

Provost approved: 5.5.2022
Effective Fall 2023 unless otherwise noted.

MINUTES OF THE MEETING
OF THE UNDERGRADUATE ACADEMIC POLICIES AND PROCEDURES COMMITTEE
April 27, 2022

The Undergraduate AP&P Committee met on Wednesday, April 27, 2022 at 3:00 p.m. via Zoom.

Committee members present: Dr. Jon Beebe, Dr. Jeff Hirst, Dr. Carol Kline, Dr. Susan Lappan, Dr. Steve Leon, Dr. Stephen McCreery, Mr. Jason Miller, Dr. Tanga Mohr, Dr. Nirmal Nischal, Dr. Lisa Poling, Dr. Manan Roy, Dr. Teresa Sumrall

Committee members excused: Dr. Whitney Bevill, Dr. Katy Strand

Committee members not excused: Dr. Shannon Cline, Mr. Brayden Benkiel-Robinson

At 3:00 p.m. Dr. Jeff Hirst called the meeting to order.

Approval of Minutes

- January 12, 2022, and February 2, 2022 minutes were emailed to voting members and approved by acclamation on February 25, 2022.

Subcommittees

- AP&P Joint Subcommittee Recommendations
 - AP&P Manual changes – The AP&P Manual changes are at the end of the minutes.

Vote 1 – To approve the AP&P Manual changes - PASSED

- AP&P form changes – The AP&P Form changes are at the end of the minutes.

Vote 2 – To approve the AP&P Form changes - PASSED

Announcements/FIO/Corrections

- FIO – The General Education Council met on February 25, 2022. There were no curriculum changes.
- FIO – The General Education Council met on March 25, 2022. The memo is at the end of the minutes.
- FIO – The General Education Council will meet on April 22, 2022. There were no curriculum changes.
- FIO - Semester Offerings Changes are listed at the end of the minutes.
- FIO – Graduate Policy Change – The memo from Graduate AP&P is at the end of the minutes.
- The Reich College of Education Professional Education Requirements block was revised and approved at the January 12, 2022 meeting. The revision of the **BA in Theatre Arts – Theatre Education Concentration** was included in the proposed changes. Technically, the BA does not include the Professional Education Requirements block. The requirements are part of the undergraduate minor in **Teacher**

Education for Theatre Arts that is required as part of the BA. Therefore, the changes to the block will be made to the minor which was not on the list of programs of studies to be changed.

- The title of **VTN 4250 – Empowering Veterinary Teams** approved at the January 12, 2022 meeting is protected by trademark. The title for VTN 4250 will now be **Leadership and Empowered Teams in Veterinary Medicine**.
- FIO - The Middle Grades Education Program Codes have been updated. The list of new numbers is at the end of the minutes.
- FIO - Proposal GU_CAS_GHY_2021_09 from the January 2021 UAP&P meeting to add the dual-listed course GHY 4815/GHY 5815 was not approved for dual-listing by GAPP. This became a graduate proposal and GHY 4815 should not be built in Banner.
- FIO – Department Updates

1. ADDITION OF NEW DEPARTMENT

The Beaver College of Health Sciences has added a new department, Rehabilitation Sciences (RHS), to the college. This department will combine several existing degree programs, which results in the discontinuation of the Department of Communication Sciences and Disorders.

Add a New Department: **Rehabilitation Sciences (RHS)**

Discontinue Department: **Communication Sciences and Disorders (CSD)**

The course prefix **CSD - Communication Sciences and Disorders** will remain the same.

For catalog and Banner (Student Records & Student Curriculum) purposes, the department changes are Effective: Fall 2022 (for the 2022-2023 undergraduate and graduate bulletins.)

For budgeting and contract purposes, the effective date will be July 1, 2022.

Undergraduate Programs in RHS:

Communication Sciences and Disorders, BS (820A)

Communication Sciences and Disorders Minor (820)

American Sign Language Minor (819)

Graduate Programs in RHS:

Athletic Training, MS (843A)

Speech-Language Pathology, MS (821A)

2. DEPARTMENT NAME CHANGE

The Department of **Health and Exercise Science (HES)** has changed its name to the Department of **Public Health and Exercise Science** (Banner code will remain HES; internal departmental use will be PHES).

The course prefixes and their descriptions will remain **ES - Exercise Science** and **PH - Public Health**.

(The AT curriculum moved to the new Department of Rehabilitation Sciences (RHS) as mentioned above.)

For catalog and Banner (Student Records & Student Curriculum) purposes, the department changes are Effective: Fall 2022 (for the 2022-2023 undergraduate and graduate bulletins.)

For budgeting and contract purposes, the effective date will be July 1, 2022.

New Business (Total 2)

College of Fine and Applied Arts (2)

Proposals from the College of Fine and Applied Arts (2)

Department of Sustainable Development (2)

U_FFA_SD_2022_01

Course Addition:

SD 3710 – Building Resilience in Socio-Ecological Systems (3)

When Offered: On Demand

This course explores the complex and dynamic nature of socio-ecological systems and examines the principles of resilience, adaptation, and transformation, which are essential to sustainable development. Students will analyze interdisciplinary case studies, practice conceptual modeling of components and interactions within socio-ecological systems, and identify and evaluate effective leverage points for building and maintaining resilience as an approach for problem solving and transformation.

Prerequisites: SD 2400, SD 2610.

U_FFA_SD_2022_02

Course Addition:

SD 4120 – Community Forestry and The Commons (3)

When Offered: On Demand

This course explores the relationship between communities and forests and the practice of community forestry in sustainable development. Students will examine the literature on critical social theories, economic systems, and community forestry in order to develop theoretical knowledge on the commons and commoning. Students will analyze strategies for community resilience and practice skills related to the applications of community forestry in sustainable development.

Prerequisite: SD 2400.

Vote 3 – To approve the proposals from the Department of Sustainable Development - PASSED

Old Business

Other

Adjournment

Vote 4 – To approve the motion to adjourn - PASSED

The recommendations from the April 27, 2022 Undergraduate Academic Policies and Procedures Committee meeting are approved.

Heather Norris

05/05/2022

Heather Hulburt Norris

Date

Provost and Executive Vice Chancellor

PROPOSED CHANGES TO THE AP&P MANUAL, PAGE 9 – APRIL 2022

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 approval 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 for the undergraduate and graduate course pairings 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,~~ Wwhere 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

<input type="radio"/> Graduate AP&P <input type="radio"/> Undergraduate AP&P <input type="radio"/> Both (Dual-Listed Courses) Submit simultaneously	Department/Program Proposal # _____ Proposed Effective Date: FALL (year) _____
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College/Unit **Select:** Assoc. Dean _____ Proposer(s) _____

Department/Program _____ Chair _____

1. I want to: **Select:** **Select:** 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.

AP&P PROPOSAL FORM -- Part A (continued)

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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Department Graduate Faculty (graduate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
College Council(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General Education Council	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Professional Education Council	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Department Honors Program Council	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Honors College Council	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Undergraduate Academic Policies & Procedures Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Graduate Academic Policies & Procedures Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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.)

None <input type="checkbox"/>	Course(s) Affected (number & title)

None <input type="checkbox"/>	Program(s) Of Study Affected (program code & title)

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 providing 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 Certificate 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: Select the appropriate Schedule Type

TO: AP&P
FROM: Dr. Ted Zerucha, Director, General Education
DATE: March 29, 2022
RE: Actions of the General Education Council meeting – March 25, 2022

The General Education Council met for their regularly scheduled meeting on March 25, 2022 via Zoom.

The following actions were taken:

VOTE 1: GEC Minutes from February 25, 2022

Yes: 11 No: 0 Abstain: 3 *Minutes approved as written.*

VOTE 13:

First Year Seminar – effective Fall 2023

- AP&P Proposal – change to transfer exemption policy.

Motion was made and carried to approve AP&P proposal with minor wording changes.

Yes: 15 No: 0 Abstain: 1

Note: Votes 2-12 were Gen Ed course renewals.

SEMESTER OFFERING CHANGES – Submitted 2/14/2022 – 3/30/2022

NUT 3205 changed from Fall; Spring; Summer Session to Fall; Spring
NUT 3400 changed from On Demand to Fall
ANT 2100 changed from Spring, Even-numbered years to On Demand
ANT 2330 changed from Fall, Odd-numbered years to On Demand
ANT 2700 changed from Spring to On Demand
ANT 3200 changed from Spring to On Demand
ANT 3260 changed from Spring, Odd-numbered years to On Demand
ANT 3270 changed from Spring, Even-numbered years to On Demand
ANT 3300 changed from Fall, Odd-numbered years to On Demand
ANT 3305 changed from Spring to On Demand
ANT 4330 changed from Spring, Odd-numbered years to On Demand
ANT 4331 changed from Spring, Odd-numbered years to On Demand
ANT 3660 changed from Fall to On Demand
ANT 4265 changed from Fall, Alternate years to On Demand
ANT 3555 changed from Fall, Even-numbered years to On Demand
ANT 4280 changed from Fall, Alternate years to On Demand
ANT 4351 changed from Spring to On Demand
ANT 4360 changed from Spring, Odd-numbered years to On Demand
ANT 4361 changed from Spring, Odd-numbered years to On Demand
ANT 4370 changed from Spring, Even-numbered years to On Demand
ANT 4400 changed from Spring to On Demand
ANT 4401 changed from Spring to On Demand
ANT 4440 changed from Fall to On Demand
ANT 4441 changed from Fall to On Demand
ANT 4450 changed from Fall to On Demand
ANT 4451 changed from Fall to On Demand
ANT 2235 changed from Spring to Fall; Spring
ANT 2222 changed from Fall to Spring
ANT 3600 changed from Fall to Spring
CHE 3301 changed from Fall to Fall; Spring
CHE 3303 changed from Fall to Fall; Spring
FER 1000 changed from Spring to Fall; Spring
FER 4400 changed from Spring to Fall
PHY 3030 changed from On Demand to Fall

MEMORANDUM

To: Members of the Undergraduate Academic Policies & Procedures Committee
From: Graduate Academic Policies & Procedures Committee
Date: February 28, 2022
Re: Graduate Policy Change

Graduate AP&P approved policy proposal G_GRAD_2021_7 at the February 2022 meeting. G_GRAD_2021_7 changes the "Undergraduate Enrollment" policy in the Graduate Bulletin to clarify the type of courses that are eligible for qualifying undergraduate students to enroll in and to update the number of such credits that may be applied to a later graduate degree program. This affects the undergraduate bulletin in the Credit Limitations section, item 6. Eric Berry has reviewed and approves the following wording for the Undergraduate Bulletin.

Credit Limitations

6. Students enrolled as undergraduates at Appalachian State University may request permission from both the department and the Graduate School to take graduate courses if they will be seniors in the semester of enrollment and have at least a 3.0 GPA.

- The Graduate School offers a program entitled, "Accelerated Admission from Baccalaureate to Master's." This is an accelerated program for which a graduate program director can nominate a rising senior (i.e., a student in the second semester of the junior year) or current senior to take graduate coursework during the student's senior year that can fulfill both undergraduate and graduate course requirements. Refer to the Graduate Bulletin for more information on this program.
- Students enrolled as undergraduates at Appalachian State University and who are not previously admitted as accelerated master's students may request permission to take graduate courses if they will be seniors in the semester of enrollment and have at least a 3.0 GPA. The Senior Permission request form can be found on the Graduate School website, and it requires both program/department and Graduate School approval. Undergraduate students may NOT take graduate hours in Thesis, Independent/Individual Study, or Internship, or classes at the 7000-level. Undergraduate non-degree students are not eligible to take graduate-level courses. Students may count up to 9 semester hours taken under this classification toward a later graduate degree program, provided that the 7-year time limit for graduate courses is not exceeded; that the course credits are not used to meet the requirements of the undergraduate degree; and that the graduate program approves their inclusion on the graduate program of study.

In an effort to simplify the program codes for the BS in Middle Grades Education, the program codes will be updated accordingly effective Fall 2022:

Middle Grades Education - Language Arts and Mathematics Concentrations

Old Codes: 470B / 470C

New Code: 470K

Middle Grades Education - Language Arts and Science Concentrations

Old Codes: 470B / 470D

New Code: 470L

Middle Grades Education - Language Arts and Social Studies Concentrations

Old Codes: 470B / 470E

New Code: 470M

Middle Grades Education - Mathematics and Science Concentrations

Old Codes: 470C / 470D

New Code: 470N

Middle Grades Education - Mathematics and Social Studies Concentrations

Old Codes: 470C / 470E

New Code: 470P

Middle Grades Education - Science and Social Studies Concentrations

Old Codes: 470D / 470E

New Code: 470R