

# COMMITTEE ON GRADUATE STUDIES MINUTES

December 12, 2007

(Amended and Approved on January 16, 2008)

- I. **Introductions:** 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. Jessica Bucholz, Dr. Jack Charlesworth, Dr. Luke Cornelius, Dr. Michael Crafton, Dr. Cathleen Doheny, Dr. Laura Hatfield, Dr. Christine Haynes, Dr. Kevin Hibbard, Dr. Dave Jenks, Dr. Harry Morgan, Dr. Alexa North, Dr. Keith Pacholl, Dr. Michael Payne, Dr. Alan Pope, Dr. Hema Ramanathan, Dr. Jeff Reber, Dr. Robert Sanders, Dr. Dan Saurino, Dr. Brent Snow, Dr. Laurie Ware and Dr. Duane Yoder.
  
- II. **Approval of Minutes** ([November 14, 2007](#)) Dr. Snow said that in the November 14 minutes Dr. Phillips did not speak about the course addition PSYC 6085 – Advanced Theories (tabled) as recorded in the minutes but that Dr. Alan Pope spoke to this request. A motion to approve the minutes as amended was made, seconded and unanimously approved.
  
- III. **Interim Dean's Report**

Dr. Clark said that he just returned from a meeting in Seattle that went really well and will discuss this more in January when he discusses new initiatives. We have received three requests for the Hirsch scholarship. Dr. Clark said that if you have anyone else in mind for the Fellowship (including doctoral students) please forward the information to the Graduate School as soon as possible. The Research Fellowship awards were initially designed for students entering Graduate School and who would be working on a Masters thesis. This was modified because students entering grad school may not be sure about the subject of their thesis.

  - A. *Encryption Software Update:* Dr. Clark told COGS members that there are still some glitches with the encryption software that are being worked out and he will keep everyone updated.
  - B. *Course Addition Process:* Dr. Clark talked about what the COGS members' responsibility is in terms of course approvals. He said that it is not really clear as to what point something is simply for informational purposes and what constitutes a course and program modification except that any change to the Catalog requires the entire approval process. He said that we do know that before it is submitted to COGS, it must be submitted to the Executive Committee of the respective college. Also, there is an issue about whether the materials must go through TEAC prior to coming to the Graduate School. A syllabus must be included and it must include learning outcomes and course objectives, other resources used, a brief class schedule (see front of form). *The Faculty Handbook* has information on extra credit and official communication policies. This information has been added since the form was printed in 2002. Cathleen Doheny asked for the form to be updated. Members of COGS said that they aren't sure how this can be done or who would do it since this form is a joint form and is also used by UAPC.

Dr. Pacholl asked about the use of certain verbs in syllabi. This was discussed at the last meeting. He said that he would like to have committees established to work on this. Dr. Alberg said that maybe a couple of models could be put together so that everyone's paperwork would be in the same format. Dr. Crafton said that Randy Hendricks worked on putting this together and he will check with him on this. Dr. Clark said that he did give Alan Pope a list of verbs that Judy Butler came up with to use for learning outcomes and would be glad to distribute the same list to anyone who would like to have a copy. Dr. Duane Yoder said that the College of Education has a lot of good examples and that maybe some of theirs could be used as a model. Dr. Cornelius said that even the Faculty Senate isn't the final say. Dr. Harry Morgan said that the problem with that is that what is now called learning outcomes was originally seen as performance standards. Dr. Clark asked the committee how they felt about editing the learning outcomes. He said that a couple of models will be put up on the COGS website. Dr. Laurie Ware said that even a template would be helpful so that everyone's request would look similar. Dr. Crafton said that this would actually make it easier to review also. Dr. Reber said that in three years on the UAPC, he had not seen a single revision to learning outcomes made by a college committee. Dr. Mike Payne said that the process needs to be reviewed so that everyone knows at what level things should happen. Dr. Cornelius said that instead of making corrections at this level, send it back to the Executive Committee for approval. The question was raised regarding how the Faculty Senate handles course addition approvals and Dr. Clark said that under Randy Hendricks (as President of the Faculty Senate) there is a shared committee of Faculty Governance. He said that there is a huge stack of handouts and this information is disposed of in seconds. He said that a lot of items are approved very quickly. If not everyone reviews this information, then the process may need to change. He said that the Graduate School should be responsible for quality control. In the long run, we may not have to deal with this but for now we do. Dr. Charlesworth said that a new policy may need to be written. Dr. Clark said that a number of grad schools across the country have put together different groups of people to handle different areas. He would like to put together a proposal and present it in January with the new strategic plan that will be put into place. Dr. Crafton said that we could put together membership (with members from UAPC, TEAC, etc.) He said that he could organize it out of his office. Dr. Clark said that he will take this as a recommendation and that a subcommittee of AP&P ought to be drafting new course proposal policies. Dr. Reber said that there is a process being developed for putting forms online and Blake Adams is in charge of this. Dr. Clark will make a motion to the Senate about appointing a committee with reps from COGS, UAPC and TEAC (and some Executive committee members). He thinks that this group should focus on what graduate education at UWG looks like instead of just approving courses, etc.

- C. *Approval of Program Additions:* COGS members wanted to know if a new program is proposed that goes through the BOR how much specificity you must go present with the Program addition and if programs can be approved without course additions and the appropriate syllabi for the courses. According to the catalog the courses must be approved with the program.

D. *Graduate Catalog*: Dr. Harry Morgan said that there are some serious errors in the Graduate Catalog and it should be reviewed carefully before the next one comes out.

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

##### A. Course Modifications

*Richards College of Business*

###### [MPACC Prep Courses](#)

Dr. Christine Haynes spoke to this modification request. The department has changed their process so that students can take regular classes as self study modules. Dr. Haynes said that students can start the program anytime they want. She made a motion to approve the modification of the preparatory course process to turn modules into non credit bearing modules. Dr. Anderson seconded the motion. Dr. Anderson said that students can complete the modules in lieu of taking preparatory courses. Dr. Hema Ramanathan asked if this would be available to all graduate students. Dr. Haynes said just the students who need them. Courses are currently part of the program but students can do the modules instead. The course modification was approved unanimously.

##### B. Course Additions

*College of Arts & Sciences*

###### [MUSC 5240 – Form and Analysis](#)

This course addition was removed from tabled status and Dr. Kevin Hibbard said that the revised syllabus includes learning outcomes. He made a motion to approve the addition of MUSC 5240. The motion was seconded and carried. Duane Yoder said that completing two research papers is not a learning outcome. A friendly amendment was made by Dr. Clark. The proposal passed.

###### [PSYC 6085 – Advanced Theories](#)

Dr. Alan Pope said that this is currently taught under the Horizon seminar. Setting the course apart makes it easier for students to show that they have met the requirements for licensure. Dr. Pope made a motion to approve the addition of this course. The motion was seconded and carried.

*College of Education*

###### [SPMG 6001 – Social Issues in Sport](#)

###### [SPMG 6102 – Revenue Generation in Sport](#)

###### [SPMG 6110– Sport Law](#)

After these courses were removed from the tabled status, Dr. Laura Hatfield spoke to the request to add all three. These will serve as electives to students in the MBA program. Dr. Hatfield made a motion to approve. Dr. Jon Anderson seconded and the motion was carried.

###### [Leadership Certification PL-6 or PL-7](#)

Dr. Clark explained to Dr. Mike Payne that the course numbers must change since some of them have been used within the past ten years. Dr. Payne will make the change. This request is being made because the Master's program has been re designed. The specialist program is majority is field based.

B. Course Additions (Continued)

*College of Arts & Sciences*

[EDLE 6315 – Managing School Operations](#)

[EDLE 6316-Understanding Systems & Change](#)

[EDLE 6321 – Professional Learning Communities](#)

[EDLE 6323 – Promoting Teaching and Learning](#)

[EDLE 6325 – Leadership Formation](#)

[EDLE 6330 – Building School Culture](#)

[EDLE 6331 – Advanced Culture Seminar](#)

[EDLE 6332 - Advanced Change and Improvement](#)

[EDLE 6341 – Using Data to Improve the School](#)

[EDLE 6342 - School and Classroom Assessment](#)

[EDLE 8301 - Leadership Residency I](#)

[EDLE 8302 - Leadership Residency II](#)

[EDLE 8303 – Leadership Residency III](#)

[EDLE 8329 - School Leadership in a Pluralistic and Diverse Society](#)

[EDRS 6303 – School Based Research Methods](#)

Dr. Payne said that eventually some of these courses will replace other courses currently on the books. Dr. Clark said that one of the things that we run into is that if students come in under a program that is being discontinued, we are bound to offer those students those courses. Dr. Clark said that we ran into a few problems with Speech Language Pathology but students were allowed to finish courses from the old program. All courses were approved with one abstention.

C. Program Modifications

*College of Arts & Sciences*

[Master of Science in Nursing](#)

After removing this program modification from the tabled status, Dr. Laurie Ware made a motion to approve with Dr. Charlesworth seconding. In Nursing, there are two tracks. Dr. Ware explained the changes included in the attachment for each course that was added and deleted.

[Master of Arts Degree in History-Language Requirement - Tabled](#)

Since this has not gone through the Executive committee, this will be tabled until approved. It will be included on the January COGS meeting agenda.

D. Program Additions

*College of Education*

[Educational Specialist Program in Educational Leadership](#)

[Master's Program in Educational Leadership](#)

[Teacher Leader Endorsement](#)

Three program additions are based upon the course additions in section (B). All three were approved with one abstention.

E. Requests for **Regular or Initial** Appointment in Graduate Faculty:

~Pack, Sidney R., Part-Time Assistant Professor, Ed.D., University of Georgia, requested by Dr. Roy Nichols

~Ringlaben, Ravic P., Associate Professor of Special Education and Speech Language Pathology, Ed.D., University of Northern Colorado, requested by Dr. Michael Hazelkorn

A motion to approve both Regular appointments was made, seconded and approved.

~Thompson, Sandra L., Co-Director of Business Education, Ed.S., Georgia State University, requested by Dr. Thomas Gainey - **Tabled**  
Dr. Alexa North said that Sandra Thompson is Co-Director of Business education. Currently she is not able to sign graduation forms and this is one of the reasons this request was put forward is so that Sandra can sign forms. Dr. Jon Anderson asked if there are people on the graduate faculty that have Ed.S degrees in the College of Education. Dr. Cornelius said there is not and this would be a major deviation from past practice. Dr. Cornelius made a motion to table. The motion was seconded and carried with six opposed.

F. Requests for **Temporary** Appointment in Graduate Faculty

~Brown, John A., Part-Time Assistant Professor, Ph.D., Miami University of Ohio, requested by Dr. Roy Nichols

~Payne, Thomas M., Part-Time Assistant Professor, Ph.D., Georgia State University, requested by Dr. Roy Nichols

A motion was made to approve both temporary appointments. The motion was carried and approved.

G. Requests for **Re-Appointment** in Graduate Faculty

~Helminiak, Daniel A., Professor of Psychology, Ph.D., The University of Texas at Austin, requested by Dr. Tobin Hart

~Malone, Karen R., Professor of Psychology, Ph.D., University of Dallas, requested by Dr. Tobin Hart

Dr. Alan Pope made a motion to approve the appointment of Dr. Helminiak and Dr. Malone. Dr. Sanders asked what the point of being re-appointed is and Dr. Clark said that at the point of post tenure review, Faculty members are up for re-appointment to ensure that they are continuing their research and publications. The motion was seconded and carried.

V. **Discussion**

Dr. Anderson asked who the voting body of COGS is. Dr. Clark said that COGS is comprised of Representatives from each degree granting program. He said that maybe we should keep track of who is representing what degree granting programs at the COGS meetings to ensure there is a quorum for voting purposes. This will be done by changing the sign in sheet that committee members sign at each meeting.

Dr. Clark said that he would like to work on what it means to be a member of the graduate faculty as part of the general examination of graduate education at UWG that is to come.

There being no further business, the meeting adjourned at 3:00pm.

*Minutes taken and respectfully submitted by Kathie McNellis*