

MINUTES OF THE MEETING  
OF THE UNDERGRADUATE ACADEMIC POLICIES AND PROCEDURES COMMITTEE  
October 6, 2021

The Undergraduate AP&P Committee met on Wednesday, October 6, 2021 at 3:00 p.m. in Room 224, William C. Strickland Conference Room of I.G. Greer Hall.

Committee members present: Dr. Jon Beebe, Dr. Whitney Bevill, Dr. Lisa Gross, Dr. Jeff Hirst, Dr. Carol Kline, Dr. Susan Lappan, Dr. Steve Leon, Dr. Jamie Levine, Dr. Stephen McCreery, Dr. Courtney McGahee, Dr. Manan Roy, Dr. Shannon Shanely, Dr. Katy Strand, Dr. Teresa Sumrall, Mr. Brayden Benkiel-Robinson, Mr. Thomas McNeill

Committee members excused: Mr. Jason Miller

Committee members not excused:

At 3:01 p.m. Dr. Mark Ginn called the meeting to order and introduced new members.

**Election of Chair**

Jeff Hirst self-nominated for chair.

A motion was made to close nominations.

VOTE 1 – To approve Jeff Hirst as chair - PASSED

**Appoint a Parliamentarian**

Jon Beebe agreed to serve as parliamentarian.

**Approval of Minutes**

April 19, 2021

VOTE 2 – To approve the minutes from April 19, 2021 - PASSED

**Subcommittee**

- AP&P Joint Subcommittee Recommendation – New form is at the end of the minutes.

VOTE 3 – To approve the new form *Request to Add or Discontinue a Delivery Mode or Site* - PASSED

**Announcements/FIOs**

- FIO - The General Education Council met on September 24, 2021. The memo of actions is at the end of the minutes.
- FIO - Semester Offerings Changes - None

**New Business** – There were no new curriculum proposals.

**Old Business**

**Other** – A discussion of future UAP&P meetings resulted in the decision to meet on Zoom.

**Adjournment**

VOTE 4 – To approve the motion to adjourn – PASSED

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The recommendations from the October 6, 2021 Undergraduate Academic Policies and Procedures Committee meeting are approved.

*Heather Norris*

*10/14/2021*

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Heather Hulburt Norris

Date

Provost and Executive Vice Chancellor

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**Appalachian State University**  
**Request to Add or Discontinue a Delivery Mode or Distance Education Site**  
**Existing Certificate Program**

Date: \_\_\_\_\_ Submitted by: \_\_\_\_\_

Department & College: \_\_\_\_\_

Title of certificate program: \_\_\_\_\_ Level: UG \_\_\_\_\_ G \_\_\_\_\_

Proposed term to begin enrolling students in alternate delivery mode: term \_\_\_\_\_ year \_\_\_\_\_

What change in delivery mode is requested? (select one or more of the following):

- Add on-campus delivery
- Discontinue on-campus delivery
- Add online or hybrid delivery; Minimum percent offered online: \_\_\_\_\_
  - Program will be listed in UNC Online
  - One or more online courses in the program will be listed in UNC Online
- Discontinue online delivery
- Add site-based delivery (list new sites below; add lines as needed)
  - Instructor present (off-campus delivery)
  - Instructor remote (site-based distance education)
- Discontinue site-based delivery

If a site-based location: City \_\_\_\_\_ County \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**A. Required Approvals for Changes in Delivery Mode (New or Discontinued)**

This request to add/discontinue a delivery mode or site has been reviewed and approved by:

Departmental Curriculum Committee: \_\_\_\_\_  
date

Department Chair: \_\_\_\_\_  
date

College Curriculum Committee: \_\_\_\_\_  
date

Dean: \_\_\_\_\_  
date

Submit the completed form, along with responses to Part B of this form if requesting a *new* delivery mode, to the appropriate Academic Policies and Procedures Committee. Proposals to discontinue or add a program delivery mode must be submitted by no later than the Bulletin copy deadline posted for the committee in order to be included in the next Bulletin. New delivery mode requests submitted by the February Bulletin deadlines become effective Fall semester of that year.

## B. Justification for *New Delivery Mode*

Attach a document that provides the following information (3 pages maximum):

1. Description and Rationale. Provide a brief description of the new delivery mode and a short rationale for the proposed change. For online programs, describe whether the delivery is synchronous, partially synchronous, or asynchronous.
2. Student Demand. Cite evidence showing student demand for the new delivery mode. Indicate how the new delivery mode is expected to impact enrollments in the existing program.
3. Enrollment. Estimate the total number of students that would be enrolled in the program during the *first* year of offering the new delivery mode, and estimate the *maximum* number of students that could be accommodated via this delivery mode, given current resources.
4. Resources.
  - a. How will the new delivery mode impact the workload of existing faculty?
  - b. What additional resources are needed in order to offer the new delivery mode?
5. Planning and Professional Development (online delivery requests only).
  - a. What professional development have program faculty received, and what prior experience do they have, in effective delivery of coursework in an online format?
  - b. What changes have been made in the program's curriculum to accommodate the shift to an online delivery mode? (NOTE: If there are changes to the program's *learning objectives* as a result of the proposed change, you must submit this proposal through the regular AP&P approval process.)

## C. Academic Affairs Approval

This request to add or discontinue a delivery mode or distance education site for an existing certificate program has been reviewed and approved by the appropriate institutional committees and authorities.

Name: \_\_\_\_\_  
*Provost & Executive Vice Chancellor*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**TO:** AP&P  
**FROM:** Ted Zerucha, Director, General Education  
**DATE:** September 27, 2021  
**RE:** General Education Council meeting – September 24, 2021

The General Education Council met for its regularly scheduled meeting on September 24, 2021 via Zoom. The following actions were taken:

**VOTE 1:** Approval of April 30, 2021 minutes

Yes: 12      No: 0      Abstain: 2      ***Minutes approved as written.***

**VOTE 2:** Approval of numeric criteria from General Education Assessment Summit – Spring 2021 for Gen Ed Goal 4 – Understanding Responsibilities of Community Membership as presented

Yes: 14      No: 0      Abstain: 0      ***Motion carried.***