

**MINUTES OF THE MEETING**  
**GRADUATE ACADEMIC POLICIES AND PROCEDURES COMMITTEE**  
**September 20, 2021**

The Graduate AP&P Committee met on Monday, September 20, 2021 at 3:00 p.m.

Members present: Holly Hirst, Katherine Ledford, Susan Staub, Ray Williams, Jamie Yarbrough, Beth Frye, Jerianne Taylor, Scot Justice, Andrew Windham, Jonathon Stickford, Victor Mansure, Gary Boye, Emily Gillespie, Mark Bradbury, Marie Hoepfl, Gary McCullough, Jason Miller, Lakshmi Iyer, Dontrell Parson, Adryona Nelson, Tammy Haley, Jessica Souza (GA for School of Graduate Studies)

Absent: Brian Whitaker, Terry McClannon, Karen Fletcher, LeeAnn Barnes, Eric Berry

**1. CALL TO ORDER**

Dr. Marie Hoepfl, Interim Dean, called the meeting to order at 3:03 p.m

**2. INTRODUCTION OF COMMITTEE MEMBERS, ADMINISTRATIVE MEMBERS AND GUESTS**

The group members introduced themselves. Emily Gillespie is attending as the GSGA representative on GAPP.

**3. OVERVIEW OF STRUCTURE AND ROLE OF GAPP**

Dr. Hoepfl welcomed all members and discussed the members' roles and responsibilities. There are often more visitors here than are present today, typically at meetings when proposals are on the agenda. Members are elected for three-year terms. She also emphasized the importance of attendance by all members to ensure that we have a quorum at each meeting. She asked for this meeting to be in person so that members could break out into subcommittees and elect subcommittee chairpersons after the full committee meeting adjourned. She suggested holding the remaining two meetings of the Fall term in Zoom format.

Dr. Hoepfl also introduced resources available to all members. The resources include the GAPP AsULearn site. It is a repository for all meeting materials. Official minutes reside on the AP&P website, which also includes important resources for policy proposals as well as procedural information. Laura checked to make sure that all members have access to the AsULearn page and are included in the Google calendar meeting invitations.

The AP&P Manual is an important resource that all faculty making proposals should be familiar with and use. GAPP has an undergraduate counterpart, UAPP. Procedural rules such as the AP&P Manual and the AP&P proposal forms apply to both AP&P committees.

Dr. Hoepfl explained what members can expect from the meetings. The chairperson will run the meetings and there will be a deputy chairperson as well to assist with various tasks. January and February are by far the busiest meetings because it is when most proposals come through the committee for approval. There are two GAPP subcommittees that are quite active: Curriculum Subcommittee and Policy Subcommittee. The Policy Subcommittee drafts new policies as well as revises and updates policies. Each GAPP Committee member is asked to be a part of one of these committees. Much of the heavy lifting of proposal review is done in the committees.

The Joint Subcommittee meets to review AP&P procedures (2 members of GAPP, 2 members of APP, Julie Hayes, a Registrar's Office representative, and other staff members). Membership lists for all subcommittee can be found on the GAPP website.

From time to time, there are appeals that are brought by students to the Graduate School Dean's office and she will call upon members of GAPP to serve on an ad hoc committee to review these. There is also a scholarship/fellowship review period that takes place in the Spring, and you may be invited, along with faculty outside of the GAPP, to participate.

Lastly, Dr. Hoepfl pointed out the Draft Policy Document that is on the AsU Learn page and that provides a list of potential policy issues that may come up for review this coming year. It is an "FIO" document that will be updated through the year.

#### **4. ELECTION OF 2021-2022 COMMITTEE CHAIRPERSON AND DEPUTY CHAIRPERSON**

Dr. Hoepfl opened the floor for nominations for Committee Chairperson. Dr. Ray Williams self-nominated. With no other nominations, she called for the nominations to close.

**MOTION 1:** A motion was made (Justice) to vote to approve Dr. Ray Williams as Chairperson. The motion was seconded (Mansure). The vote was taken. **MOTION PASSED.**

Dr. Hoepfl turned the meeting over to Dr. Williams for continuation.

Dr. Williams opened the floor for nominations for Deputy Chairperson. Dr. Susan Staub nominated Dr. Victor Mansure. Dr. Mansure stated that he was willing to serve in the role again. Dr. Williams called for the nominations to close.

**MOTION 2:** A motion was made (Staub) to approve Dr. Victor Mansure as Deputy Chairperson. The motion was seconded (Williams). The vote was taken. **MOTION PASSED.**

#### **5. APPROVAL OF THE MINUTES**

**MOTION 3:** A motion was made (Taylor) and seconded (Mansure) to approve the minutes of the April 19, 2021 GAPP meeting. A vote was taken. **MOTION PASSED.**

## **6. ANNOUNCEMENTS / FOR INFORMATION ONLY**

Dr. Williams called upon Dr. Hoepfl to oversee this portion of the agenda.

Dr. Hoepfl said that there are two types of FIO items that come to the GAPP. One type includes Bulletin updates (e.g., a common FIO you might see are standardized exam waiver options). The campus-wide minimum rule for graduate admissions is that an applicant must have a 3.0 to qualify for any waiver option. Beyond that, a graduate program can determine additional requirements. The second type of FIO is changes in delivery mode (e.g., if a program wants to move to online delivery).

She shared that there are two types of graduate programs: degree and certificate. If you are proposing change of delivery for a certificate program it is only reviewed locally (at the university level). If you are proposing change of delivery for a degree program, it goes to the UNC system office for review and approval.

Current FIO items:

- a. Approved standardized exam waivers effective for Fall 2021:
  - MS Accounting
  - MA Appalachian Studies
  - MA Clinical Mental Health Counseling
  - MBA
  - MBA & MPA dual degree
  - MS Exercise Science

## **7. NEW BUSINESS**

Dr. Hoepfl suggested trying to divide the voting members of GAPP equally into the subcommittees. Informal volunteering has been the tradition for selection.

Subcommittee membership for 2021-2022 is as follows:

- a. Curriculum Subcommittee: Victor Mansure (co-Chair), Gary Boye, Jamie Yarbrough, Scot Justice, Jerianne Taylor, Holly Hirst (co-Chair), Susan Staub, Laura Padgett
- b. Policy Subcommittee members: Katherine Ledford (Chair), Ray Williams, Jonathon Stickford, Beth Frye, Andrew Windham, Emily Gillespie, Brian Whitaker, Marie Hoepfl
- c. Joint Subcommittee members: – Jonathon Stickford, Scot Justice

## **8. DISCUSSION ITEMS**

- A. Dr. Hoepfl asked for the committee to consider moving the October and November meetings to Zoom. Discussion ensued.

**MOTION 4:** A motion was made (Hirst) and seconded (Staub) to move the October and November meetings to a Zoom format. A vote was taken. **MOTION PASSED.**

Laura Padgett offered to add the Zoom links to the calendar invites and add additional hosts.

There are program director meetings on a monthly basis. Dr. Hoepfl invited the group members to attend these meetings. There are 80 graduate programs including certificates and master, specialist and doctoral degrees. She will add anyone to the list who wishes to receive the announcements/updates that she sends to program directors each week.

She highlighted the resources of the Trails to Success program including the Virtual Graduate Student Life Center (VGS LC) and asked members to contact Laura if they want to be added to that feature. Also, TrailNet is available for graduate students and faculty can be added to that resource as well. She also pointed out the Summit Institute, Thru-Hike Workshop Series, weekly newsletters, the needs of the online student community, and events on campus.

Laura provided a quick update on the 3MT competition and asked members to stay alert for more information for this event that will be held later this semester or the beginning of the spring semester.

Dr. Hoepfl shared that she attended a meeting, hosted by Chancellor Evert's cabinet, to discuss Covid updates and issues. The meeting brought together representatives from different campus groups and interests. It consisted of open discussion about the numbers being reported and ways to increase the number of students who are vaccinated. Currently, 93% of faculty/staff and 57% of students (including main, online, and DE students) report they are vaccinated. The student attestations are checked against state records for confirmation. Verification is currently not completed for faculty/staff attestations. 76% of on campus students report that they are vaccinated. Hoepfl reported that it is encouraging to hear all that is being done to urge the students to be tested and/or vaccinated, and to complete the attestation if they are vaccinated. However, there is a need for more of this and Hoepfl asked the group members to encourage their students to complete the attestation. There are four opportunities for students to be tested each week. They can readily get the vaccine on campus. There is also a Care & Concern report available for faculty/staff to report students who are not being compliant with the mask mandate. There are multiple community resources for testing (Community Health Center on State Farm Road, every day from 1-4 pm and County Health Department 8:30-10 a.m. daily).

## 9. ADJOURNMENT

Dr. Williams asked for a motion to adjourn the meeting. A motion was made (Boye) and seconded (Williams) to adjourn the meeting. A vote was taken. **MOTION PASSED.**

Provost approved 10/26/21  
Effective Fall 2022 unless otherwise noted.

Members adjourned to their Subcommittee groups to establish meeting dates and elect Subcommittee chairs.