. John Boyd, Ms. Eleanor Cook, Dr. Rodney Duke, Dr. Julie Horton (Parliamentarian), Dr. Dan Hurley, Dr. Kay Taylor, Mr. Todd Powell, Mr. Greg Pittman, and Ms. Beth Todd.

Committee members excused: Dr. Dinesh Dave, Mr. Mark Malloy, and Dr. Ron Marden.

Committee member absent: Mr. Brandon Chatman.

Dr. Jeff Butts called the meeting to order, and he introduced the following new voting members of the AP&P Committee for the 2006-2007 academic year.

Faculty: Dr. Rodney Duke (Philosophy & Religion) and Dr. Kay Taylor (Communication).

Dr. Butts also recognized Dr. Dinesh Dave (Computer Information Systems) and Mr. Mark Malloy (Technology) in their absence. They were both out of town attending professional meetings.

Graduate Student: Mr. W. Todd Powell.

Undergraduate Students: Mr. Brandon Chatman, Mr. Greg Pittman, and Ms. Beth Todd.

In addition to the new voting members noted above, Dr. Butts also recognized Ms. Martha Stephenson. Ms. Stephenson and Ms. Joy Clawson will represent General Studies at the AP&P Committee meetings during the 2006-2007 academic year.

Dr. Butts also introduced Dr. Dave Haney as the Associate Vice Chancellor for Academic Affairs who replaces Dr. Tim Burwell as an ex-officio AP&P committee member representing the administration. Dr. Haney clarified his role on the AP&P Committee by explaining that the Provost, Dr. Stan Aeschleman, reorganized the responsibilities within the Office of Academic Affairs. Dr. Burwell's duties will now focus on budgets and contracts and Dr. Haney will focus on all curriculum matters. In the past, the AP&P Committee and the Core Curriculum Committee were chaired by different administrators but now these two committees will be chaired by a faculty member; this allows one administrator (Dr. Haney) to be involved with both committees. In addition to his on-campus curriculum responsibilities, Dr. Haney will also be the liaison with the UNC General Administration, the Board of Governors, and SACS (the Commission on Colleges of the Southern Association of Colleges and Schools) to assure that ASU will continue to meet the appropriate accreditation requirements.

MINUTES:

The April 5, 2006 AP&P Committee Minutes were approved as distributed.

<b>VOTE 1</b>	<b>YES <u>11</u></b>	<b>NO <u>0</u></b>	<b>ABSTAIN <u>0</u></b>
---------------	----------------------	--------------------	-------------------------

The April 26, 2006 AP&P Committee Minutes were approved as distributed, with the following correction:

1. (Page 11, near the top of the page) - Please correct the "Note:" for the new course IDS

2460. That course was approved for the S (SPEAKING) and CD (CROSS-DISCIPLINARY) special designators. The minutes incorrectly stated: "W" and "CD" approvals.

VOTE 2                      YES 11                      NO 0                      ABSTAIN 0

ANNOUNCEMENTS:

1. DEPARTMENT OF PHILOSOPHY AND RELIGION  
The request to separate the combined B.A. degree in Philosophy and Religion (268A/38.9999) into two separate degrees: 1) a B.A. degree in Philosophy (CIP 38.0101) and 2) a B.A. degree in Religious Studies (CIP 38.0201) was approved by the Board of Governors on 5/12/06. (See Page 16 of the April 5, 2006 AP&P Committee Meeting minutes.) [EFF. FALL, 2007]
2. DEPARTMENT OF HUMAN DEVELOPMENT & PSYCHOLOGICAL COUNSELING  
Please refer to the AP&P Committee Minutes from February 2, 2005 - Pages 8 and 9. The request to add a new degree (a Master of Arts degree in Rehabilitation Counseling) has been withdrawn. Please also note that the HPC course additions that were noted on Pages 8 and 9 of the 2/2/05 AP&P minutes should NOT be added to ASU's course inventory. Those new courses were approved, contingent upon the approval of that proposed new degree in rehabilitation counseling.
3. DEPARTMENT OF LANGUAGE, READING AND EXCEPTIONALITIES  
The B.S. degree in Habilitative Science (448A/13.1001) has been deleted from ASU's Academic Program Inventory by the UNC-General Administration. This inactive degree was deleted as part of ASU's response to the "Long-Range Planning Process for 2006-2011" after being identified as a low productivity degree program. [EFF. MAY, 2006]
4. **Undergraduate Catalog Deadline** - The January 10, 2007 AP&P Committee meeting will be the deadline for submitting proposals for catalog changes that are to be included in the *2007-2009 UNDERGRADUATE BULLETIN*.
5. **Graduate Catalog Deadline** - The March 7, 2007 AP&P Committee meeting will be the deadline for submitting proposals for catalog changes that are to be included in the next *GRADUATE BULLETIN*.

ELECTION OF CHAIR:

Dr. Dave Haney presided over the next agenda item: Election of Chair for the AP&P Committee. Dr. Haney noted that the new guidelines for University Committees state that "Every committee will select a chair for the academic year at their first fall semester meeting." He then opened the floor for nominations for the position of Chair of the AP&P Committee. Dr. Dan Hurley nominated Dr. Jeff Butts, and Dr. Butts accepted the nomination. There being no further nominees, a motion was approved to close the nominations. Dr. Jeff Butts was elected by acclamation to serve as Chair of the AP&P Committee for the 2006-2007 academic year.

VOTE 3                      YES 10                      NO 0                      ABSTAIN 1

SELECTION OF A PARLIAMENTARIAN:

Dr. Butts noted that Mr. Justin Viens served as the Parliamentarian for the AP&P Committee during the 2005-2006 academic year. Since Mr. Viens is no longer a member of this committee, Dr. Butts asked for volunteers who would be willing to serve in that role. Dr. Rodney Duke nominated Dr. Julie Horton, and she accepted. Dr. Julie Horton will serve as Parliamentarian for the AP&P Committee during the 2006-2007 academic year.

NEW BUSINESS:

Before the items under "New Business" were introduced, Dr. Butts explained that the agenda will now be prepared using a new plan to rotate the order in which proposals are considered each month. We will rotate through the colleges/school alphabetically, and even if the colleges/school do not have proposals to be considered each month, they will still be rotated in the same order. Beginning with today's meeting, we will consider proposals in the following order: the College of **Arts and Sciences**, the Walker College of **Business**, the Reich College of **Education**, the College of **Fine and Applied Arts**, and the Hayes School of **Music**. For our next meeting, we will start with the Walker College of Business proposals, and we will continue in that order.

Dr. Rainer Goetz presented one proposal from the College of Arts and Sciences for the Department of Physics and Astronomy.

Proposal PHY AST 05-25 from the Department of Physics and Astronomy was approved as amended as follows (EFF. SPRING, 2008):

1. Course addition:

**PHY 3150. Physical Principles of Meteorology/(3).S.Even-numbered years.**

An introductory survey of the principles of atmospheric science. Included are physical properties of the atmosphere, extra-tropical synoptic scale disturbances, cloud microphysical processes, precipitation, clouds, thunderstorms, hurricanes, radiative transfer and global energy balance. Air pollution meteorology, weather forecasting models and climatic modeling. Lecture two hours, laboratory two hours. Prerequisite: one college course in chemistry, physics, or weather and climate.

VOTE 4                      YES 11                      NO 0                      ABSTAIN 0

Dr. Heather Hulburt presented proposals from the Walker College of Business for the Department of Computer Information Systems.

Proposals CIS 1.0506 through CIS 13.0506 from the Department of Computer Information Systems were approved as amended as follows (EFF. FALL, 2007):

1. Course addition:

**CIS 4685. Object-Oriented Programming with Java/(3).On Demand.**

This course will introduce the student to object-oriented (OO) methodologies including modeling using OO CASE tools, encapsulation, polymorphism, and inheritance. Students will have the opportunity to learn programming techniques in Java, program documentation, classes and methods, loops, arrays, streams, exception handling, file I/O, dynamic data

structures, recursion and building applets. Prerequisite: CIS 4680.

2. Change the semester offering of CIS 3610 from F;S. to On Demand.

3. Change the course description of CIS 3710 to read as follows:

**CIS 3710. Emerging Technologies/(3).F;S.**

This class is designed for students with an interest in technology and its various applications not only in the business realm, but also in society at large. Topics of study will range from technologies that are highly specialized to certain industries or segments of the population to those that are highly mainstream. Students will evaluate the validity of new technologies, the “shelf-life” of these technologies and impacts on industry and society. The student will use mobile technologies and learn to program mobile devices.

4. Change the semester offering of CIS 3820 from F. to On Demand.

5. Change the course numbering of CIS 4610 to CIS 3620, delete the prerequisite statement, and delete the “Dual-listed with CIS 5610.” statement. (CIS 5610 is not being deleted.)  
[DELETE CIS 4610 and ADD CIS 3620 to read as follows.]

**CIS 3620. Global Information Technologies/(3).On Demand.**

This course presents students with the concepts and issues inherent in global information technology. The course examines the issues associated with using technology in a global environment, how global systems are developed, how culture, language, etc. impact systems and their development, outsourcing, strategies for global systems development and use, and issues facing Far East, European, Latin America, and Third World countries. (SPEAKING; MULTI-CULTURAL)

6. Change the title of CIS 4620. IS Strategy, Policy, and Governance; change the semester offering, the course description, and the prerequisite statement; and delete the “Dual-listed with CIS 5620.” statement. (CIS 5620 is not being deleted.) The revised course description will read as follows:

**CIS 4620. IS Strategy and Ethics/(3).F;S.**

This course examines how to effectively lead an information systems organization. Chief Information Officers are tasked to take part in determining corporate strategy based on information technology and its potential role in corporate objectives - while determining the IS (Information System) strategy to most effectively implement the corporate strategy in terms of information technology, IS personnel, data, and telecommunications. That IS strategy focus of this course will be on the ethical and privacy issues related to security enhancement and the growing use of the Internet. IS governance will include personnel issues, legal and financial obligations, data privacy and security, vendor relations, and business unit liaison. This course will also examine how information systems impact both individuals and organizations. Cultural, ethical, moral, human interaction, privacy, security, and relationship issues will be analyzed; ethical and privacy issues related to security enhancement and the growing use of the Internet will be examined. Prerequisite: CIS 3050.

7. Change the title of CIS 4630. Advanced Data Management; change the semester offering and the course description; and delete the “Dual-listed with CIS 5630.” statement. (CIS 5630 is not being deleted.) The revised course description will read as follows:

**CIS 4630. Advanced Data Management with Oracle/(3).F;S.**

Students will have the opportunity to learn database development techniques using Oracle

products including database, designer and developer. Data mining is a broad area dealing with the analysis of large volumes of data that integrates techniques from several fields including machine learning, statistics, pattern recognition, artificial intelligence, and database systems. Data mining is a rapidly growing field that supports decision-making by detecting patterns, devising rules, identifying new decision alternatives and making predictions about the future. The course objective is to present the leading data management techniques using Oracle and their applications to real-world problems. The course is organized around a number of well-defined data mining tasks such as description, classifications, estimation, predictions, and affinity grouping and clustering. The topics covered include: introduction to knowledge discovery in the databases (KDD), statistical methods, emerging modeling techniques such as neural networks, and others. Prerequisite: CIS 3750.

8. Delete the "Dual-listed with CIS 5680." statement from CIS 4680. (CIS 5680 is not being deleted.)
9. Change the semester offering of CIS 4710 from E to On Demand, and delete the "Dual-listed with CIS 5710." statement from CIS 4710. (CIS 5710 is not being deleted.)
10. Change the title of CIS 4720, Advanced Internet Technologies; change the semester offering, the course description, and the prerequisite statement; and delete the "Dual-listed with CIS 5720." statement. (CIS 5720 is not being deleted.) The revised course description will read as follows:  
**CIS 4720. Internet and Supply Chain Technologies/(3).F;S.**  
 In this course, students will have the opportunity to learn the technologies that are commonly used to develop e-business. These enabling technologies include ASP.NET, VB Script, Java2EE, XML, Web Service, XHTML, DHTML, Java Script, JSP, among others. Among the technologies that this course covers are supply chain and distribution channels, including enterprise resource planning (ERP) systems. This course concentrates on the skills to use these technologies and the business processes that drive Internet development. Prerequisites: CIS 3050 and CIS 3750.
11. Change the course numbering of CIS 4830 to CIS 3840, change the semester offering, and delete the "Dual-listed with CIS 5830." statement. (CIS 5830 is not being deleted.)  
 [DELETE CIS 4830 and ADD CIS 3840.]  
**CIS 3840. Managing Security/(3).F;S.**
12. Change the semester offering of CIS 4840 from S to On Demand, change the prerequisite statement to read as follows: "Prerequisite: CIS 3840." and delete the "Dual-listed with CIS 5840." statement from CIS 4840. (CIS 5840 is not being deleted.)
13. Delete the "Dual-listed with CIS 5850." statement from CIS 4850. (CIS 5850 is not being deleted.)

VOTE 5

YES 11

NO 0

ABSTAIN 0

Dr. Charles Duke presented proposals from the Reich College of Education for the Department of Human Development and Psychological Counseling.

Proposals HPC 1-3 from the Department of Human Development and Psychological Counseling were approved as amended as follows (EFF. FALL, 2007):

1. Course addition:

**HPC 4700. Capstone Seminar in Leadership/(3).S.**

This course is the capstone course for the undergraduate minor in Leadership Studies. It provides students with the opportunity to synthesize their minor coursework and their co-curricular involvement, and it also provides students with the opportunity to develop high level leadership skills such as consensus building and ethical decision-making.

Prerequisites: HPC 2700, senior standing, and consent of the instructor.

2. Change the title of HPC 2700, Introduction to Leadership Development, and change the semester offering and the course description to read as follows:

**HPC 2700. Principles of Leadership/(3).F;S.**

Designed to introduce students to models and theories of leadership and to create an understanding of and an appreciation for the increasing complexity of leading diverse organizations. The course will provide students with opportunities for self-discovery, personal growth and skill development through active learning and group discussions.

3. Add an undergraduate minor in Leadership Studies (CIP 13.1102).

The catalog description will read as follows:

**MINOR IN LEADERSHIP STUDIES**

In collaboration with the Center for Student Involvement and Leadership, the Department of Human Development and Psychological Counseling offers an undergraduate minor in Leadership Studies.

The minor in Leadership Studies (18 s.h.) consists of the following:

Required courses: (6 s.h.)

HPC 2700 Principles of Leadership (3 s.h.)

HPC 4700 Capstone Seminar in Leadership (3 s.h.)

Electives: (12 s.h.)

Twelve semester hours of electives will be chosen with permission of the Chair of the Department of Human Development and Psychological Counseling or her/his designate.

**VOTE 6**                      **YES 10**                      **NO 1**                      **ABSTAIN 0**

Dr. Sarah Jordan presented one proposal from the College of Fine and Applied Arts for the Department of Family and Consumer Sciences.

Proposal FCS-FAA-2005-A&T 1 was approved as follows (EFF. SPRING, 2008):

1. Course addition:

[Note: FCS 4004 was approved for the **W (WRITING)** special designator at the 9/29/06 Core Curriculum Committee meeting.]

**FCS 4004. Merchandising Management: Principles and Practices/(3).S.**

An integrative approach to the role of merchandising management from a qualitative and quantitative perspective. Acquired merchandising concepts and principles are integrated and synthesized for the examination and exploration of the many aspects of merchandising management. Includes simulated management activities such as: case study and role playing. Lecture three hours. Prerequisites: FCS 4000 and FCS 4003. (WRITING)

**VOTE 7**                      **YES 11**                      **NO 0**                      **ABSTAIN 0**

Dr. Butts noted that the last item under “New Business” on today’s agenda was to request volunteers to serve on the SUBCOMMITTEE FOR THE ANNUAL REVIEW OF POLICIES AND PROCEDURES. For the benefit of this year’s new committee members, he explained that the AP&P Committee members approved a recommendation on February 1, 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 solicited volunteers to serve on that subcommittee for the 2006-2007 academic year. Some examples of issues that will need to be considered are: 1) How will we manage the “For Information or Challenge” category that was recently adopted by this body; 2) Continue to review the AP&P Proposal Form; and 3) Look at existing policies and initiate revisions as necessary. The following members volunteered: Mr. Don Rankins, Mr. Todd Powell, Dr. Dan Hurley, and Dr. Jon Beebe.

Dr. Butts noted that he would appoint and charge that subcommittee before our next meeting.

**OLD BUSINESS:**

At the April 26, 2006 AP&P Committee meeting, the report from last year’s SUBCOMMITTEE FOR THE ANNUAL REVIEW OF POLICIES AND PROCEDURES was distributed. Dr. Butts pointed out that we did not have time to consider those recommendations at our last meeting, and he then asked Dr. Dan Hurley to introduce the recommendations in their report.

Dr. Hurley stated that their first assigned task was to revise the AP&P Proposal Form to: eliminate consultations with the Computer Center and Audio-Visual Services (delete sections 1.f.2 and 1.f.3 on Part B of the proposal form); and add a required consultation with the Office of the Registrar (to be included in section 1.f.2 on Part B of the proposal form, and in number 4. on Part A of the proposal form).

In addition to those revisions, the suggestion was also made to revise number 5. on Part A of the proposal form to include the results of consulting the appropriate departmental chairs (provide a narrative statement to explain if the persons contacted were supportive or unsupportive of the proposed changes).

A motion as approved to accept the Recommendation #1 to revise the AP&P Proposal Form as noted above.

**VOTE 8**                      **YES 11**                      **NO 0**                      **ABSTAIN 0**

Dr. Hurley continued with the subcommittee's report.. The second task assigned to the subcommittee was to determine the appropriate deadlines for the effective dates of AP&P proposals. The following text was submitted for approval:

“Proposals for changes in academic policies, procedures, courses and programs to become effective for the following fall term must reach the AP&P Committee for consideration and possible recommendation for approval **no later than its regularly scheduled February meeting**. Proposals for significant changes seeking positive recommendations in the fall term to become effective in the following spring term must reach the AP&P Committee **no later than its regularly scheduled September meeting**.”

A motion was approved to amend the last sentence in the above statement to read as follows: “Proposals for significant changes seeking positive recommendations in the fall term to become effective in the following spring term must reach the AP&P Committee **no later than its regularly scheduled September meeting last meeting of the spring semester**.”

**VOTE 9                      YES 11                      NO 0                      ABSTAIN 0**

There were no further amendments to the motion. The amended motion regarding the appropriate deadlines for the effective dates of AP&P Proposals was approved as amended.

**VOTE 10                      YES 11                      NO 0                      ABSTAIN 0**

The third task asked for a recommendation of a process which will bring the membership of the AP&P into compliance with our newly adopted governance manual while at the same time allowing existing members to serve the remainder of their appointed terms. Dr. Butts responded that this item did not need to be considered because the Faculty Senate approved additional changes to the AP&P Committee membership composition at their meeting on April 24, 2006.

Dr. Hurley noted that the subcommittee addressed one additional recommendation to revise the AP&P Proposal Form. A motion was approved to add the following section 5.c. to Part A of the proposal form:

- 5.c.    Is this course dual-listed?    Yes\_\_\_\_\_ No\_\_\_\_\_
- (If so, there must be a separate syllabus attached for the undergraduate and graduate versions of the course.)

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

Dr. Butts thanked the subcommittee for their report and recommendations. The revisions noted above will be included on the AP&P Proposal Form, and a new version will be distributed as soon as possible following approval of these minutes. Dr. Butts, Dr. Dave Haney and Mr. Don Rankins will determine the exact time-line for incorporating the revised AP&P Proposal Form. The Deans' offices will be notified when a new form is ready to be used by all departments/areas on campus.



OTHER:

Dr. Butts noted that he was contacted by Dr. Sue Keefe to see when the General Education Task Force could be included on an AP&P agenda. The General Education Task Force has been developing a document (Educational Goals and Learning Outcomes) that will provide the foundation for a new curriculum model for general education. They would like to present their report to the AP&P Committee and respond to any questions. Because of the time constraints at the regularly scheduled AP&P Committee meetings (to consider proposals in order to meet catalog deadlines) from now until February, 2007 a special meeting has been scheduled to address this issue.

Dr. Butts announced that the AP&P Committee members will meet with representatives from the General Education Task Force on **Wednesday, October 25, 2006 from 3:00-5:00 in the William C. Strickland Conference Room**. This will be an informational session only. No curriculum proposals will be considered at this meeting.

ADJOURNMENT:

The AP&P Committee members voted to adjourn at 4:40 p.m.

**VOTE 12**

**YES 11**

**NO 0**

**ABSTAIN 0**

ACADEMIC POLICIES AND PROCEDURES COMMITTEE  
**October 4, 2006**  
 Vote Record

VOTE SYMBOLS	y (YES)				N (NO)				A (ABSTAIN)			
	1	2	3	4	5	6	7	8	9	10	11	12
<u>Committee Members</u>												
Jon Beebe	y	y	y	y	y	y	y	y	y	y	y	y
John Boyd	y	y	y	y	y	y	y	y	y	y	y	y
Jeff Butts	y	y	A	y	y	N	y	y	y	y	y	y
Eleanor Cook	y	y	y	y	y	y	y	y	y	y	y	y
Dinesh Dave	-	-	-	-	-	-	-	-	-	-	-	-
Rodney Duke	y	y	y	y	y	y	y	y	y	y	y	y
Julie Horton	y	y	y	y	y	y	y	y	y	y	y	y
Dan Hurley	y	y	y	y	y	y	y	y	y	y	y	y
Mark Malloy	-	-	-	-	-	-	-	-	-	-	-	-
Ron Marden	-	-	-	-	-	-	-	-	-	-	-	-
Kay Taylor	y	y	y	y	y	y	y	y	y	y	y	y
Todd Powell	y	y	y	y	y	y	y	y	y	y	y	y
Brandon Chatman	-	-	-	-	-	-	-	-	-	-	-	-
Greg Pittman	y	y	y	y	y	y	y	y	y	y	y	y
Beth Todd	y	y	y	y	y	y	y	y	y	y	y	y

\*\*\*\*\*

The recommendations of the Academic Policies and Procedures Committee, at its October 4, 2006 meeting are approved.

Stanley R. Aeschleman  
 Stanley R. Aeschleman  
 Provost and Executive Vice Chancellor

10/30/06  
 Date

\*\*\*\*\*