

**MINUTES OF THE MEETING
OF THE GRADUATE ACADEMIC POLICIES
AND PROCEDURES COMMITTEE
September 16, 2019**

The Graduate AP&P Committee met on Monday, September 16, 2019 at 3:00 p.m. in IG Greer 224.

Members present: Will Canu, Agnes Gambill, Sandi Lane, Katherine Ledford, Jennifer McGee, Victor Mansure, Brad Nash, Jeff Ramsdell, David Shows, Tracy Smith, Susan Staub, Jonathan Stickford, Bekka Watkins, John Whitehead

Administrative Staff and Guests: Mike McKenzie, Marie Hoepfl, Dale Wheeler (Faculty Senate), Eric Berry, Debbie Race, Heather Langdon (IRAP)

Absent: Lynn Siefferman, James Douthit, Karen Fletcher, Dru Henson, Terry McClannon, Gary McCullough, Dontrell Parson, Laura Padgett, Janice Pope, Sandra Vannoy

1. CALL TO ORDER

Dean McKenzie called the meeting to order at 3:00 pm. He asked members and guests to introduce themselves.

Marie Hoepfl provided a brief overview of the history and structure of the GAPP, and described the role of each of the subcommittees (Curriculum, Policy, Joint).

2. ELECTION OF 2019-2020 COMMITTEE CHAIR AND DEPUTY CHAIR

Motion 1: Marie Hoepfl called for nominations for GAPP chairperson. Victor Mansure moved, Brad Nash seconded, to nominate Susan Staub as chairperson of the GAPP.

Motion Passed.

Motion 2: Susan Staub called for nominations for GAPP deputy chairperson. Brad Nash moved, Sandi Lane seconded, to nominate Victor Mansure as deputy chairperson of the GAPP. **Motion Passed.**

3. DISCUSSION ITEMS

A. Heather Langdon, Director of Institutional Research at Appalachian, provided an overview of the SACSCOC approval process for new programs or substantive changes, and when this approval is required.

If a new program is proposed that has 50% or more new content, SACSCOC approval is required. This will be particularly germane to certificate programs, which require fewer hours and may include new courses. If a proposed certificate is using fewer than 50% exiting courses, it does not require SACSCOC approval.

If it's a new *degree program*, SACSCOC will approve only after the System Office approves the new program. If we added a program that represented a different degree or credential level than is currently offered (such as the MAT), SACSCOC approval would be required, but only after it is approved by the System Office.

SACSCOC requires a minimum of 30 semester hours or the equivalent at the post-baccalaureate level for any graduate or professional degree program.

As a campus, we are approved to offer any existing program online. Any new program that will be held at a new off-site location requires SACSCOC approval. If a new program to be delivered online is developed, the information will go to SACSCOC. SACSCOC will only be approving the new *program*, not the fact that it's online. In other words, the delivery mode isn't being approved; the program is.

The length of the approval process "depends." Heather suggested that proposals be sent to her prior to January 1 for new programs that are expected to be implemented in Fall of that same year.

When a program is closed, Financial Aid also must go in to the US Department of Education and "close" the program.

There are Financial Aid implications: If a program doesn't go through proper approval channels it could be ineligible for financial aid and we could get put on SACSCOC probation.

Examples from 2019-2020:

1. Emergent Bilingual Learners certificate – required SACSCOC approval because 3 of 4 courses were new. This was approved by SACS in two months' time.
2. Parkway Reading certificate – did not require SACS approval because it was for a new site only.

In summary, all of the following scenarios would require SACSCOC approval:

- A new degree credential not currently offered at Appalachian
- A new program with 50% or more new content
- A new distance/off campus site with new program

- Any dual-degree programs with another institution

4. APPROVAL OF THE MINUTES

Motion 3: David Shows moved, Will Canu seconded, to approve the minutes from the April 15 meeting. **Motion passed.**

5. ANNOUNCEMENTS

1. Marie Hoepfl mentioned that AP&P proposal workshops are being offered by Julie Hayes, Eric Berry, and Anna Basnight. One-on-one sessions are also available.
2. The recommended format for proposed changes to existing courses or programs of study is to show a marked-up copy of the current language, rather than including “current” and “proposed” versions as two separate documents. This makes the proposed changes easier to read.
3. The Graduate School will hold the first monthly meeting for graduate program directors on September 23, and a directors’ workshop on recruiting is scheduled for September 26. The monthly meeting dates are posted in the Program Directors Handbook on the Grad School web site.
4. Mike McKenzie reported that the Graduate School will be reviewing policies and procedures, including the GRE waiver policy, to make sure there is no “gray area” in terms of how programs should proceed with proposed changes. The Graduate School is also committed to providing better communication to GAPP so that members are better informed, but also so that we have a better formal record of information or changes.
5. The Graduate School’s enrolled student services team provides support and training for graduate students. An upcoming event is the 3MT competition. The deadline for students to apply to present at this event is October 10.

6. SUBCOMMITTEE ASSIGNMENTS

Membership on our standing subcommittees was determined as follows:

Curriculum Subcommittee

Victor Mansure, Chair

Will Canu

Brad Nash

Jennifer McGee

Jonathan Stickford

David Shows

Agnes Gambill

Policy Subcommittee

Sandi Lane
Susan Staub
Jeff Ramsdell
John Whitehead
Tracy Smith, Chair
Bekkah Watkins
Katherine Ledford

Joint Subcommittee

Susan Staub
Two additional members TBD

7. ADJOURNMENT

A motion was made by Deputy Chairperson Victor Mansure to adjourn; Ledford seconded. Meeting adjourned at 4:20 p.m.

Members moved to subcommittee breakout meetings.