Graduate Academic Policies & Procedures
Meeting Minutes

The Graduate AP&P Committee met Monday October 24, 2022 at 3:00pm

Voting Members: Gary Boye, Matt Estep, Beth Frye, Holly Hirst, Jennifer Howard, Scot Justice, Cathy McKinney, Mac Schauman, Susan Staub, Jerianne Taylor, Andrew Windham

Administrative Members: Melissa Auten, Ross Gosky, Marie Hoepfl, Dontrell Parson, Mark Bradbury, Lakshmi Iyer, Jason Miller, Eric Berry, Jeffry Hirst, Adam McCourry

Absent: Jamie Yarbrough, Alan Needle, Brian Whitaker

1. Call to order – Dr. Holly Hirst, Chairperson, at 3:01pm

2. Introduction of guests- no guests present

3. Approval of the Minutes of the September 19, 2022 Graduate AP&P Meeting

   → Motion 1: A Motion to approve the minutes was made (Howard), and seconded (Estep).
   → MOTION PASSED..

4. Announcements/FIOs – no announcements

5. New Business
   A. Discussion led by Holly Hirst of allowance on non-content related changes and updates to curriculum proposals to be clarified via email to mitigate time restraints.

   B. Curriculum Proposals

   (1) **College of Arts and Sciences**

   G_CAS_GES_2022_1: Add a new course, GES 5025, Introduction to Multivariate Data in the Earth and Life Sciences, dual-listed with GES 4025. **Motion to approve from the curriculum subcommittee**. Note: The department clarified the following points on the proposal via email:

   - Grades on the syllabus for graduate letter grade between 60-70% should be F.
   - The library representative Alex McAllister was contacted.
   - Confirm the dates on #5 are correct.

     → Motion 2: A motion to approve this proposal came from the Curriculum Subcommittee. MOTION PASSED

(2) **G_CAS_SOC_2022_1:** Add SOC 5800 as a pre-approved elective to Certificate in Aging, Health and Society. **Motion to approve from the curriculum subcommittee**. Note: The department clarified the following points on the proposal via email on 10/7/22.

- The date for graduate faculty approval was December 8, 2021.
- The Associate Dean listed should be Mark Bradbury and the College should be Arts and Sciences.

  → Motion 3: A motion to approve this proposal came from the Curriculum Subcommittee. MOTION PASSED.

(3) **GU_CAS_MAT_2022_5:** Change the course descriptions for STT 4830 and STT 5830 (dual listed courses). **Motion from the floor required**: we requested confirmation of the dates for notification to the graduate school and the registrar's office (item 6 on the form). No response was received

  → Motion 4: A motion was made to approve this proposal (Justice), and was seconded (Taylor). MOTION PASSED.

C. Policy Proposals

(1) G_GRAD_2022_1   Change the wording in two Graduate Bulletin policies to clarify restrictions on when graduate students may request to add a second program of study. **Motion to approve from the Policy Subcommittee.**
- Motion 5: A motion to approve this proposal came from the Policy Subcommittee. MOTION PASSED.

D. Select Joint Subcommittee representatives

Discussion regarding the purpose of the Joint AP&P Committee occurred. The committee exists between the two AP&P groups (Graduate and Undergraduate) to discuss matters of common interest regarding AP&P proposals and forms. The committee consists of members of both Graduate and Undergraduate AP&P, and meets approximately 6 times per year.

A call for volunteers was made by H. Hirst. Graduate AP&P members Howard and Justice volunteered to participate on the committee.

6. Old Business- No discussion of old business.

7. Discussion Items
   → Updates from the Graduate School – Marie Hoepfl & Ross Gosky
   - Hoepfl shared a Reminder of 3MT event being hosted Friday October 28th, a reminder of the upcoming deadline of November 11th for GRAM proposals, as well as several upcoming social and professional development activities upcoming from the Graduate School and the Graduate Student Life team.

- Gosky shared a reminder of the GSGA Travel and Research Award deadline of October 31st

8. Adjournment
   → H. Hirst made a motion to adjourn, seconded by Howard.
   → The meeting adjourned at 3:23pm.

G_CAS_GES_2022_1

GES 4025 - Introduction to Multivariate Data in the Earth and Life Sciences (3)
When Offered: Fall.
This course provides an introduction to reading, understanding and critiquing results from published case studies that contain multivariate data from broad fields of geology and environmental science. The course provides an introduction to experimental design, data management, multivariate data collection and numerical methods in commonly available software applications. Principles, concepts and assumptions of multivariate data analysis are introduced. Methods introduced include: cluster analysis, principal component analysis, discriminant analysis, correspondence analysis, nonmetric multidimensional scaling, time series, and geometric landmark analysis as applied to geoscience topics. A significant portion of the course is based on independent analysis of geoscience and environmental science data sets. Prerequisite: STT 2810 or permission of instructor.
[Dual-listed with GES 5025.] Dual-listed courses require senior standing; juniors may enroll with permission of the department.

GES 5025 - Introduction to Multivariate Data in the Earth and Life Sciences (3)
When Offered: Fall.
This course provides an introduction to reading, understanding and critiquing results from published case studies that contain multivariate data from broad fields of geology and environmental science. The course provides an introduction to experimental design, data management, multivariate data collection and numerical methods in commonly available software applications. Principles, concepts and assumptions of multivariate data analysis are introduced. Methods introduced include: cluster analysis, principal component analysis, discriminant analysis, correspondence analysis, nonmetric multidimensional scaling, time series, and geometric landmark analysis as applied to geoscience topics. A significant portion of the course is based on independent analysis of geoscience and environmental science data sets. Prerequisite: One course in introductory statistics or permission of instructor.
[Dual-listed with GES 4025.]

G_CAS_SOC_2022_1

Proposed Bulletin Copy

Program of Study for the Graduate Certificate in Aging, Health and Society

Program Code: GCERT_154A
CIP Code: 30.1101
Learn more about the **Department of Sociology**.

Admission Requirements: Baccalaureate degree from an accredited college or university; complete application to the Graduate School; writing sample describing the applicant's relevant academic, work or volunteer experience, and the applicant's reasons for applying to the program. Some requirements may be waived for applicants already accepted into an Appalachian State University master's degree program.

Location: Online

Course Requirements for the Graduate Certificate in Aging, Health and Society

Total Required (Minimum 12 Hours)

Required Courses (12 Hours)
- SOC 5400 - Sociology of Adult Development and Aging (3)
- SOC 5420 - Health Care and Aging (3)

At Least One of the Following
- SOC 5430 - Health Disparities (3)
- SOC 5550 - Housing for Older Adults (3)
- SOC 5630 - Programs and Services for Older Adults (3)

One Elective Course if Needed to Reach 12 Hours
Pre-Approved Elective Courses

NOTE: Many pre-approved elective courses have prerequisites. Students should ensure they either meet the prerequisites or receive Permission of Instructor to take the course.

- BIO 5563 - Biology of Aging (3) [DL]
- CSD 5850 - Adult Neurogenic Communication Disorders (3)
- P_A 5270 - Not-for-Profit Organizations (3)
- P_A 5271 - Grants Strategies and Preparation (3)
- FCS 5551 - Families in Later Life (3) [DL]

- GHY 5400 - Planning Theory and Process (3) [CL]
  or
- PLN 5400 - Planning Theory and Process (3) [CL]

- HCM 5570 - Financial Management for Health Organizations I (3)
- HCM 5680 - Management and Human Resources in Health Organizations (3)
- HPC 5110 - Social and Cultural Diversity in Counseling and Therapy (3)
- NUR 5070 - Contemporary Issues in Nursing (3)
- NUR 5250 - Nursing Research for Evidence-Based Practice (3)
- NUT 5210 - Nutrition for Older Adults (3)
- PSY 5562 - Psychology of Adulthood and Aging (3) [DL]
- SOC 5800 – Sociology of the Families
- SOC 5900 - Internship: Field Experience (3-12)

GU_CAS_MAT_2022_5

3.a.) Current Bulletin copy

STT 5830 – Linear Regression Models (3)

When Offered: Fall

An introduction to least squares estimation in simple and multiple models. The matrix approach is used in the more general multiple regression model. Considerable attention is given to the analysis of variance, aptness of the model tests, residual analysis, the effects of multicollinearity, and variable selection procedures. Prerequisites: MAT 2240 (Intro to Linear Algebra) and STT 3830 (Statistical Methods II) or equivalent. [Dual-listed with STT 4830.]

3.b.) Proposed Bulletin copy

STT 5830 – Linear Regression Models (3)

When Offered: Fall

An introduction to least squares estimation for both simple and multiple regression models. Linear algebra is used to represent both regression models and estimated parameters. Considerable attention is given to the analysis of variance, aptness of the model tests, residual analysis, the effects of multicollinearity, and variable selection procedures. Logistic regression, Poisson regression, and Generalized Linear Models are also introduced. Theoretical results will be explored with a modern statistical programming language.

Prerequisites: MAT 2240 (Intro. to Linear Algebra) and either STT 3820 (Statistical Methods I) or STT 3850 (Statistical Data Analysis I) or equivalent. [Dual-listed with STT 4830.]

CURRENT AND PROPOSED

http://bulletin.appstate.edu/content.php?catoid=28&navoid=1710#add-program

Adding a Program

Graduate students *who are currently enrolled* in an existing graduate degree or certificate program may request to add another degree or certificate program. Students should speak with the director of the program they wish to add prior to requesting to add a program. Acceptance into a new program requires approval from the new program and from the Graduate School. The following criteria must be met:

- Students may not add a program in the semester in which they intend to graduate from their current program. In this case, the student must complete the current program and submit a new application to the new program.
- Submission of request forms to ADD a program must occur between the drop/add deadline in a particular term and the admission application deadline in that same term (April 1 in Spring, July 1 in Summer, November 1 in Fall).
- Students may only request to add a program at the same or a lower level. Thus, a certificate student may only add another certificate program; a degree student may request to add another degree program at the same level or a certificate.
- To add a certificate to a current certificate program or a degree to a current degree program, the student must have completed ~~fewer than~~ 50% or fewer of the credit hour requirements in their current degree or certificate program. Requests to add a certificate to a current degree program should be submitted before the certificate course requirements are completed. Use of any previously earned credit hours must be approved by the program and by the Graduate School.

By submitting a request to add a program, the student indicates agreement with the following terms, which are applicable to all graduate students when adding a program:

1. The Graduate School has permission to release information from the student's original admission application to the department housing the new program for its review and approval. The student may be asked by the new program to supply additional information, such as a writing sample or a letter of intent.
2. No request to add a program will be approved by the Graduate School without a positive recommendation from the program director and/or department chairperson of the new program.
3. Adding a new program does not restart the student's time-to-completion clock. Both the current and the new program must still be completed within seven (7) calendar years of the original admission to graduate study.
4. When adding a degree program, the student must graduate from both programs in the same term.
5. When adding a certificate to an existing degree program, requirements for completion of both programs must be concluded in the same semester OR certificate requirements may be completed prior to degree completion. If the degree requirements are successfully completed before the certificate program and graduation is desired in the term of degree completion, the student may request that the certificate program be dropped.

http://bulletin.appstate.edu/content.php?catoid=28&navoid=1710#certificate-programs

Certificate Programs

Appalachian offers certificate programs in numerous disciplines. The academic requirements for these programs are detailed in the sections on programs in this Bulletin.

These certificate programs are not degree programs; students who complete the required coursework will receive a "certificate of completion." The primary purpose of these programs is to provide a student seeking additional expertise with the opportunity to complete a cohesive program of coursework that is less than a graduate degree, but provides advanced training in a specific area.

Applying Appalachian Graduate Certificate Credits Toward Degree Programs: Hours completed to meet the requirements of an earned Appalachian State University graduate certificate may *potentially* be applied toward a graduate degree within the same or closely related discipline. The hours must be approved for use in the degree Program of Study on a course-by-course basis, and may only include those courses in which the student earned a grade of B (3.0) or higher. Certificate hours transferred may not exceed 50% of the total degree program requirements. If 50% of the degree program requirements are met using certificate hours, additional transfer credits are not allowed.

Adding a Graduate Certificate to an Existing Program of Study: Currently enrolled graduate students may add a graduate certificate to their existing graduate degree or certificate program of study. Students should speak with the director of the certificate program they wish to add prior to submitting the add program form. Acceptance into a new program requires approval from the new program and from the Graduate School. The following criteria must be met:
- Students may not add a certificate program in the semester in which they intend to graduate from their current program, whether degree or certificate. In such cases, the student must complete the current program and submit a new application to the new program. Thus, students must be enrolled in a certificate program for a minimum of two terms.
- Submission of request forms to ADD a program must occur between the drop/add deadline in a particular term and the admission application deadline in that same term (April 1 in Spring, July 1 in Summer, November 1 in Fall).
- To add a certificate to a current certificate program or a degree to a current degree program, the student must have completed ~~fewer than~~ 50% or fewer of the credit hour requirements in their *current* degree or certificate program. Requests to add a certificate to a current degree program should be submitted before the certificate

course requirements are completed. Use of any previously earned credit hours must be approved by the program and by the Graduate School.

Note that if completing degree and certificate programs concurrently, requirements for successful completion of both programs must be concluded in the same semester OR certificate requirements may be completed prior to degree completion. If the degree requirements are successfully completed before the certificate program and graduation is desired in the term of degree completion, the student may request that the certificate program be dropped.