

MINUTES OF THE MEETING
OF THE ACADEMIC POLICIES AND PROCEDURES COMMITTEE
October 7, 2009

The Academic Policies & Procedures Committee met on Wednesday, October 7, 2009 in the William C. Strickland Conference Room of I.G. Greer Hall (Room 224).

Committee members present: Dr. Jeff Butts (Chair), Dr. Jon Beebe, Mr. John Boyd, Dr. James Ivory, Dr. Leslie Sargent Jones, Mr. Kern Maass, Dr. Ron Marden, Dr. Jeff McBride, Dr. Jon Saken, Dr. Carol Truett, Ms. Rachel Stratton, Mr. Andy Ball, Mr. Thomas Brigman (Parliamentarian), and Mr. P.A. Rowe. Committee member absent: Dr. Dinesh Davé.

At 3:04 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. Leslie Sargent Jones (Heltzer Honors Program), Mr. Kern Maass (Department of Technology), and Dr. Jeff McBride (Department of Health, Leisure and Exercise Science).

One additional faculty member will be appointed by the Faculty Senate at their next meeting.

Graduate Student: Ms. Rachel Stratton.

Undergraduate Students: Mr. P.A. Rowe, Mr. Andy Ball, and Mr. Thomas Brigman.

(Dr. Butts noted that Andy and Thomas are both returning members and he thanked them for agreeing to serve on this committee for another academic year.)

Dr. Butts also introduced and welcomed: Dr. William Pelto (Dean of the Hayes School of Music), Ms. Susan Davies (Associate Vice Chancellor for Enrollment Management), Mr. Nic Rudisill (Mr. Rudisill and Ms. Lynne Waugh will both represent Academic Advising), Mr. Toni Becvinovski (Mr. Becvinovski is in charge of the CurricUNET project), Mr. Mike Grady (Chair of the Department of Art), and Dr. Rose Reinhart, University Registrar (in absentia).

MINUTES:

AP&P Committee minutes from the **November 5, 2008, December 3, 2008, January 14, 2009, February 4, 2009, and March 4, 2009** meetings were approved.

(Copies are available at www.app.appstate.edu - click on "Minutes").

VOTE 1 YES 12 NO 0 ABSTAIN 1

ANNOUNCEMENTS:

Please remember that the February 3, 2010 AP&P Committee meeting will be the deadline for considering proposals with a Fall, 2010 effective date for undergraduate and graduate course and degree requirement changes to be included in the *2010-2011 Undergraduate Bulletin* and the *2010-2011 Graduate Bulletin and Course Catalog*.

Dr. Butts asked Mr. Toni Becvinovski for an update regarding CurricUNET and reminded everyone that the January 13, 2010 AP&P meeting will be the last AP&P meeting to accept paper proposals. After that time, all curriculum proposals must be in the CurricUNET system. Mr. Becvinovski noted that the system is ready to use and that all faculty members have been authorized to originate proposals. He encouraged departments and programs to begin entering course and degree changes in CurricUNET but he also pointed out that the approval process to move proposals forward is not

operational at this time. He has contacted the deans from each college/school to request the missing names of departmental curriculum committee members and he expects to have the approval process enabled by next week. He also noted that members may begin receiving proposals electronically to be considered for approval at our next AP&P Committee meeting. Members will start receiving emails from CurricUNET as soon as the approval system is operational.

Dr. Butts spoke about 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 each month by going in alphabetical order through the colleges/schools, and even if the colleges/schools do not have proposals to be considered that month, they will still be rotated in the following order: 1) Arts and Sciences, 2) Business, 3) Education, 4) Fine and Applied Arts, 5) Graduate School, 6) Music, and 7) University College. At the appropriate time, we will add the new College of Health Sciences and Allied Professions to this rotation.

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. Hearing no objections, **a motion was approved to elect Dr. Jeff Butts as Chair of the AP&P Committee for the 2009-2010 academic year.**

VOTE 2 YES 12 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 if no one else is interested. Upon agreement from the AP&P Committee members, Mr. Thomas Brigman was selected to serve as the Parliamentarian for the AP&P Committee for the 2009-2010 academic year.

NEW BUSINESS:

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

Proposal MGT 1.0910 was approved as follows (EFFECTIVE: FALL, 2010):

1. Revise the list of elective course options for the Entrepreneurship concentration (355B) under the Bachelor of Science in Business Administration degree in Management (355*/52.0201) by deleting MGT 3190, MGT 3900, MGT 4680 and MKT 3220 from the list of electives; and add MGT 3800, MKT 3052, FIN 3071, and FIN 3690 to the list of electives. (*NOTE: In response to concerns about MGT 3190 and MGT 3900 being deleted from the list of electives, it was explained that students could still take one of those courses for elective credit as part of the "One other elective approved by the departmental chair" option under the list of electives.*) The total number of hours required for this degree, 122 s.h., did not change. The revised catalog description for this concentration will read as follows:

The Bachelor of Science in Business Administration degree in Management (355*/52.0201)

a. Entrepreneurship concentration (355B) (18 semester hours)

MGT 3060 Understanding Entrepreneurship

MGT 4650 New Venture Creation

And twelve semester hours of electives from the following list:

MGT 3170 Fostering and Managing Creativity

MGT 3660 Negotiation and Conflict Resolution

MGT 3800 International Management

MGT 4700 Contemporary Issues in Management and Leadership

MKT 3052 Professional Selling

MKT 4610 Consumer Behavior

MKT 4620 Marketing Research

FIN 3071 Principles of Risk Management and Insurance

FIN 3690 Financial Management

One other elective approved by the departmental chair

VOTE 3

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.”** Dr. Butts explained that the subcommittee (appointed annually) makes recommendations to the AP&P Committee as a whole. He then asked for volunteers who are willing to serve on this subcommittee.

Dr. Haney pointed out that one thing that will be under discussion in the Provost’s office this year is a review process for off-campus programs and on-line course offerings. He suggested that members interested in that issue should consider volunteering to serve on the subcommittee.

The following AP&P Committee members volunteered to serve on the subcommittee: Dr. Jon Saken, Dr. Carol Truett, Dr. Jon Beebe, Ms. Tina Parlier, and Ms. Rachel Stratton. Dr. Butts noted that he has already asked Dr. Rose Reinhart, as Registrar, to be on this committee. He 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” to discuss.

OTHER:

Dr. Dave Haney announced that the UNC General Administration has established a new process and guidelines for vetting degree programs. He explained that they have added a new step to the current procedures to plan and establish new degree programs. There will be a disciplinary review panel for new programs that will meet by video conference before the proposed new programs can be submitted to the Board of Governors for their approval. The review panels may consider how each of the proposed new programs would serve the needs of the state and avoid duplication of existing programs.

Dr. Holly Hirst asked if departments will still be expected to go through the current AP&P process for adding new programs which includes the Appendix C and all proposed courses and degree

requirements even though it might get shot down at the disciplinary review level. Do we want faculty and departments to spend all that time and research into planning a new degree program without some assurance that it will even be considered for approval?

Dr. Haney responded that there are many unknowns at this point, but he plans to contact General Administration to double-check on the expectations regarding the new process. He noted that ASU's proposed pre-licensure Nursing program that the AP&P Committee approved on April 1, 2009 will be considered by a disciplinary review panel on October 28. It is his understanding that people from that discipline have been asked to serve on that review panel. At this point, there are no clear lines of authority, but as he learns more, he will inform the deans, departmental chairs and program directors about this new process.

Dr. Jon Beebe asked about the status of the motions made at the April 29 AP&P meeting: 1) the motion regarding the use of cell phones and other electronic devices in class; and 2) the motion regarding the talking points document on issues in undergraduate programs. Dr. Butts explained that the Provost has not had the opportunity to take any action on those recommendations because the minutes from the April 29 meeting have not yet been completed. Dr. Butts will meet with the Provost to discuss the recommendations made by the AP&P Committee as soon as the minutes are finalized.

ADJOURNMENT:

The AP&P Committee members voted to adjourn at 3:30 p.m.

VOTE 4

YES 13

NO 0

ABSTAIN 0

ACADEMIC POLICIES AND PROCEDURES COMMITTEE
October 7, 2009
 Vote Record

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

1 2 3 4

Committee Members

Jon Beebe	y	y	y	y
John Boyd	y	y	y	y
Jeff Butts	y	A	y	y
Dinesh Davé	-	-	-	-
James Ivory	y	y	y	y
Leslie Sargent Jones	A	y	y	y
Kern Maass	y	y	y	y
Ron Marden	-	-	y	y
Jeff McBride	y	y	y	y
Jon Saken	y	y	y	y
Carol Truett	y	y	y	y
Rachel Stratton	y	y	y	y
Andy Ball	y	y	y	y
Thomas Brigman	y	y	y	-
P.A. Rowe	y	y	y	y

The recommendations of the Academic Policies and Procedures Committee, at its October 7, 2009 meeting are approved.

<u>Stanley R. Aeschleman</u>	<u>10/29/09</u>
Stanley R. Aeschleman	Date
Provost and Executive Vice Chancellor	
