MINUTES OF THE MEETING
OF THE UNDERGRADUATE ACADEMIC POLICIES AND PROCEDURES COMMITTEE
May 1, 2019

The Undergraduate AP&P Committee met on Wednesday, May 1, 2019 at 3:00 p.m. in the William C. Strickland Conference Room of I.G. Greer Hall.

Committee members present: Dr. Ben Alexander-Eitzman, Dr. Jon Beebe, Dr. C. A. Debelius, Dr. Shanan Fitts, Dr. Christina Hayes, Dr. Jeff Hirst, Dr. Joe Klein, , Dr. Courtney McGahee, Mr. Jason Miller, Dr. Tanga Mohr, Dr. Ben Powell, Dr. Teressa Sumrall, Mr. John Wiswell, Mr. Ty Gacek, Mr. Connor Schlaline

Committee members excused: Dr. Jamie Levine
Committee members not excused: Dr. Ellen Cowan

At 3:00 p.m., Dr. Ben Powell noted that we had a quorum and he called the meeting to order.

Subcommittee
- The AP&P Joint Subcommittee submitted recommendations to the AP&P Manual

VOTE 1 – To approve the recommendations with the correction to change "Distance Education" to "App State Online" – PASSED

- The AP&P Joint Subcommittee submitted recommendations to the AP&P Form

VOTE 2 – To approve the recommendations with the correction to change Part B, 5a from "…*Letter of Intent* submitted to…" to "…*Request to Establish* to be submitted to…" – PASSED

Approval of Minutes
- January 16, 2019
- February 6, 2019
- March 13, 2019

VOTE 3 – To approve the minutes from January, February, and March - PASSED

Announcements
- "For Information Only" - Semester Offerings Changes
  - ART 1004 changed from Fall; Spring to On Demand
  - ART 2222 changed from Fall to Fall; Spring
  - ART 2420 changed from Fall; Spring to Fall
  - ART 2444 changed from Spring to Fall; Spring
  - ART 3013 changed from Fall; Spring to On Demand
  - ART 3022 changed from Fall to On Demand
  - ART 3420 changed from Fall; Spring to On Demand
  - ENG 3715 / S D 3715 changed from Fall to Fall; Spring
- "For Information Only" memo/list of items approved by the General Education Council on February 15, 2019.
- "For Information Only" memo/list of items approved by the General Education Council on March 15, 2019.

- "For Information Only" - General Education Council was cancelled for April 26, 2019.
- "For Information Only" – Letter of Intent for planning a new Bachelor of Science degree program in Interdisciplinary Studies.

Unfinished Business

New Business – (No curriculum proposals were submitted)

Other

Adjournment

VOTE 4 - To approve the motion to adjourn – PASSED

UNDERGRADUATE ACADEMIC POLICIES AND PROCEDURES COMMITTEE
May 1, 2019
Unofficial Vote Record

Committee Members	1	2	3	4	5	6	7	8	9	10	11	12	13
Ben Alexander-Eitzman	Y	Y	Y	Y									
Jon Beebe	Y	Y	Y	Y									
Ellen Cowan	-	-	-	-									
C. A. Debelius	Y	Y	Y	Y									
Shanan Fitts	Y	Y	Y	Y									
Christina Hayes	Y	Y	Y	Y									
Jeff Hirst	Y	Y	Y	Y									
Joe Klein	Y	Y	Y	Y									
Jamie Levine	-	-	-	-									
Courtney McGahee	Y	Y	Y	Y									
Jason Miller	Y	Y	Y	Y									
Tanga Mohr	Y	Y	Y	Y									
Ben Powell	Y	Y	Y	Y									
Teressa Sumrall	Y	Y	Y	Y									
John Wiswell	Y	Y	Y	Y									
Ty Gacek	Y	Y	Y	Y									
Connor Schlaline	Y	Y	Y	Y									

The recommendations from the May 1, 2019 Undergraduate Academic Policies and Procedures Committee meeting are approved.

Darrell P. Kruger   *5/7/2019*
Darrell P. Kruger   Date
Provost and Executive Vice Chancellor

AP&P Manual
Appalachian State University

Under Revision
Version 2-26-2019

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Academic Policies and Procedures (AP&P) Committees

AP&P Committees Summary

Complete information about the memberships of university committees (including Graduate and Undergraduate AP&P Committees), reporting, and areas of responsibility are outlined in the *Faculty Handbook* (§7.3.4.8 and §7.3.4.14).

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AP&P Operating Procedures

1. Proposals to be presented to an Academic Policies and Procedures (AP&P) committee must be submitted using the approved proposal forms available on the AP&P website.

2. Proposals to be considered by an (AP&P) committee must be agenda-ready and submitted prior to the published due date (approximately twenty-five [25] calendar days prior to the scheduled meeting). The AP&P committees will send the agenda to the entire faculty at least six (6) working days prior to a scheduled meeting according to the Faculty Handbook guidelines.

3. The proposal author, department chair, or dean's office should consult with any department or unit that may be affected by the proposal prior to submission.

4. Committee members, deans' offices, authors, department chairs, faculty and students should provide feedback and inquiries on the AP&P AsULearn forum to address proposal concerns prior to committee meetings when appropriate and possible.

5. A quorum for the transaction of business shall consist of two-thirds majority of the voting members of the committee.

6. The order of consideration of proposals before the committee shall be rotated among the colleges and schools.

7. Committee meetings are limited to two hours in length unless a vote to extend is passed. In the event of a backlog of committee business, a second meeting will be called for that month.

8. Voting on proposals/motions is by voice vote or by a show of hands. Proxy representation and absentee voting for the purpose of voting on proposals under consideration is NOT permitted. Proposal/motion decisions shall be by a simple majority of the verbal or show of hands votes cast.

9. The chairs of the AP&P committees shall be elected from the voting membership. The chairs are elected in the first fall semester meeting by the voting members. The chairs retain their right to vote on proposals/motions. The term of chair is for one year and is renewable. The chair is eligible to receive one quarter reassigned time per semester.

Primacy of Academic Governance over Academic Curriculum and Instruction

Faculty Handbook Academic Governance Summary

The basic and most important unit in determining curricula is the academic department.

Each department/academic unit and college/school shall have a curriculum committee to carefully consider changes to courses, programs, policies, or structures within or affecting the academic unit. All academic units should develop and implement plans for involving students in academic governance at the departmental level.

In addition, the General Education Council, Honors Council, and Teacher Education Council shall each carefully consider changes to curriculum, policies, programs, or structures within or affecting their programs.

The Graduate and Undergraduate Academic Policies and Procedures (AP&P) Committees are the final committees to carefully consider and recommend changes to the University's curriculum, policies, programs, or structures.

The Provost and the Chancellor shall communicate to the University in a timely fashion their decisions on proposals/motions involving recommendations for changes in curriculum, policies, programs, or structures.

Guideline I

Any proposal for changes in a department's courses or programs must first be acted upon by the department before being submitted to the college advisory council. Only graduate faculty and affiliate graduate faculty may vote on changes to graduate programs and curriculum in their respective areas (*Faculty Handbook,* §4.5*).* Any proposal for changes (excluding course changes within existing programs) in a college's or school's programs or structures must first be acted upon by the faculty of the college or school concerned before being presented to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee. After a proposal for curricular or structural change has been acted upon by a college or school and after the dean of that college or school has submitted the proposal to all other necessary groups, the dean will then present the proposal to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee.

Guideline II

Recommendations for changes in general academic policies or academic programs must be submitted to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee by any of the following:

  A. Department, program, college, or school
  B. Faculty Senate
  C. Student Government Association
  D. Graduate Student Association Senate
  E. Council of Deans
  F. Council of Chairs

4

A faculty member, student, or ad hoc faculty or student group will channel proposals through the appropriate body above.

Guideline III
The Undergraduate Academic Policies and Procedures Committee and the Graduate Academic Policies and Procedures Committee are, in most circumstances, the final recommending bodies to the provost and executive vice chancellor and the chancellor. The faculty members and the students on these committees serve as the representatives for the faculty and students, respectively. As such, these groups should make their respective views known through their appointed representatives and should make arrangements for their respective representatives to be held accountable to them.

Guideline IV
If a proposal for changes in a department's courses or programs is not approved by that department, then the group initiating the proposal may appeal (within 90 days after rejection) first to the advisory council of the college to which that department belongs. If the proposal is also rejected by the college or school, then the group may appeal (as above) to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee.

When a departmental proposal is not recommended at the college advisory council level, the department may appeal to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee.

Bulletin Style Guide
The information below improves course information consistency and sets standards for the undergraduate and graduate Bulletins. Bulletin course description and title information will be altered to meet these guidelines before being published in the AP&P minutes and Bulletins.

Alternate Year Course Offerings
When courses are offered in alternate years, information listing what years the course will be offered should be provided. "Spring, Alternate years" is not acceptable. If the year cannot be determined, the course offering should be designated "On Demand".
Examples:
- HIS 3156. History of International Terrorism (3). Fall, Even-numbered years.
- HIS 3158. Ethnic Conflict: East Versus West (3). Fall, Odd-numbered years.
- HIS 3823. American Military History (3). Fall; Spring, Odd-numbered years; Summer Session 1, Even-numbered years.
- PS 2610. Asian Politics (3). On Demand.

Courses may be scheduled in a regular semester "Fall; Spring; Summer Sessions" and "On Demand" if a course will be offered in one semester, but only periodically in another.
Examples:
- PE 1822. Tennis (1). Fall; On Demand.
- HPE 2140. Principles of Fitness and Conditioning (3). Summer Session; On Demand.

Course Descriptions
- Course descriptions should be concise-two to five sentences/statements total.
- Avoid information technology language that may become outdated.
- Do not use course titles within the course description or prerequisite statement.
- Ensure contact time coincides with course credit hours and course schedule type.
- Mode of instruction should not be included (e.g., online, lecture).
- Only include prerequisites for that course, not the prerequisites of prerequisite courses.
- Spell out "and" instead of using "&".
- Spell out "laboratory".
- Spell out numbers one through nine (e.g., Studio six hours).
- Statements such as "lecture three hours." should not be included in the course description unless the course includes multiple modes of instruction (i.e., lecture/lab, lecture/studio). If the course includes multiple modes of instruction, this may be reflected in the course description (e.g., "Includes lecture and studio components meeting for X hours per week." or Lecture X hours, laboratory Y hours.").
- Use the standard statement "Graded on an S/U basis." when the course is graded S/U.
- Use course prefix before each number (e.g., ENG 3661, ENG 3662, ENG 3663, rather than ENG 3661, 3662, 3663).

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Course Titles
Attempt to use course titles shorter than 30 characters-including spaces. The short title in Banner appears on the class schedule and student transcripts and is limited to 30 characters (including spaces and punctuation). The long course title appears in the Bulletins. The long course title in Banner is limited to 100 characters (including hours and semester offering).

Numeric Grade Representation
Grade Point Average (GPA) points should follow all letter grades listed in the bulletins, programs of study, or other university materials and documents. GPA points should follow all course or program grade prerequisites. Inclusion of "or higher" and "or above" is not necessary.
Examples:
- Prerequisites: completion of LLC 2510 and FRE 3510 with a minimum grade of "B" (3.0).
- Prerequisites: completion of HIS 4100 Senior Seminar with a minimum grade of "C" (2.0) is required to complete the History major.
- Course Description: A minimum grade of "C" (2.0) is required. Prerequisites: completion of HPE 2110, HPE 2120 and HPE 2130 with a minimum grade of "C" (2.0) in each.
- Major Requirement: In order to progress through the RN to BSN program, the student must achieve a minimum grade of "C" (2.0) in each nursing course before proceeding to the next nursing course.

Curriculum Proposal and Scheduling Information

Contact Time

Across the UNC system, a class must meet for a minimum of 750 minutes for every semester hour of credit. The amount of contact time remains constant, regardless of the academic term.

One semester hour	Minimum of 750 contact minutes
Two semester hours	Minimum of 1500 contact minutes
Three semester hours	Minimum of 2250 contact minutes
Four semester hours	Minimum of 3000 contact minutes

The Appalachian State University Policy Manual provides a thorough explanation of credit hour applications across different modes of instruction and contact time required. In addition, detailed information on current course schedule types (Banner course term file guidelines) can be found on the Office of the Registrar's website.

Determining When a New Course Number is Needed

In some cases proposers wish to make significant revisions to an existing course. If the changes are substantial enough that a student who had the earlier course would not be able to use the revised course interchangeably, then a new course number is needed. In certain circumstances, even if a course could be used interchangeably, a new course number may be required, as determined by the Registrar's Office in consultation with the respective AP&P committee chairpersons. If a new course number is assigned, this becomes a course add, and Parts A & B of the form must be completed.

Numbering of Coursework

The following is a summary of the restrictions imposed by university policy on the numbering of coursework. To begin, university policy stipulates the following general classifications.

Level	Number Range
Remedial	0001-0999
Freshman	1000-1999
Sophomore	2000-2999
Junior	3000-3999
Senior	4000-4999
Master's	5000-5999
Specialist	6000-6999
Doctorate	7000-7999

Numbers specified within the reserved ranges are as follows:

General & Departmental Honors	1510-1519, 2510-2519, 3510-3519, 4510-4519
Independent Study	1500, 2500, 3500, 4500, 5500, 6500, 7500
Instructional Assistance	3520
Selected Topics	1530-1549, 2530-2549, 3530-3549, 4530-4549, 5530-5549, 6530-6549, 7530-7549

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Other numbers reserved by University policy are as follows:

Bibliography & Research	5000
Experiential Learning	1999, 2999, 3999, 4999
Graduate Research	5989, 6989, 7989
Internships	2900, 3900, 4900, 5900, 6900, 7900
Thesis/ Dissertation	5999, 6999, 7999

Proposals for new courses or programs are submitted to the Office of the Registrar during the proposal development process to confirm the appropriateness of course numbering.

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.
- 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.)
- 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 approved 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 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."

In the case of dual-listed selected topics and study abroad courses, syllabi for the undergraduate and graduate course pairings must be submitted for review and approval by

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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 these classes and, where possible, graduate students should make up at least 30% of the enrollment.

Department, Program Name, or Course Prefix Changes

Department or program name changes should be submitted using the Department Name Change form. These are reviewed for approval by the Provost and Chancellor and are information-only items for the AP&P committees.

Course prefix changes do require submission of an AP&P proposal.

Proposal Process Resources

Resources are available on the Academic Policies and Procedures website: https://app.appstate.edu/AP&P Approval Process
AP&P Process Flowchart Bulletin Deadlines
Contact and Submission Information
Meeting Agendas, Dates, Deadlines, and Minutes
Proposal Forms, Instructions, and Sample Proposals
File Naming Protocol
Department Name Change Form
Semester Offering Changes Information
UNC-GA Process for Planning and Establishment of New Program
UNC-GA-SACS Flowchart

Scheduling of Courses to be Offered for Credit

Scheduling a course to be offered for credit is authorized by the department chair (or equivalent) under which the course is listed (see Faculty Handbook).

After authorizing a course to be offered, the chair will provide the schedule information to the dean's office (or equivalent).

Provide schedule information to:
- The Office of the Registrar if the course is to be offered for main campus credit during a term of the regular academic year.
- The Office of Summer Sessions if the course is to be offered during a summer term.
- The Office of Distance Education for all distance education courses.

Courses beginning before 2:00pm Monday-Friday should adhere to regular meeting patterns unless approved as an exception by the appropriate dean's office. Regular meeting patterns and additional information can be found on the schedule build/CTF section of the Office of the

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Reorganization of academic units resulting in changes to where those units report requires the approval of the Academic Policies and Procedures (AP&P) committees. Proposals for such changes should be submitted through the standard AP&P approval process.¶

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[Registrar's webpage](#).

Selected Topics Course Guidelines

Selected topics are available to allow faculty to test the viability of a new course on a short-term basis. A selected topics course should not be offered more than a total of four semesters before beginning the process for adding the course permanently to the Bulletin(s).

A course under a selected topics designation should not be scheduled when a course with substantially similar content and methodology exists, without first consulting the existing course department chair(s) (or equivalent).

If departments and/or individual faculty members would like to express concerns about a selected topics course, contact should be made with the department chair (or equivalent) at least two weeks in advance of registration. The concerned party, the individual offering the course, and the department chair(s) should attempt to resolve the concern in advance of registration. If that course of action does not result in a solution, the appropriate college dean(s) will serve to arbitrate.

Graduate/undergraduate dual-listed selected topics courses must adhere to the same requirements as other graduate/undergraduate dual-listed courses.

Graduate selected topics courses must adhere to the same requirements as other graduate courses. Contact the Graduate School for additional information.

See the Numbering of Coursework section of this manual for information about selected topics numbering.

Semester Offering Information

Main campus undergraduate courses offered in a fall or spring term are eligible for the university's book rental program. Selected Topics, On Demand, and courses offered in Summer Sessions only, are not eligible.

Semester offerings (only) can be changed without an AP&P proposal. Details about that process can be found at: https://app.appstate.edu/proposal-resources/semester-offering-changes

Courses can be offered: Fall, Spring, Summer Sessions, On Demand, Even-numbered Years, Odd-Numbered Years. Please see the Alternate Year section of this manual for details on inclusion in course descriptions.

Deleted: https://app.appstate.edu/semester-offering-changes-submitted-deans-office

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Summary of Changes to the AP&P Form, Parts A and B
Recommendations from the Joint Subcommittee
April 1, 2019

1. Updated the Proposal Form instructions; added a second hyperlink to the top of Part A, directing proposers to the instructions.

2. Incorporated Item 7 (regarding dual- and cross-listed courses) on the current form into Part A, Items 3a and 3b.

3. Updated the language in Part A, Item 5 (Registrar and Graduate School comments)

4. Made a slight revision for clarification to the language in Part A, Item 6b.

5. Deleted Item 7 ("Is this course cross-listed?"), and added a new Item 7 relating to course equivalents.

6. Updated Item 9 to reflect name change (Office of Distance Education is now App State Online)

7. Moved Part A, Item 10 (Schedule Type), to Part B, Item 11. This information is only needed for new courses.

8. Added a new Item 10 to Part B. This addition was requested by Susan Jenson because consultation with legal is needed regarding all field-based courses. This prompts the proposer to consult with General Counsel regarding any field-based courses not already coded as such (e.g., INT, PRA, FLD, etc.).

Academic Policies and Procedures Committees
PROPOSAL FORM -- Part A

Graduate AP&P	Department/Program Proposal # _____
Undergraduate AP&P	
Both (Dual-Listed Courses) Submit simultaneously	Proposed Effective Date: FALL (year) _____

College/Unit   Assoc. Dean _____   Proposer(s) _____ _____

Department/Program _____   Chair _____

1. I want to: Briefly describe the action(s) requested:

2. Rationale for this request:

3. a. List the current catalog copy (including dual- or cross-listed information, if applicable). Attach separate sheet if more space needed.

    b. List the proposed catalog copy (including dual- or cross-listed information, if applicable). Attach separate sheet if more space needed.

    c. Other REQUIRED attachments: see *General Instructions*

4. 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)				
Department Graduate Faculty (graduate)				
College Council(s)				
General Education Council				
Council on Professional Education				
Honors Council				
Undergraduate Academic Policies & Procedures Committee				
Graduate Academic Policies & Procedures Committee				

5. Contact the Registrar's Office and (for graduate proposals) Graduate School.

Area	Person Contacted	Review Comments	Date of Comments m/d/yyyy
Registrar's Office			
Graduate School			

6. 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 spreadsheet if necessary. (Click here for instructions on searching Online Bulletin.)

Course(s) Affected (number & title)	Program(s) Of Study Affected (program code & title)
None	None

b. List all affected department chairs/program directors (including those from 6a 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

7. 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	

8. Is this a General Education course? yes __ no __ n/a __ (*If requesting new general education credit, submit Part C of the AP&P form with an attached syllabus to the Office of General Education*)

9. App State Online:
   a. Does this proposal affect a course or requirement of a distance education program? yes __ no __ If yes, has App State Online been consulted? yes __ no __ If yes, list the date(s), App State Online contact person, and their response in support or opposition to this proposal:

   b. Mode of delivery: fully online __ site-based __
   If you are not sure, contact App State Online.

Academic Policies and Procedures Committees
PROPOSAL FORM -- Part B (For additions only)

SELECT ONE: Course aa" Egtvlkecvg aa   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 __   n/a __   *(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 *Letter of Intent* 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.

6. List estimated costs of the new program or course that cannot be covered by the present budget:

7. Contact your department's Library Liaison. *List the date, person contacted, and their response.*
    (Click here for a list of Library Liaisons.)

8. Resource responsibilities: Has (have) the appropriate dean(s) been consulted in the development of this proposal?
    yes__ no__ If yes, list the date(s), name(s) and title(s) of person(s) contacted, and their response(s) in support or
    opposition to this proposal:

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. If the course being proposed is not designated as an Internship (INT), Practicum (PRA), Field Experience (FLD),
    Clinical (CLN) or Student Teaching (ST) experience, but students will be applying their skills in an experiential manner
    such as providing professional advice to community members or working hands on with minors, has General Counsel
    been consulted regarding liability?   yes____   no____   n/a ____

11. For new course, select schedule type:

TO: AP&P
FROM: Ted Zerucha, Director, General Education
DATE: February 18, 2019
RE: Actions of the General Education Council February 15, 2019

The General Education Council met at its regularly scheduled monthly meeting on February 15, 2019. The following actions were taken:

VOTE 1: January 25, 2019 Minutes - Approved as written.
  Yes: 9   No: 0   Abstain: 0

VOTE 2:
- Writing in the Discipline (DELETE)
  TEC 3748, Building Science – *effective Fall 2019 per AP&P*
    Yes: 9   No: 0   Abstain: 0   Deletion approved.

FIO ITEMS – *effective Fall 2019*
- GRA 3622, Graphic Communications Seminar (Writing in the Discipline), change course prefix to GCM 3622
- GRA 4900, Graphic Communications Internship II (Senior Capstone), change course prefix to GCM 4900

TO: AP&P
FROM: Ted Zerucha, Director, General Education
DATE: March 18, 2019
RE: Actions of the General Education Council March 15, 2019

The General Education Council met at its regularly scheduled monthly meeting on March 15, 2019. The following actions were taken:

VOTE 1: February 15, 2019 Minutes - Approved as written.
     Yes: 8 No: 0 Abstain: 3

VOTE 2: Revised Part D Renewal Form
     Yes: 11 No: 0 Abstain: 0 Renewal Form approved.

FIO ITEMS
- Senior Capstone (DELETE) – effective Fall 2020
  COM 4315, Electronic Media Management

ANNOUNCEMENT: At this time, the Council does not plan to meet in April. If an issue arises that warrants a meeting, it will be held on Friday, April 26, at 3:00 pm. Dr. Ted Zerucha will send an announcement and post the agenda, IF a meeting is needed.

THE
UNIVERSITY OF
NORTH CAROLINA
SYSTEM

Letter of Intent to Develop New
Academic Degree Program

The following approvals must be obtained prior to sending the Letter of Intent to Develop a New Academic Degree Program to the UNC System Office.

Institution: **Appalachian State University**

Degree Program Title: **B.S. in Interdisciplinary Studies**

Reviewed and Approved By (Name and title only. No signature required in this section.)
Check box to indicate participation in review. (Provost is required.)

☐ **Provost:**
☐ **Faculty Senate Chair (as appropriate):**
☐ **Graduate Council (as appropriate): n/a**
☐ **Undergraduate or Graduate Dean (as appropriate): n/a**
☒ **Academic College Dean: Dr. Neva Specht**
☒ **Department Chair: Dr. Mark Nunes**
☐ **Program Director/Coordinator: n/a**

New Academic Proposal Process

New academic programs are initiated and developed by the faculty members. Approval of the Letter of Intent to Develop a New Academic Degree Program must be obtained from department chairs and college deans or equivalent administrators before submission to the UNC System Office review.

Directions: Please provide a succinct, yet thorough response to each section. Obtain the Provost's signature and submit the proposal via the PREP system to the UNC System Vice President for Academic Programs, Faculty, and Research, for review and approval by the UNC System Office. Once the Letter of Intent to Develop is approved, the institution can begin work on the formal Request to Establish a New Degree Program.

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Letter of Intent to Develop a New Academic Degree Program

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Institution	Appalachian State University
Joint Degree Program (Yes or No)? If so, list partner campus.	No
Degree Program Title (e.g. M.A. in Biology)	B.S. in Interdisciplinary Studies
CIP Code and CIP Title (May be found at National Center for Education Statistics)	24.0101
Require UNC Teacher Licensure Specialty Area Code (Yes or No). If yes, list suggested UNC Specialty Area Code(s).	No
Proposed Delivery Mode (campus, online, or site-based distance education). Add maximum % online, if applicable.	Campus
Proposed Term to Enroll First Students (e.g. Spring 2019)	Fall 2020
List other programs in the UNC System (may be found at UNC System website)	NC State; Western Carolina

SACSCOC Liaison Statement: *(Provide a brief statement from the University SACSCOC liaison regarding whether the new program is or is not a substantive change.)*

Appalachian State will not submit this proposal to SACSCOC as a substantive change. According to our SACSCOC Accreditation Liaison, Heather Langdon, and SACSCOC Coordinator for Substantive Change, Robin Zuniga, "Since no new content is being added to the institution's offerings, this would not be a significant departure." The University has been advised that we do not need to notify the Commission for this degree program.

Program Summary: (*Briefly describe the proposed program and summarize the overall rationale.*) Maximum of 1,000 words.

Our currently offered Bachelor of Arts in Interdisciplinary Studies degree helps with retention, progression, and graduation rates for students who are interested in studying at Appalachian State University, but who want to pursue studies in emerging disciplines or in fields of study that are not offered at the university. By providing a Bachelor of Science option, we will better serve a broader group of students who have interest in an individually designed degree option. While technically we are proposing a new degree, in many ways what we are offering is a science and social science option for students whose career goals or graduate school aspirations would be better served by a Bachelor of Science rather than a Bachelor of Arts.

The proposed Bachelor of Science in Interdisciplinary Studies draws upon the existing curriculum for our Bachelor of Arts Interdisciplinary Studies, Individually Designed program of study. The proposed program of study allows students to increase their emphasis in the sciences, social sciences and mathematics by increasing the self-designed portion of the program of study from 24 s.h. (as it stands for the B.A.) to 30 s.h. In addition, students are required to declare a minor that aligns with their overall Bachelor of Science curriculum design. The IDS program is an advisor-intensive program. We work with students from their first required class onward to articulate how the pieces of their interdisciplinary program fit together. Students cannot pass their first required class (IDS 2002) and progress to their second required class without completing an approved Statement of Goals. They must also work with their assigned advisor during this class, who must approve (along with the Department Chair) a 30 credit self-designed program of study. This program of study, once approved, is scribed into Banner. Students can only change their program of study with departmental approval. We intend to use this same gateway course and advisor-intensive process to help students determine if their curriculum, their statement of goals, and their long-term aspirations align with a B.A. or a B.S. program of study.

The proposed degree program aligns well with Appalachian State University's mission to advance knowledge and address challenges of our region, state and world through creativity and innovation. The proposed degree program aligns with the university's Strategic Direction #1, "Creating the Transformational Educational Experience." It also aligns well with the University's strategic initiative for the Undergraduate Experience, by helping to "Facilitate interdisciplinary and integrative approaches to teaching and learning, with new and traditional pedagogies that incorporate technology, to prepare twenty-first century students to be flexible, creative problem-solvers who can adapt to changing work requirements and life situations." We also believe that this proposed degree aligns well with the UNC System's strategic plan—in particular, by supporting Student Success through an increase in 5-year graduation rates, as well as Economic Impact and Community Engagement through an increase in critical workforce credentials.

Currently, only two other schools in the UNC System offer a B.S. option for Interdisciplinary Studies. We do not see the proposed request as duplicating either of these degree programs since we already offer a B.A. option, and what we are proposing would primarily benefit students who are already interested in designing their own degree at Appalachian State University, but for whom a B.S. offers a more accurate description of their proposed program of study, and for those students who are pursuing graduate school or career trajectories in which a B.S. is more widely recognized as "coin of the realm."

Student Demand: *(Provide evidence of student demand. Discuss the extent to which students will be drawn from a pool of students not previously served by the institution. Maximum length 1,000 words.)*

As of the close of fall semester, 2018, Appalachian State University had 51 students with a declared major of Interdisciplinary Studies, Individually Designed. In addition, 9 students had indicated their intent to declare IDS as their program of study. We awarded four B.A. Interdisciplinary Studies degrees in fall, 2018, with a total of 80 degrees awarded over the past five years.

This degree offers a supple tool for students to create a program of study where no such program of study exists at Appalachian State—and in many instances at any other institution. While the IDS degree is not intended to serve as general studies degree (and thus it does not function as a "completion degree" for the university), it does, however, serve as an important retention tool for many students. It can also serve as a progression tool to the extent that a student who has moved between two or more majors, and who has felt torn or limited by having to choose between multiple academic paths, can now find an academic home in an individually designed degree program. The IDS degree can also serve as a tool to attract incoming first year and transfer students who are interested in emerging or non-traditional fields of study.

Unfortunately, at present Appalachian State University only offers a Bachelor of Arts in Interdisciplinary Studies, when in fact a Bachelor of Science degree would be a more appropriate and attractive offering to students who are looking to combine math, science and/or social science curricula in their self-design program of study. While we cannot provide hard figures on how many students turn away from the IDS program of study when they discover that no B.S. option is available, or how many students are dissuaded by the addition of up to 12 s.h. of language coursework required of a B.A degree, anecdotally we can affirm that such conversations do regularly occur when students arrive at the department or email IDS faculty or the Department Chair looking for more information on designing their own major at Appalachian State. Currently, we do have a number of B.A. IDS students whose career goals or graduate school ambitions would be better served by a Bachelor of Science degree, but earning a B.A. is their only current option (see appendix A for a sampling of self-designed programs). We anticipate an increase in students choosing to design their own major once we can offer a B.S. in Interdisciplinary Studies, which will better align with students' program of studies in the natural and social sciences, and will likewise provide these students with a degree better recognized by graduate schools and employers looking for Bachelor of Science credentials.

Societal Demand: *(Provide evidence of societal demand and employability of graduates from each of the following source types. Maximum length 1,000 words)*

The greatest strength of the individually designed interdisciplinary program for students and institution alike is that it provides a flexible degree that can be responsive to emerging student interests and societal needs. The B.S. option would provide that institutional flexibility for students interested in emerging disciplines in the sciences/social sciences. Because Interdisciplinary Studies majors do not track into any one career, it is difficult to assess specific market need. That said, we do see that our students are succeeding and entering into the workforce and graduate programs. Our IDS graduates have entered into a range of careers, including independent businesses, the music industry, expressive arts therapy, museum and cultural heritage site work, and graduate study. Some recent examples of IDS graduates who are now in careers in which a Bachelor of Science is a more common credential include:

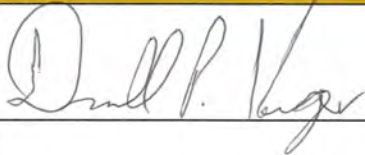| *Graduation Date*	*Current Position*	*Location*
Spring 2017	Software Developer	Wilmington, NC
Spring 2017	Foundation Program Coordinator	Los Angeles, CA
Fall 2017	Associate Graphic Designer	Raleigh, NC
Fall 2017	IT Support Technician	Nashville, TN
Fall 2017	Medical Clinical Assistant	Boone, NC
Spring 2018	Grad Student, MS Sports Management	Norfolk, VA

For Doctoral Programs Only:

N/A

Contact: (List the names, titles, e-mail addresses and telephone numbers of the person(s) responsible for planning the proposed program.)

Position Title	Name	E-mail Address	Telephone
Chair	Mark Nunes	nunesm@appstate.edu	828-262-3178
Professor	Beth Davison	davisonb@appstate.edu	828-262-6397
Assoc. Professor	Kristan Cockerill	cockerillkm@appstate.edu	828-262-7252

This Letter of Intent to Plan a New Program has been reviewed and approved by the appropriate campus authorities.

Position Title	Signature	Date
Provost		03/26/2019
Provost (Joint Partner Campus)		