

MINUTES OF THE MEETING
OF THE ACADEMIC POLICIES AND PROCEDURES COMMITTEE
October 6, 2010

The Academic Policies & Procedures Committee met on Wednesday, October 6, 2010 in the William C. Strickland Conference Room of I.G. Greer Hall (Room 224).

Committee members present: Mr. Kern Maass (Chair), Dr. Jon Beebe, Mr. John Boyd, Dr. Jeff Hirst, Dr. James Ivory, Dr. Ron Marden, Dr. Jeff McBride, Dr. Derek Stanovsky, Dr. Jesse Taylor, Dr. Carol Truett, Ms. Brandy Hopkins, Mr. Thomas Brigman (Parliamentarian), Ms. Kim Seufer, and Mr. Ronnie Trogdon.

Committee member excused: Dr. Dinesh Davé.

At 3:04 p.m., Kern Maass (Chair of the AP&P Committee) noted that we have a quorum and he called the meeting to order. He also asked the members to log in to the AsULearn site for today's meeting.

Kern welcomed everyone and he thanked Dr. Ron Marden, Mr. John Boyd, Dr. Jon Beebe, and Mr. Thomas Brigman for agreeing to serve another term on the AP&P Committee. He also introduced the following new voting members:

Faculty: Dr. Jeff Hirst (Department of Mathematical Sciences) and Dr. Derek Stanovsky (Interdisciplinary Studies Program)

Graduate Student: Ms. Brandy Hopkins

Undergraduate Students: Ms. Kimberly Seufer and Mr. Ronnie Trogdon

Kern also introduced and welcomed the following ex-officio non-voting members:

Ms. Susan Davies (Associate Vice Chancellor for Enrollment Management), Ms. Jenny Primm (Senior Associate Registrar), Dr. Mike Mayfield (Interim Vice Provost for Undergraduate Education), and Dr. Paulette Marty (in absentia) (Faculty Coordinator of General Education). He thanked everyone for being a part of this committee.

MINUTES:

The AP&P Committee minutes from the **January 13, 2010**, **February 3, 2010**, **March 3, 2010**, and **April 21, 2010** meetings were approved with no corrections. (Copies are available at www.app.appstate.edu – click on “Minutes”).

VOTE 1 YES ...14... NO ...0... ABSTAIN ...0...

ANNOUNCEMENTS:

The General Education Council, at its September 24, 2010 meeting, approved the following items with effective dates as noted. These approvals are presented to the AP&P Committee FOR INFORMATION ONLY:

GEN ED: Junior Writing in the Discipline (WID)

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

MUS 3611. Music History and Style III (2 s.h.) (*Effective: Fall, 2010*)

GEN ED: Second Year Writing

WGC 2001. Tangents: Creative Non-Fiction (3 s.h.) (*Effective: Fall, 2011*)

(Note: course only taught in Fall, is currently being taught in Fall 2010 – students currently enrolled will be given second year writing credit individually.)

GEN ED: Policies (*Effective: Immediately*)

Requirements for Returning Core Curriculum Students One Course Short of Completing Core Curriculum:
Students returning to Appalachian under the *forgiveness policy* must graduate under the catalog in force at the time they return.

Students returning to Appalachian after *a break in attendance, but not under the forgiveness policy*, may re-enter under their original catalog or choose any subsequent catalog for a year in which they were enrolled, as long as that catalog is no more than six years old.

RECOMMENDATION: Allow students in the two situations outlined above who are deficient by a single course in Core Curriculum to re-enter Appalachian, complete the one remaining Core Curriculum requirement, and complete the WID and Capstone courses in General Education. This recommendation is in effect until the catalog year policies are resolved in AP&P.

NOTE: Catalog year policies are being discussed by a group representing Enrollment Management, campus advising units, and General Education, under the leadership of the Vice Provost for Undergraduate Education.

OTHER ANNOUNCEMENTS:

Please note that the February 2, 2011 AP&P Committee meeting will be the deadline for submitting proposals to the AP&P Committee for all undergraduate and graduate course and degree requirement changes that are to be included in the *2011-2012 Undergraduate Bulletin* and the *2011-2012 Graduate Bulletin and Course Catalog*.

Mr. Kern Maass commented on the “Communication Protocol for AP&P AsULearn” that was distributed to all members with today’s votesheets and he noted that the new AsULearn site for reviewing proposals has worked out well for this session. It is important that we continue to find ways to make it more efficient. The discussion forums allowed us to work with departments to get proposals ready so that missing forms and other revisions were addressed before the meeting today. The following protocol statement will be posted on the AP&P AsULearn site:

Communication Protocol for AP&P AsULearn

- The Forum component within AsULearn affords us a great opportunity as committee members in making our oversight more efficient both internally and externally. By reviewing proposal documents early in the process we will be able to vet minor deficiencies prior to coming to committee. This will in turn save us time and allow those coming before us to be prepared.
- The merit of each proposal should be left to substantive discussion at our monthly meeting.

As deficiencies are discovered and communicated through AsULearn either Lesa Felker or the Chair of AP&P will forward the discussion items and all questions or concerns to the appropriate department chair/program director (with a copy to their dean’s office as well) and report back where appropriate. The department chair/program director will be asked to either respond to those concerns before the next meeting, or at least be prepared to address them at the AP&P meeting. As integrity and transparency are core values of the AP&P process it is important that we are consistent and reliable in transmitting information and advice.

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. Hearing no objections, **a motion was approved to elect Mr. Kern Maass as Chair of the AP&P Committee for the 2010-2011 academic year.**

VOTE 2 YES ...14... 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 who would be interested in serving as the Parliamentarian. Thomas Brigman, last year's Parliamentarian, volunteered to serve again. Hearing no objections, Thomas will serve as the Parliamentarian for the AP&P Committee for the 2010-2011 academic year.

ROTATION PATTERN FOR PROPOSALS:

Before we started with the items under "New Business," Kern made note of the rotation pattern for proposals that is used in setting the agenda each month. He explained that we rotate the order in which proposals are considered by going in alphabetical order through the colleges/schools, and even if they do not have proposals to be considered that month, they will still be rotated in the following order: Arts and Sciences, Business, Education, Fine and Applied Arts, Graduate School, Health Sciences, Music, and University College.

NEW BUSINESS:

Dr. Dru Henson and Dr. Neva Specht presented proposals from the College of Arts and Sciences for the Departments of Geology, Sociology, and Chemistry.

Proposals from the Department of Geology (5 proposals) were approved as amended as follows (EFFECTIVE: FALL, 2011):

1. Course addition:
GLY 3131. Geochemistry (3).S.
Geochemistry examines the occurrence and movement of elements through global earth systems, including natural and human-modified environments. This course will introduce and investigate processes and factors controlling the geochemical cycles of elements within and between the hydrosphere, lithosphere, atmosphere and biosphere. Students will apply principles learned in lecture to real-world environmental problems. Lecture two hours, laboratory three hours. Prerequisites: GLY 2250, CHE 1101, CHE 1110 and MAT 1110, or permission of the instructor.
2. Change the prerequisite statement for GLY 2745. Preparation of Geologic Reports (Gen Ed: WID) to read as follows: "Prerequisite: GLY 2250."
3. Change the "Prerequisites OR Corequisites" statements for the cross-listed courses GLY 3160/PHY 3160. Introduction to Geophysics to read as follows: "Prerequisites OR Corequisites: one introductory geology course (GLY 1101, GLY 1102, GLY 1103, GLY 1104, GLY 1105, or GLY 1510) plus PHY 1103 (or PHY 1150), and MAT 1110, or permission of the instructor."

4. Change the prerequisite statement for GLY 3220. Fundamentals of Mineralogy to read as follows: “Prerequisite: GLY 2250 or consent of the instructor.”
5. Change the prerequisite statement for GLY 3680. Geoarchaeology to read as follows: “Prerequisite: 4 semester hours of geology or permission of the instructor.”

VOTE 3 YES ...13... NO ...1... ABSTAIN ...0...

Proposals from the Department of Sociology (3 proposals) were approved as amended as follows (EFFECTIVE: FALL, 2011):

1. Course addition:

SOC 4340. Punishment in American Society (3).F.

This course provides a sociological survey of the relationship between crime and physical punishment in American society. Legal practices, such as capital punishment, as well as extralegal practices, such as lynching, are both addressed. The social influence of factors such as religion, race, sex, and class on punishment practices are also examined. Prerequisite: SOC 3340 or SOC 3350.

2. Add a new concentration in Criminology, Deviance and Law (284L) to the Bachelor of Science degree in Sociology (284*/45.1101) and delete the concentrations in: 1) Criminology and Social Control (284E); and 2) Legal Studies (284H). The revised catalog description will read as follows:

The Bachelor of Science degree in Sociology (non-teaching) (284*/45.1101) consists of a minimum of 30 semester hours of sociology and 30 semester hours in a career-oriented concentration.

- A. A minimum of 30 semester hours, including SOC 1000, SOC 3885, SOC 3895, SOC 3950, SOC 3960, and SOC 4450. MAT 1010 should be taken to fulfill the general education quantitative literacy requirement.
- B. A minimum of 30 semester hours in a career-oriented concentration includes courses selected from several departments and disciplines. Courses are specified for each area of emphasis and chosen with the consent of the advisor. All concentrations also require completion of SOC 4390 and SOC 4900.

The six areas of concentration are:

1. Applied Research Methods (284D)
2. Criminology, Deviance and Law (284L)
3. Family Development (284F)
4. Gerontology (284G)
5. Individually Designed (284I)
6. Social Inequalities (284K)

NOTE: Students must petition the department using departmental guidelines to utilize the individually designed concentration.

3. Revise the course requirements for the concentration in Gerontology (284G) under the Bachelor of Science degree in Sociology (284*/45.1101) by adding MGT 3010 and HP 2200 as optional courses under the concentration’s “Content” area, delete ACC 2100 and ACC 2110 from that section, and revise the HCM 2110 and HCM 3130 listings. (The total number of hours required for this degree, 122 s.h., did not change.) [NOTE: The catalog description of this degree will not change; however, the checksheet will be revised and will be available at www.checksheets.appstate.edu and upon request from the Office of Student Services in the College of Arts and Sciences or from the Department of Sociology.]

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

Proposals from the Department of Chemistry (4 proposals) were approved as amended as follows (EFFECTIVE: FALL, 2011):

1. Change the prerequisite statement for CHE 3301. Physical Chemistry I to read as follows: “Prerequisites: CHE 2210, CHE 2211, MAT 1120, PHY 1150, and PHY 1151.”
2. Change the prerequisite and corequisite statements for CHE 3303. Physical Chemistry Laboratory (Gen Ed: WID) to read as follows: “Prerequisites: CHE 2210, CHE 2211, MAT 1120, PHY 1150, and PHY 1151. Corequisite or prerequisite: CHE 3301.”
3. Revise the Bachelor of Arts degree in Chemistry (216A/40.0501) to specify that the additional 5 semester hours of chemistry courses required in the major should be courses at the 3000 or 4000 level. (The total number of hours required for this degree, 122 s.h., did not change.) The revised catalog description will read as follows:

The Bachelor of Arts degree in Chemistry (216A/40.0501) consists of 32 semester hours above the 1000 level. The required courses are: CHE 2201 and CHE 2203, CHE 2202 and CHE 2204, CHE 2210 and CHE 2211, CHE 3000, CHE 3301, CHE 3302, CHE 3303 (Junior Writing in the Discipline), CHE 3304, CHE 3404, CHE 3405, CHE 4000 (Capstone), CHE 4400 and five semester hours elected from other chemistry courses at the 3000 or 4000 level (CHE 3520 and CHE 4610 are not accepted). The chemistry major must take PHY 1150-PHY 1151; an additional six to eight hours in either astronomy, geology, biology, or physics (courses at the 1000 level and PHY 3350 are not accepted); and MAT 1110 and MAT 1120. CHE 3560, CHE 3561, Instrumental Methods of Analysis, and CHE 4580, Biochemistry I, are strongly recommended. If CHE 3560, CHE 3561 and CHE 4580 are chosen, this degree is approved by the American Chemical Society’s Committee on Professional Training. A candidate for the Bachelor of Arts degree in Chemistry may count no more than a total of 46 semester hours above general education requirements in Chemistry.

4. Revise the concentration in Marketing and Business (214D) under the Bachelor of Science degree in Chemistry (214*/40.0501) to specify that the additional 3 semester hours of chemistry courses required in the major should be courses at the 3000 or 4000 level (CHE 3520 and CHE 4610 excluded). (The total number of hours required for this degree, 122 s.h., did not change.) The revised catalog description will read as follows:

Bachelor of Science degree in Chemistry (214*/40.0501) consists of at least 23 semester hours above the freshman level. The required courses are: CHE 2201 and CHE 2203, CHE 2210 and CHE 2211, CHE 3000, CHE 3301, CHE 3303 (Junior Writing in the Discipline), CHE 3404, a senior capstone course, and seven hours selected from other chemistry courses. The chemistry major must take PHY 1150-PHY 1151; an additional six to eight hours in either astronomy, biology, geology, or physics (courses at the 1000 level and PHY 3350 are not accepted); and MAT 1110 and MAT 1120. The student must also select a concentration in a career support area. This concentration must be approved by the department upon entering the Bachelor of Science degree in Chemistry. The concentrations currently available are listed below:

Marketing and Business concentration (214D). Additional required chemistry courses are: CHE 2202, CHE 2204, CHE 4000 (Capstone) and three semester hours of chemistry at the 3000 or 4000 level (excluding CHE 3520 and CHE 4610). Required marketing and business courses: ACC 2100, ECO 2030, MKT 3050, MKT 3220, MKT 3230, and MKT 3900. Recommended electives: ACC 2110, ECO 2040, ECO 2100, LAW 2150, MKT 4620. Completing the required marketing courses listed above with an overall GPA of at least 2.00 qualifies a student to minor in Marketing.

VOTE 5

YES ...14...

NO ...0...

ABSTAIN ...0...

Please note the following changes to today’s agenda:

- Item 5.b. - *The proposals from the College of Fine and Applied Arts (5 proposals from the Department of Art) were withdrawn from today’s agenda. They will be resubmitted to the AP&P Committee after they have been considered by the Teacher Education Council.*

- *Item 5.d. - The proposals from the College of Health Sciences (4 proposals from the Department of Social Work) were withdrawn from today's agenda. They will be resubmitted with a packet of proposals from Social Work at the November 3 AP&P Committee meeting.*
- *The agenda was re-ordered as follows to allow more time for representatives from the Doctoral Program to arrive at today's meeting: Item 5.e. (the proposal from the Hayes School of Music) was considered before Item 5.c. (the proposal from the Doctoral Program for the Graduate School/Reich College of Education).*

Dr. William Peltó presented one proposal from the Hayes School of Music that was approved as follows (EFFECTIVE: FALL, 2011):

1. Change the course description of MUS 5996 and change the credit hours from (4 s.h.) to a range of credit hours (1-4 s.h.). The revised course description will read as follows: **MUS 5996. Creative Project in Music Therapy (1-4).F;S.** Execution and scholarly documentation of a research based clinical project. Graded on an S/U basis. Students who complete these hours over the course of more than one term will receive grades of IP until the project has been successfully defended and has received final approval, at which time all IP grades will be changed to S.

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

One proposal from the Graduate School and the Reich College of Education for the Doctoral Program was approved as follows (EFFECTIVE: SUMMER, 2011):

1. Revise the bulletin description about dissertation grading, including the way final grades are posted. Replace the 3rd and 4th paragraphs under "Dissertation" in the "Academic Requirements and Regulations" section of the *Graduate Bulletin and Course Catalog* to read as follows:

Dissertation grading: Students who are judged by the dissertation committee chair to be making satisfactory progress in the term of enrollment will be assigned a grade of IP (in progress) by the chair for that term. Students who are not progressing satisfactorily will be assigned a grade of U. Students who receive a grade of U will not be permitted to continue.

Completion of dissertation: The dissertation defense should be completed at least 10 calendar days before the last regular class day, and the final draft of the dissertation *must* be submitted to the graduate school no later than 7 calendar days prior to the last regular class day. The Graduate School will review the dissertation for style and format, and return the manuscript to the student within 15 business days of submission.

Students may be required to make modifications and resubmit for additional review prior to signature by the Dean of the Graduate School. Once the Dean has signed the dissertation, the dissertation requirement is met, and the grade in all dissertation hours will be changed by the Registrar from IP to S. This entire approval process must be completed by the day before the next academic term begins or the student will not be eligible to graduate until the next term. For detailed information on the dissertation process, the student should refer to the Thesis and Dissertation Handbook, available from the Graduate School (<http://www.graduate.appstate.edu/students>).

VOTE 7 YES ...14... 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. 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.

Mr. Kern Maass asked for volunteers to serve on this subcommittee and he explained some examples of what this subcommittee may be asked to address this year:

- FYI items might be a topic for the subcommittee to consider. For example: changes to contact hours and credit hours, prerequisite changes, course title changes, etc. Would AP&P be amenable to having those types of changes be FYI items? Currently, the only changes that are accepted using an FYI memo are course numbering changes and semester offering changes.
- The items from last year’s subcommittee will also be addressed.
- DegreeWorks items that are referred to the AP&P Committee.
- The SGA is currently working on a proposal to add an A+ to the grading scale.
- Other items as needed.

The following AP&P Committee members volunteered to serve on the subcommittee: Dr. Carol Truett, 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:

Ms. Susan Davies, Associate Vice Chancellor for Enrollment Management, addressed the next item on today’s agenda: DegreeWorks (a degree audit system requested by the students). She referred to the handout that was included with the votesheets for today’s meeting. That handout was also distributed to the Council of Chairs as a way of summarizing and explaining DegreeWorks and the benefits that it will provide to our campus, along with the implementation timeline, and other information. (*Note: Copies of the handout are available, upon request, from Lesa Felker in the Office of Academic Affairs.*)

Susan noted that two groups have been meeting on a regular basis since May of this year to prepare for the implementation: 1) an oversight team, and 2) a core implementation team. The University purchased the DegreeWorks product from SunGard Higher Education. It will integrate well with Banner to provide a real-time curriculum audit for undergraduate and graduate students. For example, students will be able to look on-line to see how far along they are in their degree, and they will also be able to explore their options if they want to change their degree plans. From an advisor’s perspective, it provides tools that are necessary for advising students. Advisors can make notes in the system that will show a record of what advice was

given to the students. The class seats management perspective lets students list what they will need to take in specific semesters and it also allows the departments and program areas to plan for those requests.

The implementation time-line for 2010-2011 started with the checksheet validation and authentication process (August through November). The core implementation team has been authenticating the catalog to build the system, but realized that the catalog, the checksheets, and current practice have proven to be more difficult with inconsistencies. The core team is working with each college/school to define the areas of concern and they want to deal with the inconsistencies in the most efficient way. Jenny Primm noted that the initial scribing will be done by SunGard. The scribing will begin on November 22, 2010. The decision was made to implement DegreeWorks by starting with the 2009-2010 catalog and checksheets.

Following a number of comments and/or questions from AP&P Committee members and others, Kern Maass thanked Susan Davies for the introduction to DegreeWorks and he commended the core implementation and oversight teams for doing an amazing job of finding inconsistencies and identifying what does not comply with AP&P.

Kern also noted that a proposal is in the works to come forward to the AP&P Committee from the Deans' Council with proposed recommendations and resolutions regarding the discrepancies identified during the DegreeWorks catalog authentication process.

There were no other items of business.

ADJOURNMENT:

The AP&P Committee members voted to adjourn at 4:00 p.m.

VOTE 8 YES ...14... NO ...0... ABSTAIN ...0...

ACADEMIC POLICIES AND PROCEDURES COMMITTEE
October 6, 2010
 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					
John Boyd	Y	Y	Y	Y	Y	Y	Y	Y					
Dinesh Davé	-	-	-	-	-	-	-	-					
Jeff Hirst	Y	Y	N	Y	Y	Y	Y	Y					
James Ivory	Y	Y	Y	Y	Y	Y	Y	Y					
Kern Maass	Y	Y	Y	Y	Y	Y	Y	Y					
Ron Marden	Y	Y	Y	Y	Y	Y	Y	Y					
Jeff McBride	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					
Carol Truett	Y	Y	Y	Y	Y	Y	Y	Y					
Brandy Hopkins	Y	Y	Y	Y	Y	Y	Y	Y					
Thomas Brigman	Y	Y	Y	Y	Y	Y	Y	Y					
Kim Seufer	Y	Y	Y	Y	Y	Y	Y	Y					
Ronnie Trogdon	Y	Y	Y	Y	Y	Y	Y	Y					

 The recommendations from the October 6, 2010 Academic Policies and Procedures Committee meeting are approved.

Lorin Baumhover
 Lorin A. Baumhover
 Interim Provost & Executive Vice Chancellor

11/1/10
 Date
