

MINUTES OF THE MEETING  
OF THE ACADEMIC POLICIES AND PROCEDURES COMMITTEE  
October 5, 2011

The Academic Policies & Procedures Committee met on Wednesday, October 5, 2011 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. Karen Caldwell, Dr. Dinesh Davé, Dr. Lisa Curtin Grizzard, Dr. Ellie Hoffman, Dr. Joe Klein, Dr. Jeff McBride, Dr. Ray Russell, Dr. René Salinas, Dr. Derek Stanovsky, Dr. Jesse Taylor (Parliamentarian), Mrs. Betsy Williams, Dr. Chris Yang, Mr. Joe Gill, Ms. Alex McPherson, and Mr. Dalton Miller. Committee member excused: Mr. West Caudle.

At 3:00 p.m., Kern Maass noted that we have a quorum and he called the meeting to order.

INTRODUCTION OF NEW MEMBERS:

Kern welcomed everyone and then introduced the following new voting members (including three new members that were added by the Faculty Senate as approved on April 25, 2011 to increase the number of faculty on the AP&P Committee from 12 to 15 voting members for better representation across the campus):

- Faculty: Dr. René Salinas (Department of Mathematical Sciences), Dr. Lisa Curtin Grizzard (Department of Psychology), Dr. Karen Caldwell (Department of Human Development and Psychological Counseling), Dr. Ellie Hoffman (Department of Reading Education and Special Education), Dr. Chris Yang (Department of Communication), Dr. Joe Klein (Department of Communication Sciences and Disorders), and Mrs. Betsy Williams (Library). One additional faculty member will be appointed by the Faculty Senate at their next meeting.
- Graduate Student: Mr. Joseph (Joe) Gill
- Undergraduate Students: Ms. Alexandria (Alex) McPherson, Mr. Dalton Miller, and Mr. West Caudle (in absentia).

Kern thanked everyone (returning members and new members) for serving on the AP&P Committee. He also reminded the voting members to let us know in advance if you have to miss a meeting. We must have at least 13 of the 19 voting members present for a quorum.

ELECTION OF CHAIR:

Dr. Mike Mayfield 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 ...17...                      NO ...0...                      ABSTAIN ...0...**

Hearing no objections, **a motion was then approved to elect Mr. Kern Maass as Chair of the AP&P Committee for the 2011-2012 academic year.**

**VOTE 2                      YES ...17...                      NO ...0...                      ABSTAIN ...0...**

**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. Dr. Jesse Taylor volunteered.

Hearing no objections to this appointment, Kern thanked Dr. Taylor for agreeing to serve as the Parliamentarian for the AP&P Committee for the 2011-2012 academic year.

**MINUTES:** (*Copies are available at [www.app.appstate.edu](http://www.app.appstate.edu) – click on “Minutes”*).

The AP&P Committee minutes from the **February 9, 2011** meeting were approved with the following corrections:

1. (Page 4, numbers 13. and 14.) Correct the course descriptions for CSD 3368 (American Sign Language I) and CSD 3370 (American Sign Language II) by removing the “Prerequisite: admission to the Communication Disorders program.” statement from those two courses. The prerequisite was added by mistake when the minutes were prepared.
2. (Page 34, under the Program of Study for the M.A. in Child Development: Birth through Kindergarten) Correct the API code for the Teaching Concentration. It should read (548B)[T] instead of (548B).
3. (Page 37, number 1. under the Department of Technology proposals) Correct the following course number: GRA 2102 (not GRA 2101) was deleted.
4. (Page 45, under the catalog copy for “The Instructional Program”) Correct the following title: instead of Faculty Coordinator of General Education, it should read Director of General Education.

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

The AP&P Committee minutes from the **March 2, 2011** meeting were approved with no corrections.

**VOTE 4                      YES ...14...                      NO ...0...                      ABSTAIN ...3...**

The AP&P Committee minutes from the **April 6, 2011** meeting were approved with no corrections.

**VOTE 5                      YES ...14...                      NO ...0...                      ABSTAIN ...3...**

**ANNOUNCEMENT: FIO items approved by the General Education Council**

The General Education Council, at its April 15, 2011 meeting, approved the following items. These approvals are presented to the AP&P Committee FOR INFORMATION ONLY:

**Out of State AA and AS degrees evaluations:**

Proposal: Upon request from the Office of Transfer Articulation (OTA), an out-of-state Associate of Arts (AA) or Associate of Science (AS) degree will be evaluated by a committee of three persons from the General Education Office for the purpose of determining whether the AA/AS degree completes General Education Program

requirements at Appalachian State University. A motion was made and seconded at the General Education Council meeting on 4/15/11 to approve the proposal contingent upon the General Education committee (Faculty Coordinator, Director, and Assistant Director of General Education) creating, by Fall 2011, criteria and guidelines for what needs to be included to meet similar student learning outcomes and/or philosophy. Carter Hammett-McGarry suggested that Jane Rex be an advisor to the committee.

**Substitutions for Contemporary Science:**

The chairs of the Geology, Biology, Chemistry, and Physics and Astronomy departments have agreed to delete the four two semester hour courses currently populating the Contemporary Science theme, effective Fall 2011. It is likely that some students have begun but not completed this theme. The chairs of the departments involved in the theme have proposed the following substitutions:

- 1) Students who have completed GSP 1010 and GSC 1020 can complete their Science Inquiry requirement by completing 4 semester hours of BIO or GLY in another Science Inquiry theme.
- 2) Students who have completed GSG 1030 and GSB 1040 can complete their Science Inquiry requirement by completing 4 semester hours of PHY or CHE in another Science Inquiry theme.

**GEN ED: Junior Writing in the Discipline (WID) (Effective: Fall, 2012)**

Add the Junior Writing in the Discipline (WID) attribute to:

TEC 3038. Commercial Construction Technology (3 s.h.) (WRITING)

[NOTE: Change the prerequisite statement for TEC 3038 to read as follows:

“Prerequisites: ENG 2001 or its equivalent, MAT 1025, TEC 2708, and TEC 2758.”]

**GEN ED: Junior Writing in the Discipline (WID) (Effective: Fall, 2012)**

Remove the Junior Writing in the Discipline (WID) attribute from:

TEC 3728. Residential Architecture (3 s.h.)

**GEN ED: Aesthetic Perspective (Theme: “Creative Expressions of Culture”)**

IDS 2302. Freudian Dreams (3 s.h.) (Effective: Fall, 2011)

WGC 2302. Tangents: Freudian Dreams (3 s.h.) (Effective: Fall, 2011)

**ANNOUNCEMENT: Memo regarding science labs frequency of meeting**

Dr. Mike Mayfield initiated discussions regarding the next item on today’s agenda:

Memo from Provost Lori Gonzalez and Interim Provost Lorin Baumhover (*This memo and the attachments are posted on AP&P’s AsULearn site at [www.asulearn.appstate.edu](http://www.asulearn.appstate.edu).*)

“The Science Enrollment Task Force was convened in February 2011 and worked through May 2011 to examine trends in science enrollment at ASU, identify pinch points for seat availability, and find solutions to those problems. The Task Force found that lab seats are the most critical limiting factor for delivery of courses in Chemistry, Biology, and Physics that are required by rapidly growing majors such as Biology, Chemistry, Nursing, Exercise Science, and Environmental Science. Lab space is being used from 8:00 a.m. through early evening five days a week and it is highly unlikely that new labs can be built in the next five years. As a result, these three departments have made plans to adjust the format and timing of lab sections associated with the courses that are taken by non-majors. These new schedules will allow the departments to offer high-quality lab instruction to many more students without the expense of building new classroom facilities.

Each of these departments is preparing a full set of AP&P proposal forms for submission this fall. As a result of the budget crisis and rapid growth in the programs mentioned above, we simply cannot meet the student demand for these courses without switching to the new laboratory

meeting patterns immediately. It is necessary to implement these changes this fall semester, so I have approved those changes for the 2011-2012 academic year.”

The lab courses that are covered by this decision are the following:

- BIO 1101. Biology in Society I (4).F;S.
- BIO 1102. Biology in Society II (4).F;S.
- CHE 2203. Organic Chemistry Laboratory I (1).F;S.
- PHY 1103-PHY 1104. General Physics I-II (4-4).F;S.-F;S.

Dr. Mayfield gave a quick outline, noting that adjustments had to be made this past summer in order to serve the demands for science labs in the fall and that the solution noted in the memo above is only a temporary solution that was approved by Interim Provost Baumhover for a one-year approval (the 2011-2012 academic year). Dr. Mayfield also noted that even with these changes in place, we can't offer enough courses to meet the demands. The AP&P Committee members expressed a number of concerns and asked questions. A summary of today's discussions indicated an overall concern about the impact on student learning in the labs.

#### OTHER ANNOUNCEMENTS:

- The name of the **Department of Technology (TEC)** has been changed to the **Department of Technology and Environmental Design (TEC)**. This department name change was approved by Interim Provost Baumhover and Chancellor Peacock on April 19, 2011, effectively immediately. For catalog and Banner (Student) purposes, the department name change is Effective: Fall, 2011. The abbreviation for the name of the department will continue to be TEC and the current course prefixes will also remain as is (TEC, GRA, IND, and INT).
- **Catalog Deadline:** The February 1, 2012 AP&P Committee meeting is the deadline for all undergraduate and graduate course and degree requirement changes that are to be included in the *2012-2013 Undergraduate Bulletin* and the *2012-2013 Graduate Bulletin and Course Catalog*. All proposals for that meeting must be submitted to AP&P from the Deans' offices by January 6, 2012.
- **Reminder:** A checksheet is now called a program of study (as approved at the 12/1/10 AP&P Committee meeting). All departments/programs are asked to make this change on the 2012-2013 programs of study for all undergraduate majors.

#### NEW BUSINESS:

Dr. Heather Hulburt Norris presented one proposal from the Walker College of Business.

A motion was made and seconded to consider the proposal COB\_BUS\_2011\_03 to change the requirements for admission into the Walker College of Business to better ensure that students create a solid foundation for their upper level business courses. Following questions about the minimum grade required for MAT 1030 being changed to a “C-” versus the minimum grade of “C” required for ENG 1000 and ENG 2001, **a motion was then approved to amend #4. of the proposed catalog description by dividing it into two parts (#4. and #5.) to clarify those admission requirements.**

**VOTE 6**

**YES ...17...**

**NO ...0...**

**ABSTAIN ...0...**

Proposal COB\_BUS\_2011\_03 from the Walker College of Business was approved as amended as follows (EFFECTIVE: FALL, 2012):

1. Change the requirements for admission into the Walker College of Business (WCOB) as follows: require a C- or better in each of MAT 1030, ACC 2100, ACC 2110, ECO 2030, ECO 2040, ECO 2100, and LAW 2150 for admission into the WCOB. Also require a C- or better in CIS 1026 if used to satisfy the basic Computer Skills Proficiency Test admission requirement. The revised catalog description will read as follows:

To be admitted to the Walker College of Business, a student must:

1. Obtain credit for at least 60 semester hours
2. Obtain a cumulative grade-point average of at least 2.5 based on at least twelve graded semester hours at Appalachian State University
3. Remove all grades of “I” (incomplete) from her/his academic record. Students with outstanding grades of “I” will NOT be admitted to the Walker College of Business.
4. Obtain credit for ENG 1000 and ENG 2001 or equivalent courses with a minimum grade of “C” in each.
5. Obtain credit for MAT 1030 (or MAT 1110) with a minimum grade of “C-”
6. Obtain credit for the following College of Business lower level core courses with an overall grade-point average of at least 2.0 and a minimum grade of “C-” in each course: ACC 2100, ACC 2110, ECO 2030, ECO 2040, ECO 2100, LAW 2150 (STT 2810 can substitute for ECO 2100.)
7. Demonstrate Computer Proficiency by passing either a College of Business basic Computer Skills Test or CIS 1026 with a minimum grade of “C-”.

**VOTE 7                      YES ...17...                      NO ...0...                      ABSTAIN ...0...**

SUBCOMMITTEE FOR ANNUAL REVIEW OF POLICIES AND PROCEDURES:

Kern asked for volunteers to serve on the SUBCOMMITTEE FOR ANNUAL REVIEW OF POLICIES AND PROCEDURES. 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.**” The subcommittee (appointed annually) makes recommendations to the AP&P Committee as a whole.

The following AP&P Committee members volunteered to serve on the subcommittee: Dr. Jon Beebe, Dr. Ray Russell, Dr. Jesse Taylor, and Ms. Jenny Primm. Kern thanked the volunteers and he noted that he will notify everyone when he appoints and charges the subcommittee.

OLD BUSINESS:

There were no items of “Old Business.”

OTHER:

Kern noted that Provost Lori Gonzalez has requested input from the AP&P Committee members about General Education. She would like to hear from AP&P and she will also be consulting with many other groups and individuals on campus before she responds to the General Education Task Force report. Provost Gonzalez would especially like to hear your thoughts about any

remedies or solutions to any problems you have observed with Gen Ed. Please formalize your ideas and discussions regarding any fixes that you would like to suggest for improvements to the General Education program, and please send them by email to [maasskd@appstate.edu](mailto:maasskd@appstate.edu) as soon as possible.

There were no other items of business.

ADJOURNMENT:

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

**VOTE 8                      YES ...16...                      NO ...0...                      ABSTAIN ...0...**

**ACADEMIC POLICIES AND PROCEDURES COMMITTEE**  
**October 5, 2011 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	Y	Y	A	A	A	Y	Y	Y				
Dinesh Davé	Y	Y	Y	Y	Y	Y	Y	Y				
Lisa Curtin Grizzard	Y	Y	A	A	A	Y	Y	Y				
Ellie Hoffman	Y	Y	Y	Y	Y	Y	Y	Y				
Joe Klein	Y	Y	Y	Y	Y	Y	Y	Y				
Kern Maass	Y	Y	Y	Y	Y	Y	Y	Y				
Jeff McBride	Y	Y	Y	Y	Y	Y	Y	Y				
Ray Russell	Y	Y	Y	Y	Y	Y	Y	Y				
René Salinas	Y	Y	Y	Y	Y	Y	Y	Y				
Derek Stanovsky	Y	Y	Y	Y	Y	Y	Y	Y				
Jesse Taylor	Y	Y	Y	Y	Y	Y	Y	Y				
Betsy Williams	Y	Y	Y	Y	Y	Y	Y	Y				
Chris Yang	Y	Y	Y	Y	Y	Y	Y	Y				
Joe Gill	Y	Y	Y	Y	Y	Y	Y	Y				
West Caudle	-	-	-	-	-	-	-	-				
Alex McPherson	Y	Y	Y	Y	Y	Y	Y	-				
Dalton Miller	Y	Y	A	A	A	Y	Y	Y				

The recommendations from the October 5, 2011 Academic Policies and Procedures Committee meeting are approved.

*Lori Stewart Gonzalez*  
Lori Stewart Gonzalez  
Provost & Executive Vice Chancellor

10/24/11  
Date