Graduate Academic Policies and Procedures Meeting Minutes

April 18, 2022
3:00 - 5:00 PM
Meeting Location: 224 IG Greer

Present: (Members): Boye, Frye, Gillespie, Hirst, Justice, Ledford, Mansure, Staub, Stickford, Williams, Yarbrough (Administrative): Berry, Gosky, Hoepfl, Iyer, McCullough

Absent: Taylor, Whitaker, Windham

1. Call to order – Chairperson, Dr. Ray Williams

Called to order at 3:02 pm.

2. Introduction of visitors and guests

No visitors or guests.

3. Approval of the minutes of the March 21, 2022 Graduate AP&P meeting

Hirst moved, Justice seconded, to approve the meeting minutes. By show of hands, approved unanimously.

4. Announcements/FIOs

5. New Business

    A. Policy Proposals for the Graduate Bulletin

G_GRAD_2021_12	CHANGE the "Individual Study" policy in the Graduate Bulletin to update outmoded language. **Motion from the floor required.**

Hirst moved, Mansure seconded, to approve. Some discussion about adding the phrase "or designee" after department chair and college dean. By show of hands, unanimously approved.

G_GRAD_2021_13	ADD a recommended template to be used by programs proposing a graduate dual-degree offering. **Motion to approve from the Policy Subcommittee.**

Ledford noted that the Policy Subcommittee has been working on this all year. Having a

template will provide "nuts and bolts" instructions for proposers. Iyer noted that having prepared several dual degree proposals in recent years that it would have been very helpful to have this template. By show of hands, approved unanimously.

   B. Policy Proposals from the Joint Subcommittee

      i. Update the AP&P Manual language regarding Course Syllabi requirements and Dual-Listed Course Proposals requirements. **Motion to approve from the Joint Subcommittee.**

         By show of hands, approved unanimously, with recommendation that hyperlinks to the Faculty Handbook and Academic Affairs be included in the new item at the top.

      ii. Update the AP&P proposal form, Part A and Part B as follows:
         a. Added a line for Departmental Honors to #5 on Part A
         b. Changed #12 Part A to include a, b, c selection options; removed the same question #10 on Part B
         c. Added #13 to Part A to collect information needed by SACSCOC
         d. Added #5d to Part B to collect information about licensure or certification
      Motion to approve from the Joint Subcommittee.

         Two corrections needed in Item 12 B: "No" should not be in all caps, and "providing" is misspelled. By show of hands, approved unanimously.

6. Discussion Items

   A. Updates from the Graduate School – Dr. Marie Hoepfl & Dr. Ross Gosky

- Awards event
- New hires in the Graduate School
- Thank you

7. Adjournment

Mansure moved. Meeting adjourned 3:40 pm

PROPOSED

Individual Study

With the approval of the instructor, the department chair, the dean of the college or school housing the department, and the Graduate School, a graduate student may arrange to take graduate courses listed in this Bulletin and Course Catalog on an individual basis. ~~Appropriate forms for requesting permission to take a course by individual study are furnished by departmental chairs.~~

Individual studies are required to cover the material normally addressed in a regular section of the course.

To register for an individual study, <u>the student must submit</u> a "Special Course Form<u>.</u>" ~~must be completed with departmental signatures before obtaining the Dean's signature.~~

DRAFT – GRADUATE DUAL DEGREE PROGRAM OF STUDY TEMPLATE

Program AA and Program BB

[List both program codes here]

Program of Study for the (Program AA and Program BB)

Admission Requirements: [Paragraph with the program-specific admission requirements goes here. Any exam waiver options for the dual degree program should be approved by both programs and submitted for approval by the Graduate School.]

Additional ==AA== ==or== ==BB== Degree Requirements: [Include this if there are additional requirements specific to one of the component programs in the dual degree.]

To be considered for admission, applicants must meet the **criteria for admission to the Graduate School**. Meeting these criteria does not guarantee admission.

Standardized Exam Waiver Eligibility: [IF a standardized exam waiver option has been approved for the dual degree program, the specifics of this will go here.]

Accelerated Master's Option: [IF the dual degree program offers an accelerated Master's option, insert the boilerplate language here.]

Location: ==On Campus / Off Campus / Online== [List whichever delivery mode options apply]

Additional Information about Standardized Exam Waiver Eligibility [This is boilerplate language that the Graduate School will add to the Bulletin copy if the program has an approved exam waiver option in place.]

Course Requirements for the Dual ==Degree 1== in ==AA== and ==Degree 2== in ==BB==

Total Required (Minimum ==#== hours) [Review and adhere to the dual degree credit hour requirements.]

==**Degree AA Required Courses** (# hours)==

- ==Course 1==
- ==Course 2==
- ==Course 3==
- ==…==

==**Degree** BB Required Courses (# hours)==

- ==Course 1==
- ==Course 2==
- ==Course 3==
- ==…==

Shared Required Courses (==#== hours) [The number of total shared courses, whether required OR elective, may not exceed the limit specified in the dual degree policy.]

- ==Course 1==
- ==Course 2==
- ==…==

Shared Electives (==#== hours) [If applicable]

- ==Course 1==
- ==Course 2==
- ==…==

Other requirements for the Dual Degree AA and Degree BB:

- **Thesis:** Optional
- **Proficiency:** Not required
- **Candidacy:** Not required
- **Comprehensive:** Not required
- **Product of Learning:** Not required

[NOTE: The above list must be updated per the specific requirements of the dual degree. If the requirements for the two component programs are different, the programs must determine what their shared requirements will be.]

[NOTE: There *may* be additional information to be included here (e.g., if the program charges differential tuition, has specific requirements for candidacy, etc.)]

Course Syllabi

When proposing a new course, or substantial changes to an existing course, a course syllabus is required as an attachment to the AP&P form. Proposers should note that both the Appalachian State University Faculty Handbook (§6.3.1.2) and the Office of Academic Affairs have stipulated that certain elements must be included in all course syllabi.

For purposes of AP&P proposal review, the course syllabus should include the following minimum components:
- The course title and description as they will appear in the Bulletin(s).
- A list of student learning outcomes for the proposed course.
- Information about text(s) and other required course materials.
  ~~The name of the text and any other materials required of each student.~~
- A description of course activities and assignments, including assessment methods.
- An explanation of how the course grade is to be determined. (Note: for graduate courses, no "D" grades may be assigned; grades below C- will automatically revert to a failing [F] grade.)
- Elements required by the Faculty Handbook and the Office of Academic Affairs.
- If it is a dual-listed course, the dual-listed course differentiation, as described below.

Dual-Listed Course Proposals

Dual-listed courses are classes taught concurrently at the 4000/5000 level and by the same instructor, either (1) meeting at the same time and in the same classroom, or (2) in the same online setting. Dual-listed graduate courses are noted in the course descriptions as follows: "[Dual-listed with XXX 4xxx.]"

All dual-listed courses must be submitted for approv~~ed~~al by both the Undergraduate (UAP&P) and the Graduate Academic Policies and Procedures Committee (GAP&P) ~~and will be designated as dual-listed in the University Bulletins. Approval will require the submission of~~by using a single "GU" AP&P proposal form ~~with syllabi indicating the advanced academic content and rigor appropriate for graduate courses~~. Only courses at the 4000 level will be approved for dual listing with 5000-level courses, and only the credit hours of dual-listed courses that were reviewed/approved will count in the student's Graduate Program of Study. Course descriptions for undergraduate dual-listed courses must include the following standard wording: "[Dual-listed with XXX 5xxx.] Dual-listed courses require senior standing; juniors may enroll with permission of the department."

Dual-listed course proposals must include a single, combined sample syllabus that clearly distinguishes the advanced content and assignments reflective of a more rigorous academic experience for graduate students. In particular, the syllabus should indicate the differences in learning outcomes, activities and assignments, and grading for undergraduate and

graduate audiences. For graduate students in dual-listed courses, no D grade may be assigned.

In the case of dual-listed selected topics and study abroad courses, a syllabus~~i~~ for the undergraduate and graduate course pairing~~s~~ must be submitted for review and approval by the School of Graduate Studies. All materials must be submitted to allow sufficient time for approval before the course is taught, preferably before the schedule is published for the next semester.

Consideration should be given to the ratio of undergraduate to graduate students in dual-listed courses.~~these classes and,~~ W~~w~~here possible, graduate students should make up at least 30% of the enrollment. Departments should maintain archives of syllabi for dual-listed courses and be able to provide copies for accreditation audits.

Academic Policies and Procedures Committees
PROPOSAL FORM -- Part A

Graduate AP&P	Department/Program Proposal # _____
Undergraduate AP&P	Proposed Effective Date: FALL (year) _____
Both (Dual-Listed Courses) Submit simultaneously	

College/Unit _____ Assoc. Dean _____ Proposer(s) _____ _____

Department/Program _____ Chair _____

1. I want to: Briefly describe the action(s) requested:

2. Rationale for this request:

3. For additions/changes to courses:
   a. List the current Bulletin copy (including dual- or cross-listed information, if applicable). Attach separate sheet if more space is needed.

   b. List the proposed Bulletin copy (including dual- or cross-listed information, if applicable). Attach separate sheet if more space is needed.

4. **Attachments**: For additions/changes to programs of study or policy, attach marked up program of study or Bulletin copy showing revisions. For new courses, attach syllabus.

5. List the committees, councils, and other groups that have considered this proposal; the action taken; and the date that action was taken.

Area	Action			Date of Action m/d/yyyy
	approved	not approved	not applicable	
Department/Program Faculty (undergraduate)				
Department Graduate Faculty (graduate)				
College Council(s)				
General Education Council				
Professional Education Council				
Department Honors Program Council				
Honors College Council				
Undergraduate Academic Policies & Procedures Committee				
Graduate Academic Policies & Procedures Committee				

6. Contact and share proposal with the Registrar's Office and (for graduate proposals) Graduate School early in the proposal development.

Area	Person Contacted	Review Comments	Date of Comments m/d/yyyy
Registrar's Office			
Graduate School			

7. For Course and Program of Study changes and additions:

a. Please search the current online bulletin for courses and programs of study affected by this proposed change, including any in your own department. List each course and program in the appropriate table below or, if applicable, choose none. Attach a separate list if necessary. (Click here for instructions on searching Online Bulletin.)

Course(s) Affected (number & title) None	Program(s) Of Study Affected (program code & title) None

b. List all affected department chairs/program directors (including those from 7a as well as those whose programs may be impacted in ways other than listed above) who have been consulted in the development of this proposal and their response in support or opposition to the proposal. Use of another unit's course requires approval from that unit.

Name	Department/Program	Response	Date of Response m/d/yyyy

8. If a policy change or deletion is requested, list all units or groups who were consulted in development of this proposal. List the person(s) and date contacted and their response.

9. If changing a course number or adding a course, is the proposed course equivalent to an existing course in Banner? yes __ no __ n/a __ (*If yes, list the existing and proposed equivalent course below*)

Existing Course		Proposed Course	

10. Is this a General Education course? yes __ no __ n/a __ If yes, consult the Office of General Education. (NOTE: If requesting new general education credit, you must submit Part C of the AP&P proposal form to the Office of General Education.)

11. a. Does this proposal affect a course or requirement of an AppState Online or Distance Education program? yes __ no __
    If yes, what is the mode of delivery? fully online __ site-based (includes hybrid) __
    If yes, contact AppState Online (online@appstate.edu) and Site Management and State Authorization (stateauthorization@appstate.edu).
    List the date, the person(s) contacted, and the response.

12. For new course additions and schedule type revisions, answer the following.

    a. Is this course designated as an Internship (INT), Practicum (PRA), Field Experience (FLD), Clinical (CLN), or Student teaching (ST)? yes ____ no____ (If Yes, stop here. If No, complete part (b).)

    b. Will students be applying their skills in an experiential manner such as proviging professional advice to community members or working directly with minors on campus? Yes____ NO____ (If Yes, complete part (c).)

    c. General Counsel should be consulted regarding liability. List the date, the person contacted, and the response.

13. This question only applies to changes or additions to programs leading to a degree or certificate. For other types of proposals check here (n/a __) and skip the rest of the question. Additional accreditation documentation is required when the quantity of new content in a program results in a significant departure from the institution's existing offerings. Does the new or changed program include new content not previously offered? What percent is new?
    Check one of: (0-24% ___) (25-49% ____) (50%+____).
    If 25% or above, please contact the SACSCOC liaison and list the response and date here.

Academic Policies and Procedures Committees
PROPOSAL FORM -- Part B (For additions only)

SELECT ONE: Course aa" Egtwhecg aa   Concentration __   Minor __   Degree __

1. If this is a new course,

    a. Has it been offered as Selected Topics in the last five years?   yes__   no__   If so, how often and what were the enrollments each semester it was offered?

    b. Are there courses from other departments that may cover or partially cover the subject matter of the proposed new course? yes __   no __   *(If yes, list course numbers and titles:)*

2. Projected enrollment: 1st year _____   2nd year _____

3. Projected student clientele:

4. Faculty:
    a. Additional faculty needed:

    b. Names of current faculty qualified to teach the course:

    c. Other and continuing responsibilities of current faculty involved in new degree or course:

5. a. For a new degree, attach the *Request for Preliminary Authorization* submitted to UNC System Office.

    b. For a new graduate certificate program, attach the *Proposing a New Graduate Certificate* form.

    c. For a new undergraduate certificate program, attach an explanation of the career and/or graduate education opportunities available to students.

    d. Does this new program lead to professional licensure or certification? If so, please describe the license or certificate.

6. List estimated costs of the new program or course that cannot be covered by the present budget:

7.   Contact your library liaison to assure adequate library resources are or will be available. List the date, person contacted, and their response.   *(Click here for a list of Library Liaisons.)*

8.   Contact the appropriate dean(s) affected by the development of this proposal to assure adequate resources are or will be available. List the date(s), person(s) contacted, and their response(s).

9.   For a new degree or certificate only, consult Institutional Research, Assessment, and Planning (IRAP) to develop functional learning goals and outcomes. Attach the goals and outcomes to be published on IRAP's website. List the date, person contacted, and their response. Examples of outcomes are found here.

10.   For new course, select schedule type: