

# COMMITTEE ON GRADUATE STUDIES MINUTES

October 16, 2007

(Approved November 14)

- I. Introductions and Call to Order:** The meeting convened in the University Community Center (UCC) room 210. Dr. Charles W. Clark called the meeting to order at approximately at 1:35pm. Those in attendance were: Dr. Jeremiah Alberg, Dr. Jon Anderson, Dr. Judy Butler, Dr. Stan Caress, Dr. Jack Charlesworth, Dr. Michael Crafton, Dr. Cathleen Doheny, Dr. Rosalind Duplechain, Dr. Carol Gingerich, Dr. Christine Haynes, Dr. Michael Hazelkorn, Dr. Barbara McKenzie, Dr. Harry Morgan, Dr. Keith Pacholl, Dr. Alan Pope, Dr. Hema Ramanathan, Dr. Brent Snow, Dr. David Webster, Dr. Duane Yoder, Dr. Henry Zot
- II. Approval of Minutes:** A motion to approve the minutes of the ([September 19, 2007](#)) meeting was made, seconded and approved unanimously.
- III. Interim Dean's Report**
- A. Praise from Regent Potts:** Dr. Clark read the following e-mail from Regent Potts which was forwarded to him by Lisa Ledbetter: *"I personally found the trip to be both enjoyable and inspiring. Campus visits are to me the best meetings of our year. Exposure to students, faculty, and administrators at the firing line level keep me focused on what our business is all about. The spirit of West Georgia was very obvious in the eyes, smiles, and words of all with whom I talked. I particularly enjoyed the leisurely breakfast yesterday with a group of graduate students. I know they would much rather have been somewhere else, but I learned more in that 45 minutes than at any other time during our visit. Their maturity and experiences offered most valuable insights. They "did you proud." Now, you can get back to normal, whatever that is. Just know that you and your team hit this one out of the park!"*
- Dr. Clark thanked everyone for the names of graduate students submitted at the request of the Graduate School to attend the breakfast and said that it was obviously a good group of students.
- B. Hirsch Scholarship:** The Hirsch Scholarship is an annual award in the amount of \$800 given to a graduating senior who will be coming back to UWG as a graduate student. The selection is based on the nominee's overall undergraduate academic record. The nominee must have superior scholarship and a high GPA. The scholarship was previously earmarked but the student did not enroll in the graduate program. Dr. Clark asked COGS Members to send nominations to the Graduate School of students graduating in December who are planning on going to graduate school in the Spring or nominations of those graduating in Spring who may be eligible to receive the scholarship for Fall.

*C. Digitalization:* Dr. Clark said that the Graduate School is closer to sending files out to the departments electronically than they were last month. He signed forms to get passwords for the encryption software that should arrive in the few days that will initially be installed on computers in C&I, History, Special Education, MBA and Counseling. Dr. Hazelkorn said the software arrived today.

*D. Website Update:* Dr. Clark said that the Graduate School has been promised additional funding to get the website redesigned.

*E. New Position:* The Graduate Schools is hiring an additional full time staff person. The ad for this position should be posted today or tomorrow. The person in this position will have the responsibility of taking care of all graduate financial aid issues, GRA funding and issues, insurance issues and various other duties. One requirement is that this person be available for irregular hours in various colleges in the evenings to answer questions about financial aid. This is a full time position. Dr. Clark said this position was created with the help of Kimberly Jordan in the Financial Aid office who helped create the job description and he said that he appreciated her help. He also mentioned that the funding for this position came from over realization of tuition that is largely due to the efforts of everyone in the room.

*F. Graduate Recruitment Funds:* The group that volunteered at the last meeting to allocate the \$25,000 that was given to the graduate school for advertising and recruitment purposes will meet next Monday, October 22. The total amount of all requests was approximately \$56,000.

*G. Graduate Student Survey:* Dr. Clark said that out of approximately 2,000 graduate students, he has only received 70 responses to the survey. It is very difficult to find and the students really have to look for it since it is located on the left hand side of the page after logging into the My UWG page. Dr. Clark said that we need to work on getting the word out to graduate students that the MYUWG e-mail account is the official means of communicating UWG information. Dr. Ramanathan asked if a link to the survey could be posted to the online message boards that some departments have and Dr. Clark said that he will check into this. There being no comments or questions, the group moved on to new business.

#### **IV. New Business**

##### *A. Program Modifications*

Richards College of Business

##### [MBA Program Modifications](#)

Dr. Anderson spoke to this modification and said that about a year ago, the Richards College of Business looked at pre-requisite courses that students are required to take if they do not have an undergraduate degree in Business before they enroll in MBA classes. He explained that an alternate path was created for these students to complete this work (online modules). The online modules seem to work very well but the one problem they have had is that these courses were listed as credit bearing. They have now been approved as non-credit bearing courses. Dr. Anderson said that they would also like to reduce the preparatory courses in the WebMBA program by two courses. This change is being adopted by all five schools. Dr. Crafton asked if all five institutions as a whole have to present this request and have it approved at the Board level or is this decided at each institution separately.

Dr. Anderson said that this is a decision made by each institution .Dr. Anderson made a motion to approve modifications for the MBA and WebMBA programs. The motion was seconded and carried.

#### Guidance and Counseling

##### [Change in Name of M.Ed Program](#)

##### [Change in Name of Ed.S Program](#)

Dr. Brent Snow spoke to this request and said that the name change is being proposed because the term Guidance and Counseling is an outdated name and that Professional Counseling more accurately reflects the identity of Professional Counselors. The curriculum and brochures currently reflect this and will not change. The name of the department also will not change; only the program names. Dr. Clark said that the license title is Licensed Professional Counselor in Georgia and most other states. Dr. Clark requested a vote and both program name changes were approved unanimously.

#### College of Arts & Sciences

##### [P-12 Spanish - Initial Certification](#)

##### [P-12 French – Initial Certification](#)

Dr. Alberg spoke to this request and said that this modification is to bring certification programs inline with BOR changes. A Media course is being added and MGED 2271, CEPD 2102 and SPED 2706 are being removed. The Initial Certification students do not have to take the three new courses in area F. There being no further discussion, Dr. Clark requested a vote and modifications for both French and Spanish were approved unanimously.

#### ***B. Course Addition***

#### College of Arts & Sciences

##### [Math-Graduate Research Project](#)

Dr. Clark read the description of the course which can be viewed by clicking the link above and made a motion to approve. The addition of this course was not included or approved at the last meeting with the approval of the Master of Science in Math program. The issue of how twenty four additional courses would be taught with only a request for three additional GRAs was brought up at the last Faculty Senate meeting. There are other questions remaining that will have to be satisfactorily answered before this will be approved at the next level. Dr. Clark made a motion to table this item since members were not sure that it had been approved by the Arts and Sciences Executive Committee.

- C. *Policy Change regarding Language Requirement:* Dr. Pacholl made a motion to delete the following language from page 65-66 of the 2007-2008 Graduate Catalog: *(5) completed the language requirement if applicable.* The motion was seconded and carried. According to the current wording of this language, History students and students in other departments that have foreign language requirements can't get approval on their Admission to Candidacy form until this requirement has been fulfilled. Dr. Pacholl said that he believes this is unfair to students since this actually punishes the "good students". He said that having this policy in place could cause 30% to 40% of History students to delay their graduation an additional semester. He also said that he would like to talk to the Foreign Language department about offering additional courses so that students can fulfill the foreign language requirement in a timely manner. Dr. Clark said that in the past, we have had a number of students who have completed all requirements and then take the foreign language exam in the last semester and fail the exam. This policy was put into effect several years ago to keep this from happening. The policy change would not remove the requirement, only the timing for the completion of the requirement.
- D. *Requests for Regular or Initial Appointment in Graduate Faculty:*  
~J. Salvador Peralta, Assistant Professor of Political Science, Ph.D.,  
University of Arizona, requested by Dr. Robert Schaefer

Dr. Caress spoke about to the request for approval of Dr. Peralta's appointment to Graduate Faculty. He said that although he is not a core faculty member, the courses that he can teach are vital to the MPA program. Dr. Caress made motion to approve the appointment. The motion was seconded and carried.

- E. *Requests for Temporary Appointment in Graduate Faculty:*  
~Stephanie Smith, Limited Term Instructor of Art, MFA, University of Georgia, requested by Kevin Shunn

Dr. Morgan asked how Temporary appointment was defined. Dr. Clark said that it is an appointment that lasts no longer than one year and could be as little as one semester.

~J. Foster Watkins, Part-Time Assistant Professor of Educational Leadership, Ph.D., Auburn University, requested by Dr. Roy Nichols

Dr. Clark made a motion to approve both temporary appointments. The motion was seconded and carried.

**F. Requests for *Re-Appointment to the Graduate Faculty*:** Dr. Clark explained that one of the items needed for re-appointment is an updated vita. The University has decided that the way to meet SACS requirements in terms of keeping credentials is to have a current vita for every faculty member online. Please remind colleagues to keep their vitas on the department's website up to date. The reason that this is important is that the re-appointment is based in part on ongoing research activity worthy of being appointed at the graduate level to teach graduate courses and if we don't have a current vita there is no way to judge that. The following faculty members successfully went through their 5<sup>th</sup> year review. There being no comments or questions, Dr. Clark asked for a vote to approve all reappoints and there being no objections the appointments were unanimously approved.

~Randy J. Hendricks, Professor of English, Ph.D., University of Tennessee, requested by Dr. Jane Hill

~MacComb, Debra A., Associate Professor of English, Ph.D., UCLA, requested by Dr. Jane Hill

~David L. Osborne, Associate Professor, Ph.D., East Carolina University, requested by Dr. Henry Zot

**G. Graduation:** Dr. Clark told COGS members that they must list three members on the Application for Admission to Candidacy form. There must be a Major Professor and two other committee members (unless the department administers a nationally-normed comprehensive examination). He said that it is a policy that a student requires a **departmental** decision process to graduate. Dr. Hazelkorn asked if the Major Professor listed on the forms can also be the student's Advisor and Dr. Clark said yes. Dr. Clark said the purpose of the "Major Professor" is to have a main contact so that if there is a question concerning the student's plan of study, etc. we would know to contact this person regarding information on a particular student.

Dr. Alan Pope asked if it is too late to get changes for Psychology approved through COGS to be printed in the next graduate catalog. Dr. Clark said that catalog changes can be made up until March. He also said that Bonnie has been looking at contracting with a company to print the catalogs but Cheryl said that this was not approved as yet. Dr. Clark said that this may need to be brought to PAC to be reconsidered since the catalog is used as a recruiting tool.

There being no further business, a motion was made to adjourn. Adjourned @ 2:30pm.

*Minutes taken and respectfully submitted by Kathie McNellis*