

MINUTES OF THE MEETING
OF THE ACADEMIC POLICIES AND PROCEDURES COMMITTEE
December 3, 2003

The Academic Policies and Procedures Committee held its regular monthly meeting on Wednesday, December 3, 2003 in Room 224 of I.G. Greer Hall beginning at 3:02 p.m. Committee members present: Mr. John Abbott, Dr. Jon Beebe, Dr. Mike Dotson, Dr. Ed Folts, Dr. Holly Hirst, Dr. Dan Hurley, Dr. Ron Marden, Dr. Margot Olson, Dr. Diana Quealy-Berge, Ms. Sammye Sigmann, Dr. Gayle Weitz, Ms. Erin Flynn, Mr. Chris Pereira, and Ms. Christina Tadlock. Committee member excused: Ms. Arwen Carter.

Dr. Tim Burwell called the meeting to order. He referred back to the November 5, 2003 AP&P Committee meeting which included a discussion about how abstention votes should count. At the November meeting, Dr. Burwell asked Ms. Christina Tadlock (Parliamentarian for the AP&P Committee) to research that issue and to be prepared to report her findings at the December meeting.

Ms. Tadlock reported that abstention votes are not counted in figuring the majority vote for this committee.

The May 7, 2003 minutes were approved as distributed.

VOTE 1	YES <u>13</u>	NO <u>0</u>	ABSTAIN <u>0</u>
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The November 5, 2003 minutes were approved as distributed.

VOTE 2	YES <u>13</u>	NO <u>0</u>	ABSTAIN <u>0</u>
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Dr. Bill Harbinson presented one proposal from the School of Music.
Proposal MUSIC 1 was approved as follows (EFF. FALL, 2004):

1. Course addition:
[Note: MUS 2018 has been approved for the MC (MULTI-CULTURAL) special designator, and for (CORE: HUMANITIES) credit.]
MUS 2018. Introduction to World Music/(3).F;S.
A survey of musics representing international cultures. Emphasis is placed on the role of music in various life experiences. Lecture three hours. (MULTI-CULTURAL) (CORE: HUMANITIES)

VOTE 3	YES <u>13</u>	NO <u>0</u>	ABSTAIN <u>1</u>
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Dr. Richard Henson presented proposals from the College of Arts and Sciences for the Department of Biology. (Note: The proposals AS 1 03-04 and AS 2 03-04 that had been distributed from the Center for Appalachian Studies were postponed from consideration until the January 14, 2004 AP&P meeting.)

Proposals BIO 2003-1 and BIO 2003-2 from the Department of Biology were approved as follows (EFF. FALL, 2004):

1. Course additions:

BIO 4571. Plant-Insect Interactions in Terrestrial Ecosystems/(4).F.(Alternate Years.)

A study of the associations between insects and plants, using lecture, class discussions and laboratory exercises. Lecture topics include constraints imposed by plants on herbivorous insects and the strategies insects use to overcome them, pollination biology and ecology and the interplay between biotic and abiotic factors in determining interactions. Laboratory exercises are field-based mini-experiments leading to the development of an individual project with experimentation and paper presentation. Lecture three hours, laboratory three hours. [Dual-listed with BIO 5571.]

BIO 5571. Plant-Insect Interactions in Terrestrial Ecosystems/(4).F.(Alternate Years.)

A study of the associations between insects and plants, using lecture, class discussions and laboratory exercises. Lecture topics include constraints imposed by plants on herbivorous insects and the strategies insects use to overcome them, pollination biology and ecology and the interplay between biotic and abiotic factors in determining interactions. Students are expected to lead class discussions of current literature. Laboratory exercises are field-based mini-experiments leading to the development of an individual project with experimentation and paper presentation. As a graduate student, mentoring of undergraduate research projects is required. Lecture three hours, laboratory three hours. [Dual-listed with BIO 4571.]

VOTE 4

YES 14

NO 0

ABSTAIN 0

Dr. Don Cox presented proposals from the College of Business, and from the Departments of Information Technology and Operations Management: and Management.

Proposals COB 1.0304, COB 2.0304, COB 3.0304 from the College of Business; and proposal ITOM 1.0304 from the Department of Information Technology and Operations Management were approved as a package (WITH AN AMENDMENT THAT THE APPROVAL OF THIS PACKAGE IS ENTIRELY CONTINGENT ON FUNDING BEING MADE AVAILABLE).

[NOTE: The Effective Date of Fall, 2004 will also be contingent on the funding to support these proposals.] A very lengthy discussion was held regarding these proposals because of the concern of the additional resources that would be needed to support the new course requirement of ENG 3100 or BE 3340 for business students. It was noted that the Department of English is supportive of the idea, but they are very concerned with resources. It was also noted that the Provost would have the final responsibility of determining if resources are available to support these proposals.]

1. Change the course numbering and title of CIS 2990. Information Technology for Business, to CIS 3050; increase the credit hours from (2 s.h.) to (3 s.h.); delete the course prerequisite; and change the course description to read as follows: [DELETE CIS 2990 and ADD CIS 3050.]

CIS 3050. Fundamentals of Management Information Systems/(3).F;S.

This course is designed to expose students to the fundamentals of Management Information

Systems (MIS). MIS success is based on an understanding of the integration of information systems and technology within functional areas of business and industry. Students will study concepts relating to the underlying design, implementation, control, evaluation, and strategic use of modern, computer-based information systems for business data processing, office automation, information reporting, and decision-making. The major emphasis is on the managerial and strategic aspects of information technology and its ability to support the functional areas. Skill-based learning occurs in the areas of systems concepts and use. (WRITING; COMPUTER)

2. Change the admission requirements to the College of Business by: 1) requiring students to pass a basic computer skills proficiency exam and a basic writing skills proficiency exam to be admitted to the college; 2) adding ACC 2110 to the list of required core courses; and 3) removing BUS 1050 and CIS 1025 from the list of required core courses. The revised catalog description of the admission requirements (Page 184) will read as follows:

To be admitted to the 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 hours at Appalachian State University.
3. Remove all grades of "I" (incompletes) from her/his academic record. Students with outstanding grades of "I" will NOT be admitted to the College of Business.
4. Obtain credit for:
 - a. ENG 1000 with a minimum grade of "C".
 - b. ENG 1100.
 - c. MAT 1030.
5. Obtain credit for the following College of Business lower level core courses with an overall grade-point average of at least 2.0:
 - ACC 1100
 - ACC 2110
 - ECO 2030, 2040, 2100
 - LAW 2150
6. Pass a College of Business Basic Computer Skills Test.
7. Pass a College of Business Basic Writing Skills Test.

SPECIAL NOTE ABOUT ENROLLMENT IN UPPER LEVEL BUSINESS CLASSES:

Unrestricted enrollment by undergraduates in 3000 and 4000 level courses in the College of Business is limited to students admitted to the College of Business. Other undergraduates, including declared business majors not admitted to the College of Business, may take at most five courses at the 3000 or 4000 level (unless more is specified by a required minor, required concentration, or non-business major) under the following conditions: the student has a cumulative GPA of at least 2.0, has completed all course prerequisites, and has passed both the College of Business Basic Computer Skills Test and the College of Business Basic Writing Skills Test. Only juniors or seniors may enroll in 3000 level courses and only seniors may enroll in 4000 level courses.

3. Change the College of Business (COB) core course requirements for the BSBA degree by reallocating credit hours in the COB core in a more meaningful and efficient manner. Require CIS 3050 (3 s.h.) instead of CIS 2990 (2 s.h.); require either ENG 3100 or BE 3340 instead of the current requirement of 4 W and 2 S designator courses in COB classes (but still maintaining the University requirement of 2 W and 1 S designator courses within the major); drop BUS 1050 and CIS 1025 as COB core course requirements (but do not delete those two courses). (The total number of hours required for the BSBA degree, 122 s.h., did

not change.) The revised catalog description for the BSBA degree (Pages 184 and 185) will read as follows: [NOTE: A copy of the revised "Sample Program of Study for the BSBA" is on file in the Office of Academic Affairs.]

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION (BSBA)

In order for a student to earn the Bachelor of Science in Business Administration degree, the following requirements must be met:

1. Complete a minimum of 122 semester hours (128 s.h. for the BSBA degree in International Business).
2. Meet the following grade-point average requirement:
 - All majors are required to obtain a cumulative grade-point average of at least 2.5 in order to be admitted to the College of Business.
 - All majors are required to obtain an overall cumulative grade-point average of at least 2.0 in order to graduate.
 - All majors are required to obtain a grade-point average of at least 2.0 in all work attempted in the College of Business in order to graduate.
 - Marketing majors are required to obtain a 2.0 grade-point average in the 18 semester hours of required marketing courses above MKT 3050 in order to graduate.
 - Accounting majors are required to obtain a 2.0 grade-point average in the 27 hours of required accounting courses above the sophomore level in order to graduate.
 - Information Systems majors are required to obtain a 2.5 grade-point average in the 24 hours of required computer information systems courses above the sophomore level in order to graduate.
 - International Business majors are required to obtain a 2.0 grade-point average in the 15 hours of foreign language required in the major in order to graduate.
3. Obtain credit for the University-wide core curriculum and special designator requirements outlined in the Core Curriculum section. Students should include ECO 2030 and MAT 1030 to meet the core curriculum requirements.
4. Obtain credit for the following 18 hours of lower level core courses required for college admission with a 2.0 grade-point average: ACC 1100, 2110; ECO 2030, 2040, 2100; LAW 2150.
5. Pass a Basic Computer Skills Proficiency Test administered by the College of Business and pass a Basic Writing Skills Proficiency Test administered by the University Writing Center.
6. Obtain credit for the following 21 hours of additional core courses: ECO 2200; CIS 3050; FIN 3680; MGT 3630; MKT 3050; POM 3650; MGT 4750.
7. Obtain credit for either ENG 3100 or BE 3340.
8. Obtain credit for 27-39 hours of major requirements including business electives which are described in detail in each departmental section of this bulletin.
9. Obtain credit for 6-12 hours of electives (Hospitality and Tourism Management, and International Business require 6 hours; Accounting and Information Systems require 9 hours; all other business majors require 12 hours). Electives must include the following:
 - Six hours of 3000-4000 level courses for all majors except Accounting and Information Systems, which require three, and Hospitality and Tourism Management, and International Business which require none.
 - Six hours of courses taken outside the College of Business for all majors.
10. No minor is required for the BSBA degree (except International Business, which requires a Foreign Language minor). However, a minor in international business (see index) is available for all business majors (except International Business majors). Also, a minor can be completed outside the College of Business.
11. Completion of all University residency requirements and at least 50 percent of the business credit hours required for the BSBA degree must be completed IN RESIDENCE at Appalachian.
12. Compliance with regulations concerning the settlement of all expense accounts.
13. Recommendation of the faculty.

4. Revise the course requirements for the undergraduate minor in General Business (324/52.0101) by deleting BUS 1050 (3 s.h.) and CIS 1025 (2 s.h.) from the minor, and by adding CIS 3050 (3 s.h.) to the minor requirements. (The total number of hours required for the minor decreased from 20 s.h. to 18 s.h.) The catalog description will read as follows:

UNDERGRADUATE MINOR IN BUSINESS

(for non-business majors)

Students **not majoring in the College of Business** may earn a business minor by completion of the following 18 s.h. of coursework with a minimum overall GPA of 2.0:

ACC 1100	Principles of Accounting I	3 s.h.
ECO 2030	Principles of Economics-Price Theory	3 s.h.
CIS 3050	Fundamentals of Management Information Systems	3 s.h.
MGT 3010	Survey of Management	3 s.h.
MKT 3050	Principles of Marketing	3 s.h.
FIN 3010	Survey of Finance	3 s.h.
(or FIN 3680, Introduction to Finance, 3 s.h.)		
		TOTAL <u>18 s.h.</u>

VOTE 5 **YES 8** **NO 6** **ABSTAIN 0**

Proposal COB 4.0304 from the College of Business was approved as follows (EFF. SUMMER, 2004):

1. Course addition:
BUS 3080. Business Study in Japan/(6).SS.
 This course provides students with an opportunity to study business practices, trade and economic policies, and culture in Japan. Comparative Japanese practices are emphasized through research activities, visits to Japanese firms and educational institutions, and through cultural and historical site visits. Students are required to attend pre-travel seminars during the spring semester. Graded on an S/U basis.

VOTE 6 **YES 14** **NO 0** **ABSTAIN 0**

Proposals HCM 1.0304 through HCM 10.0304 from the Department of Management were approved as follows (EFF. FALL, 2004):

1. Course deletion:
 HCM 3950. Planning and Marketing Health Care Services/(3).S.
2. Course addition:
HCM 4950. Seminar in Health Care Management/(3).F;S.
 This is a capstone course that integrates all COB core and HCM course material through case and scenario analyses. The course will require students to apply concepts of accounting, financial management, marketing, business planning, operations management and strategic management specifically to the unique environmental, regulatory, legal, ethical and professional demands of the health care industry. Prerequisites: HCM 3110, 3130 and final semester senior status, or permission of instructor.

3. Change the title and course description of HCM 3130, Managing U.S. Health Care System Resources, and add a prerequisite to read as follows:
HCM 3130. Managing Health Care Organizations/(3).F;S.
This course shall focus on the structure and function of various health care organizations that make up the US health care system. Specific attention is paid to the unique environmental, financial and ethical challenges faced by health care managers, in addition to the unique aspect of managing various health care professionals. The course instructs students on the attributes of key health delivery organizations, namely hospitals and integrated delivery systems; ambulatory care; managed care organizations; and, other health delivery and support organizations. Prerequisite: HCM 3110 or concurrent with HCM 3110, or permission of instructor.
4. Change the semester offering of HCM 3900, Internship, from F;S to SS.
5. Change the prerequisite for HCM 4530-4549, Selected Topics, to read as follows:
“Prerequisite: HCM 3110 or permission of instructor.”
6. Change the semester offering, the course description, and the prerequisite for HCM 4550 to read as follows:
HCM 4550. Health Care Policy/(3).On Demand.
The course will examine the process by which health care policy is proposed, formulated, implemented and modified. The political process and the role of constituencies to the health policy-making process will be examined. Specific examples of major health policy issues will be drawn from federal and state sectors and will focus on personnel, financing and health care program development. Specific critical policy issues will be examined through case studies. Prerequisite: HCM 3110 or permission of instructor. (WRITING; SPEAKING)
[Dual-listed with HCM 5550.]
7. Change the title, semester offering and course description of HCM 4560, Issues in Health Care Administration, and add a prerequisite to read as follows:
HCM 4560. Managed Care/(3).On Demand.
This course describes the basic concepts and incentives of risk as applied to health insurance. The principles of third party payment and health insurance in the form of managed care are explained in detail. The course emphasizes how health care managers interact with managed care organizations to include contract negotiations, utilization review and reimbursement management. Prerequisite: HCM 3110 or permission of instructor.
[Dual-listed with HCM 5560.]
8. Change the course numbering of HCM 4580/5580 to HCM 3580, and change the prerequisites to read as follows: [DELETE HCM 4580 and ADD HCM 3580.]
HCM 3580. Health Services Program Evaluation and Research/(3).S.
This course shall involve an overview of the fundamentals of health services program evaluation and research. Included are the techniques of program evaluation and an overview of the wide variety of methodological approaches currently being taken within the field of health services research to study and understand fundamental health care issues and problems. Prerequisites: ECO 2200 and HCM 3110 or permission of instructor. (WRITING)
[Dual-listed with HCM 5580.]
9. Change the title, semester offering and course description of HCM/FIN 4910, Seminar:

Hospital and Health Law, and add a prerequisite to read as follows:

HCM/FIN 4910. Health Law/(3).S.

This course is designed to provide students with a background in law as applied to health care organizations and health professionals. Particular emphasis is placed on the basis of liability of public and private hospitals, other health care service organizations, and health care personnel. Other topics include contracts, torts, duties, and administrative agency regulations unique to health care services organizations. Prerequisite: HCM 3110 or permission of instructor. (Same as FIN/HCM 4910.)

10. Revise the course requirements for the BSBA degree in Health Care Management (328A/51.0701) by deleting HCM 3950 as a required course; by changing HCM 4550 from a required course to an elective; by changing HCM/FIN 4910 from an elective course to required; by adding HCM 4950 as a required course; and by changing the list of elective courses. (The total number of hours required for the degree, 122 s.h., did not change.) The revised catalog description will read as follows:

HEALTH CARE MANAGEMENT (HCM)

A Bachelor of Science in Business Administration (BSBA) degree with a major in Health Care Management (HCM) may be obtained by completion of the following courses, in addition to the College of Business core courses required for the BSBA degree. This program is intended for students who plan to seek careers in a variety of health care settings, to include hospitals and integrated delivery systems; primary care facilities; medical group practices and physician organizations; assisted living and long term care facilities; public health organizations; managed care and health insurance companies; federal, state and local agencies; and other health-related organizations and services.

REQUIRED COURSES (24 s.h.):

HCM 3110	Health Care Organization and Administration	3 s.h.
HCM 3130	Managing Health Care Organizations	3 s.h.
HCM 3580	Health Services Program Evaluation and Research	3 s.h.
HCM 3900	Internship in Health Care Management	6 s.h.
HCM 4570	Health Care Financing	3 s.h.
HCM/FIN 4910	Health Law	3 s.h.
HCM 4950	Seminar in Health Care Management	3 s.h.

Suggested electives include, but are not limited to the following courses in the Department of Management:

MGT 3620	Human Resource Management
MGT 4070	Entrepreneurship
MGT 4700	Contemporary Issues in Management and Leadership
MGT 4770	Social Responsibilities of Management
HCM 4550	Health Care Policy
HCM 4560	Managed Care

Other academic departments outside the College of Business offer courses that closely complement the Health Care Management major and are appropriate for elective courses. These are found especially in the Departments of Sociology; Health, Leisure and Exercise; Psychology and Biology.

VOTE 7 YES 13 NO 0 ABSTAIN 0

Proposal MGT 1.0304 from the Department of Management was approved as follows
(EFF. FALL, 2004):

1. Change the title of MGT 4760, International Business Policy, to read as follows:
MGT 4760. International Strategic Management/(3).F;S.

VOTE 8 YES 13 NO 0 ABSTAIN 0

Dr. Mark Estepp presented proposals from the College of Fine and Applied Arts for the Departments of Family and Consumer Sciences; Health, Leisure and Exercise Science; and Military Science.

Proposal FCS-2 from the Department of Family and Consumer Sciences was approved as follows (EFF. SPRING, 2004):

1. Revise the M.A. degree in Child Development: Birth-Kindergarten (548*/13.1204) by providing the option of a performance-based portfolio in lieu of a written comprehensive examination. The revised statement for the graduate catalog (Page 109) will read as follows:

Performance Portfolio or Comprehensive Examination: All candidates will complete either a written comprehensive examination administered by the student's advisory committee or an oral presentation of a performance-based portfolio. Candidates selecting the Teaching concentration must complete the portfolio; those selecting the Allied Personnel or Administration concentrations may choose either option. The portfolio must be presented to the graduate committee and (for students in the Teaching concentration, to practitioners from the public school system). An oral defense of the thesis is required when selecting the thesis option.

VOTE 9 YES 13 NO 0 ABSTAIN 0

Proposals HLES RM 1 through HLES RM 14 from the Department of Health, Leisure and Exercise Science were approved as follows (EFF. FALL, 2004):

1. Course deletion:
RM 3110. Development and Maintenance of Recreation Facilities/(3).F;S.
2. Course addition:
RM 3235. Introduction to Sport Management/(3).S.
This course provides an introduction to the basic competencies, skills, methods, and techniques necessary to deliver recreational sport activities within a variety of settings, agencies, and organizations.
3. Add the following statement to the course description of RM 2110, Introduction to Recreation and Leisure: "A minimum grade of "C" (2.0) is required."
4. Add the following prerequisite to RM 2120, Leadership and Group Dynamics in Recreation: "Prerequisite RM 2110 or approval of the instructor."
5. Change the course description of RM 2210 to read as follows:
RM 2210. Recreation Resource Management/(3).F;S.
This course introduces students to the complexities of natural resource management. Elements of the course at the micro level include landscape, trails, and pool management. At

the macro level, the focus is on roles of government agencies and non-profit organizations in balancing the supply and demand for outdoor recreation while maintaining environmental quality. Prerequisite: RM 2110 or approval of instructor.”

6. Change the course numbering of RM 3150 to RM 3152 as follows:
[DELETE RM 3150, and ADD RM 3152.]
RM 3152. Ropes Course Facilitation/(2).F;S.
7. Change the prerequisites for RM 3220, Planning and Design of Leisure Facilities, to read as follows: “Prerequisites: RM 2110 and 2210, or approval of instructor.”
8. Change the semester offering of RM 3241, Travel and Tourism, from F. to F;S., and change the prerequisite to read as follows: “Prerequisite: RM 2130 or approval of instructor.”
9. Change the course numbering of RM 3640 to RM 3154 as follows:
[DELETE RM 3640, and ADD RM 3154.]
RM 3154. Expeditioning/(3).On Demand.
10. Change the prerequisites for RM 4140, Outdoor Leadership, to read as follows:
“Prerequisites: RM 2110 and 2220 or approval of instructor.”
11. Change the semester offering of RM 4141, Outdoor Recreation Policy Development, from SS. to On Demand.
12. Change the semester offering of RM 4600, Ski Area Management Seminar, from F. to On Demand.
13. Change the course description of RM 4900 to read as follows:
RM 4900. Internship/(1-12).SS.
A guided, practical, direct leadership experience at a supervisory level for ten continuous weeks at an appropriate organization. A minimum of eight hours internship credit is required of majors. Graded on S/U basis. Prerequisites: A minimum of 24 semester hours of RM credits to include: RM 2110, 2310, 2410, and 3315, or by approval of the instructor.
14. Revise the course requirements for the Bachelor of Science degree in Recreation Management (574*/3 1.0301) from 56 s.h. of major requirements to 53 s.h. as follows: 1) delete RM 3110 from the list of required core courses (the number of required hours in the core decreased from 41 s.h. to 38 s.h.); 2) increase the number of free electives from 4-10 s.h. to 7-13 s.h.; and, 3) add the following statement to the internship description: “(5) all internships must be for ten continuous weeks.” (The total number of hours required for the degree, 122 s.h., did not change.)
NOTE: Copies of the revised undergraduate catalog description and the revised checksheet for this degree are on file in the Office of Academic Affairs.

VOTE 10 YES 13 NO 0 ABSTAIN 0

Proposals #1-12 from the Department of Military Science were approved as amended as follows:
(EFF. FALL, 2004):

1. Change the name of the Department of Military Science (MS) to the **Department of Military Science and Leadership (MSL)**. (CONTINGENT UPON APPROVAL OF CHANCELLOR HARVEY R. DURHAM.)

NOTE: Policy Regarding Department Name Changes:

"Name changes may be presented to the AP&P Committee for discussion at the discretion of the Provost and Executive Vice Chancellor for Academic Affairs; however, this is not mandatory. Authority for name changes rests with the Chancellor." (Oct. 1988 AP&P Minutes)

2. Change the prefix on all courses taught in the Department of Military Science and Leadership from **MS** to **MSL**: [MSL 1001-1002, 1101, 1102, 2001-2002, 2003, 2500, 3001-3002, 3003, 3004, 3500, 3520, 3530-3549, and 4001-4002.]
The Department of Record will also change for the undergraduate minor in Military Science (549/28.0301) from MS to MSL.

3. Course addition:
MSL 4500. Independent Study/(1-4).F;S.

4. Change the titles and course descriptions of MSL 1001-1002, Military Science I, Basic Course, to read as follows:

MSL 1001. Foundation of Officership/(1).F.

The Foundations of Officership course introduces students to issues and competencies that are central to a commissioned officer's responsibilities. These initial lessons establish a framework for understanding officership, leadership, and Army values. Additionally, the course addresses "life skills" including fitness and time management. MSL 1001 is designed to give the student an accurate insight into the Army profession and the officer's role within the Army. The course teaches leadership topics beneficial to any future leader as well as introducing students to a military lifestyle. The course is open to all students and has no military obligation.

The MSL 1001 Leadership Lab consists of skill training and confidence building in subjects such as rappelling, paintball, stream crossing, aircraft orientation, military weapons firing, night compass course, orienteering, and other selected subjects.

MSL 1002. Basic Leadership/(1).S.

The Basic Leadership course builds on the experience of the first term and further broadens the introduction to the Army as well as to the leadership skills and the "life skills" needed by an Army officer. The course covers a variety of leadership and communication topics including: goal setting, problem solving methodology, briefings, effective writing, and listening and speaking skills. MSL 1002 teaches leadership topics beneficial to any future leader as well as introducing students to a military lifestyle. This course is open to all students and has no military obligation.

The MSL 1002 Leadership Lab consists of skill training and confidence building in subjects such as rappelling, paintball, stream crossing, military weapons firing, night compass course, orienteering, and other selected subjects.

5. Change the course description of MSL 1101 to read as follows:
MSL 1101. Army Physical Fitness I/(1).F.

This course, along with MSL 1102, is specifically designed to prepare Army ROTC cadets to meet and exceed the physical fitness requirements of the Army. The course satisfies Cadet Command's requirements that all contracted cadets receive physical training and maintain the Army's individual fitness standards. MSL 1101 is an excellent preparation for the physical requirements of the MSL 3000 level courses. The course is open to non-ROTC students. (CORE: PHYSICAL ACTIVITY/WELLNESS)

6. Change the course description of MSL 1102 to read as follows:

MSL 1102. Army Physical Fitness II/(1).S.

This course is a continuation of MSL 1101, with more emphasis on student-led exercise sessions. Like MSL 1101, this course is specifically designed to prepare Army ROTC cadets to meet and exceed the physical requirements of the Army. It satisfies Cadet Command's requirements that all contracted ROTC cadets receive physical training and maintain the Army's individual fitness standards. MSL 1102 is an excellent preparation for the physical requirements of the MSL 3000 level courses. This course is also open to non-ROTC students. (CORE: PHYSICAL ACTIVITY/WELLNESS)

7. Change the titles and course descriptions of MSL 2001-2002, Military Science II, Basic Course, to read as follows:

MSL 2001. Individual Leadership Studies/(2).F.

This course studies individual leadership characteristics and styles and what makes them successful or unsuccessful in different situations and environments. The course also provides an introduction to practical leadership skills required of a small group leader. Course topics include: leadership principles and characteristics, military written and oral communications; use of the map and compass for land navigation; small unit tactical operations. MSL 2001 continues with leadership instruction appropriate for any future leader, but is especially useful for students demonstrating the potential and desire for possible service as a US Army officer. The course is open to all students and has no military obligation.

The MSL 2001 Leadership Lab includes all the lab topics of MSL 1001 with additional focus on small unit leadership opportunities for emerging leaders. This course may be taken in conjunction with MSL 1001.

MSL 2002. Leadership and Teamwork/(2).S.

The Leadership and Teamwork course examines how to build successful teams, various methods for influencing action, the importance of timing the decision, and creativity in the problem solving process. Students are assisted through the officer pre-qualification process to insure their preparation to begin the demanding two-year Advanced Course curriculum that begins with MSL 3001. MSL 2002 is designed for students demonstrating the potential and desire for possible service as a US Army officer. The course is open to all students and has no military obligation.

The MSL 2002 Leadership Lab includes all the lab topics of MSL 1002 with additional focus on small unit leadership opportunities for emerging leaders. This course may be taken in conjunction with MSL 1002.

8. Change the title and course description of MSL 2003, ROTC Leadership Course, Basic Course, to read as follows:

MSL 2003. ROTC Leader's Training Course/(5).SS.

At the month long Leader's Training Course (LTC) students will be given the opportunity to learn, develop, and practice leadership within a challenging, stressful and competitive framework. The LTC environment (similar to the Outward Bound program) provides students an opportunity to demonstrate overall officer potential and characteristics such as loyalty, duty, respect, selfless-service, honor, integrity, personal courage and leadership. Successful completion of LTC requires a cadet to meet or exceed the standard in a variety of objective evaluations. Normally taken the summer following the sophomore year as substitute for the first two years of ROTC (ROTC Basic Course). This course fulfills the requirements for entry into the ROTC Advanced Course. Training is conducted at Ft. Knox, Kentucky, about an hour south of Louisville, Kentucky. Transportation and expenses are paid for by the government. To receive five hours credit, a student must register and pay a fee to the University. Prerequisite: completion of sophomore year of college, cumulative GPA of 2.0, and selection by the department.

9. Change the titles, course descriptions, and prerequisites for MSL 3001-3002, Military Science III, Advanced Course, to read as follows:

MSL 3001. Leadership and Problem Solving/(3).F.

Students conduct self-assessment of leadership style, develop a personal fitness regimen, and have the opportunity to learn how to plan and conduct individual/small unit tactical training while testing reasoning and problem-solving techniques. Students receive direct feedback on leadership abilities. MSL 3000 level courses prepare a student to become a commissioned officer in the US Army. Prerequisite: Selection by the department as well as successful completion of the Basic Course (first two years of ROTC) or its equivalent as approved by a Professor of Military Science and Leadership. Lecture three hours, laboratory two hours.

The MSL 3001 Leadership Lab places students in demanding leadership positions for training, coaching and evaluation. Labs cover a variety of tactical situations to prepare cadets for success at the National Advanced Leadership Camp.

MSL 3002. Leadership and Ethics/(3).S.

Examines the role that communications, values, and ethics play in effective leadership. Topics include ethical decision-making, consideration of others, spirituality in the military, and survey Army leadership doctrine. Emphasis on improving oral and written communication abilities, and pre-camp orientation. MSL 3000 level courses prepare a student to become a commissioned officer in the US Army. Prerequisite: MSL 3001 or permission of a Professor of Military Science and Leadership. Lecture three hours, laboratory two hours.

The MSL 3002 Leadership Lab places students in demanding leadership positions for training, coaching and evaluation. Labs cover a variety of tactical situations to prepare cadets for success at the National Advanced Leadership Camp.

10. Change the title, course description, and prerequisites for MSL 3003, ROTC Summer Camp, Advanced Course, to read as follows:

MSL 3003. ROTC National Advanced Leadership Camp/(4).SS.

The 30-day National Advanced Leadership Camp (NALC) incorporates a wide range of subjects designed to develop and evaluate leadership ability. The challenges are rigorous

and demanding, both mentally and physically. Advanced Camp tests intelligence, common sense, ingenuity and stamina. These challenges provide a new perspective on an individual's ability to perform exacting tasks and to make difficult decisions in demanding situations. Successful completion of this course (along with MSL 4000 level courses) leads to a commission as an officer in the US Army. Usually taken the summer following junior year. Training is conducted at Ft. Lewis, Washington, about an hour south of Seattle. Travel and expenses are paid by the government. To receive four hours of credit, a student must register and pay a fee at the University. Prerequisites: Selection by the department and successful completion of MSL 3001 and 3002.

11. Change the course description of MSL 3004, and add a prerequisite as follows:

MSL 3004. US Military History/(3).F;S.

Survey of American military history from colonial period to present day defense issues. Study of the American attitude toward war, the European influence, civil-military relationships and the impact of technology on operations and tactics. Students will normally conduct a staff ride to a historic battle sight to study principles of a military operation. May be taken by non-cadets for elective course credit. Prerequisite: Sophomore standing.

12. Change the titles, course descriptions, and prerequisites for MSL 4001-4002, Military Science IV, Advanced Course, to read as follows:

MSL 4001. Leadership and Management/(3).F.

Develops student proficiency in planning and executing complex operations, functioning as a member of a staff, and mentoring subordinates. Students explore training management, methods of effective staff collaboration, and leadership and developmental counseling techniques. MSL 4000 level courses complete the student's preparation to become a commissioned officer in the US Army. Prerequisite: MSL 3002 or permission of a Professor of Military Science and Leadership. Lecture three hours, laboratory two hours.

The MSL 4001 Lab places senior cadets in leadership positions of the cadet corps to plan and execute the leadership training of the MSL 3001 cadets and their preparation for the National Advanced Leadership Camp.

MSL 4002. Officership/(3).S.

Cadets study military law, small unit and staff operations, personal affairs, service customs, and officer orientation in preparation for graduation and commissioning. MSL 4000 level courses complete the student's preparation to become a commissioned officer in the US Army. Prerequisite: MSL 4001 or permission of a Professor of Military Science and Leadership. Lecture three hours, laboratory two hours.

The MSL 4002 Lab places senior cadets in leadership positions of the cadet corps to plan and execute the leadership training of the MSL 3002 cadets and their preparation for the National Advanced Leadership Camp.

13. Change the title of the undergraduate minor in Military Science (549/28.0301) to Military Science and Leadership; and change the course requirements for this minor by deleting the requirement of 3 s.h. from 3000-4000 level courses. (The total number of hours required for the minor changed from 19 s.h. to 16 s.h.) The revised catalog description will read as follows:

A minor in Military Science and Leadership is available to students who successfully

complete the 16 semester hours required in the ADVANCED COURSE, including MSL 3001, 3002, 3003, 4001, and 4002.

VOTE 11 **YES** 13 **NO** 0 **ABSTAIN** 0

Dr. Burwell made note of the time (5:00 p.m.) and asked the committee members to decide if they would like to schedule another meeting, or if they would like to vote to extend this meeting in order to finish today's agenda items. **A motion was then approved to extend this meeting for 15 minutes so that Mr. Don Rankins could give a brief report from the Subcommittee that was established to look at the electronic processing issue for AP&P forms.**

VOTE 12 **YES** 12 **NO** 0 **ABSTAIN** 0

Mr. Don Rankins gave a very brief report to summarize the work that has been accomplished thus far by the subcommittee that is looking at the electronic processing issue for AP&P Forms. He distributed copies of the "AP&P Web System for ASU" - the work plan for forms, web structure, form process, and approval status; along with a "Flow Chart of Academic Governance" and a flow chart for "Creating the Course Catalog." Work sessions have been held with college representatives to assess the current methods of proposal development and to identify the gaps that need to be addressed to get the electronic process initiated. Mr. Rankins will continue with this subcommittee in the direction they going with the goals that have already been identified.

Dr. Burwell noted that he very much appreciates the work of this subcommittee, and he asked Mr. Rankins to attend the January AP&P Committee to continue this discussion.

The AP&P Committee members voted to adjourn at 5:20 p.m.

VOTE 13 **YES** 12 **NO** 0 **ABSTAIN** 0

ACADEMIC POLICIES AND PROCEDURES COMMITTEE

December 3, 2003

Vote Record

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

1 2 3 4 5 6 7 8 9 10 11 12 13

Committee Members

John Abbott	y	y	y	y	y	y	-	-	-	-	-	-	-
Jon Beebe	y	y	y	y	N	y	y	y	y	y	y	y	y
Michael Dotson	y	y	y	y	y	y	y	y	y	y	y	y	y
Ed Folts	y	y	y	y	N	y	y	y	y	y	y	y	y
Holly Hirst	y	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	y
Ron Marden	y	y	y	y	y	y	y	y	y	y	y	y	y
Margot Olson	y	y	y	y	N	y	y	y	y	y	y	y	y
Diana Quealy-Berge	y	y	y	y	y	y	y	y	y	y	y	y	y
Sammye Sigmann	y	y	y	y	N	y	y	y	y	y	y	y	y
Gayle Weitz	y	y	y	y	N	y	y	y	y	y	y	y	y
Arwen Carter	-	-	-	-	-	-	-	-	-	-	-	-	-
Erin Flynn	y	y	y	y	y	y	y	y	y	y	y	y	y
Chris Pereira	-	-	A	y	y	y	y	y	y	y	y	-	-
Christina Tadlock	y	y	y	y	N	y	y	y	y	y	y	y	y

The recommendations of the Academic Policies and Procedures Committee, at its December 3, 2003 meeting are approved.

Kenneth E. Peacock

Kenneth E. Peacock
Interim Provost

2/17/04

Date
