

COMMITTEE ON GRADUATE STUDIES MINUTES

February 21, 2007

(Approved March 14, 2007)

I. 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 1:30pm. Those in attendance were: Dr. Adel Abunawass, Dr. Jon Anderson, Dr. Marty Bray, Dr. Judy Butler, Dr. Stan Caress, Dr. Jack Charlesworth, Dr. Cathleen Doheny, Dr. Debra Dwight, Dr. Carol Gingerich, Dr. Bridgette Gunnels, Dr. Michael Hazelkorn, Dr. Cher Hendricks, Dr. Jane Hill, Dr. David Jenks, Dr. Harry Morgan, Dr. Keith Pacholl, Dr. Abbot Packard Dr. Hema Ramanathan, Dr. Jill Reddish and Dr. Laurie Jowers Ware.

II. Approval of Minutes: A motion to approve the minutes from [January 17, 2007](#) meeting as amended to include the request by Dr. Harry Morgan to retain program changes indefinitely was made, seconded and approved.

III. Report from the Interim Dean:

- A. *Digital Equipment:* Dr. Clark stated that the Graduate School is in the process of digitizing files and have sent several out to History and Ed Leadership. One glitch is that files are saved in the .tiff format and they need to be saved as PDF files because the .tiff format forces you to look at the files page by page. Dr. Keith Pacholl stated that it took approximately two hours to download the files that were sent to the History department. Dr. Clark told committee members that the files that are being scanned to put on the portal are current students (new applicants) and graduation files. Dr. Michael Hazelkorn asked if this meant that the department would no longer have to keep files in the office. Dr. Clark said that departments will still be responsible for maintaining information needed on students but that this process is meant to help with security issues that arise from sending students files with social security numbers, etc. through campus mail. He also stated that by logging onto the portal, departments will be able to view the same information that is now being view on the paper copy. Departments can then download and print the DAR and return it to the Graduate School or fill out the DARs that are still sent via campus mail. Files can be saved to the department server. Dr. Clark stated that departments will be notified via e-mail or by campus mail when a new file is on the portal to view. Dr. Hazelkorn said that it would be easier to put the files directly on the department's drive if that is possible. Dr. Clark will look into this.
- B. *Credit Card Acceptance:* Dr. Clark explained that the software to enable the University to accept credit card payments online hasn't been received yet.
- C. *Webpage:* The Graduate School webpage is an ongoing project. There is now a link on the UWG front page to Academics.

IV. Speech Language Pathology Admission Requirements: (Request to raise GPA from 2.7 to 2.9) Tabled at November 15, 2006 meeting. Dr. Debra Dwight said that the reason they are raising the GPA is because the program received National accreditation last summer. The GPA of 2.9 has already been approved for the program and therefore Dr. Dwight makes a motion for COGS to officially approve it, the motion was seconded and carried.

V. Program/Course Additions, Deletions, Modifications

A. College of Business

Program Modification:

[MBA Program Change](#)

Dr. Jon Anderson spoke to the program changes and course modifications as listed on the program change form along with the attachments. Dr. Anderson stated that there are 17 MBA programs in the Atlanta market.

B. College of Business

Program Modification:

MBA Program Change

(continued)

Clayton State just got approved for another one and UGA is going to offer another one in Griffin.

Over the past year, the department has taken a close look at other MBA programs and is trying to respond to the market. Motion to approve program change made, seconded and carried.

Course Modifications:

[FINC 6532 Finance](#)

[ACCT 6232 Managerial Accounting](#)

[MGNT 6670 Organizational Behavior and Theory](#)

[MGNT 6681 Strategic, Ethical and Global Management](#)

Course Addition:

[BUSA 5100 Introduction to Business Processes](#)

Motion made by Dr. Jon Anderson to approve the course addition and all course modifications. Motion was seconded and carried.

Discussion ensued regarding requirements for the GMAT waiver and what constitutes “Highly qualified and experienced applicants”. The determination will be made on a case by case basis as to whether a student meets these requirements. Dr. Clark said that it would not affect the appeals process because The Graduate School would still enforce the minimum Graduate School requirements and upon recommendation, would approve the appeal. This will go into effect in Newnan as well. Dr. Anderson said that an analysis of eighteen institutions was completed and this lines our program up fairly close with their curriculum because prior to these changes UWG had a lot more requirements than other institutions.

C. College of Education

Program Modifications:

[M.Ed. in IT Program – Plan B](#)

Dr. Marty Bray explained the rationale for the changes in this program per the program modification sheet and attachment.

[Ed.S. in Media/IT](#)

Dr. Bray explained the rationale for the changes in this program per the program modification sheet and attachment. Motion made to accept both program modifications made, seconded and carried.

Course Additions:

[MEDT 7471 Data Networks for Instruction](#)

[MEDT 8464 Issues in School Library Media](#)

[SPED 6709 Regulations & Requirements in Special Education](#)

[SPED 6715 Educational Characteristics of Learners: Mild Disabilities](#)

[SPED 6716 Characteristics and Assessment: Severe Disabilities](#)

[SPED 6723 Ecological Development of Exceptional Learners](#)

College of Education (Continued)

Course Additions:

[SPED 6766 Instructional Strategies for Mild Disabilities](#)
[SPED 6767 Differentiated Instruction for Exceptional Learners](#)
[SPED 6771 Curriculum & Instructional Strategies: Severe Disabilities](#)
[SPED 6772 Secondary Instruction and Transition: Severe Disabilities](#)
[SPED 6792 Practicum I: Special Education](#)
[SPED 6793 Practicum II: Special Education](#)
[SPED 7705 Urban and Multicultural Issues in Special Education](#)
[SPED 7724 Collaboration & Inclusion for Learners with Severe Disabilities](#)
[SPED 7725 Medical Physical and Sensory Aspects of Disabilities](#)
[SPED 7726 Autism: Characteristics and Instruction](#)
[SPED 7727 Communication and Assistive Technology: Severe Disabilities](#)
[SPED 7765 Learning Strategies and Content Enhancement](#)
[SPED 7766 Direct Instruction Methodology for Reading and Mathematics](#)
[SPED 7767 Strategies for Challenging Behaviors](#)

Course Modification:

[MEDT 7467 Advanced Computer Utilization](#)
[SPED 6721 Professional Seminar](#)
[SPED 6761 Classroom Behavior Management](#)
[SPED 7702 Technology in Special Education](#)
[SPED 7721 Assessment in Special Education](#)

MEDT course addition (MEDT 7471) and course modification (MEDT 7467) discussed and rationale provided by Dr. Marty Bray. Dr. Bray explained that now that the department has more faculty and courses on the books, they can tailor two programs for different types of students by offering two tracks. He then made a motion to approve both courses. The motion was seconded and carried.

SPED course changes discussed and rationale provided by Dr. Michael Hazelkorn. Dr. Hazelkorn stated that the department is restructuring the Interrelated Special Education program and that the program sheet is going through TEAC for approval at the next meeting. Dr. Hazelkorn explained that the courses are for two and a half curriculum tracks. One track is the general curriculum, another track is an adaptive curriculum and the half track is for those students that come into the program that don't currently have certification to be able to gain the initial certification and then into the Master's program. Dr. Clark asked what courses get deleted as a result of all of these course additions and Dr. Hazelkorn responded that it was decided not to delete any courses since there are currently students enrolled in them. Dr. Clark stated that due to SACS requirements, the courses may need to be deleted and also it may be confusing to students for them to be listed in the catalog. After some discussion, it was decided that the course deletions will be submitted to COGS along with the program sheet after TEAC approval.

Dr. Hazelkorn stated that the half track is in general curriculum and that you can get initial certification while going for a Master's Degree but can no longer be admitted to only initial certification. Dr. Hazelkorn said that it isn't really a half track, rather additional courses that would need to be taken should a student come into the program without having initial certification in Special Education.

Dr. Hazelkorn made a motion to approve the SPED course additions and modifications and the motion was seconded and carried.

D. College of Arts & Sciences

Program Modification:

[Nursing MSN Program by Distance Education](#)

Dr. Laurie Ware stated that the Nursing department is requesting permission to offer the Master's side of nursing courses in the education track and the Post Master's certificate courses in that area via distance education. Dr. Ware explained the rationale for this modification which is listed in the attached Nursing Program modification request. There is not currently a post Master's Nursing program online in the state of Georgia. Dr. Clark said that the funding issue is an important one since the Foreign Language department had a program similar to this type of program that was approved but students couldn't enroll because there was no faculty to teach the courses. He asked about the likelihood of the same situation occurring with the Nursing department. Dr. Ware stated that the Nursing department has applied for grant money and that there is an initiative through the Board of Regents above and beyond the budget for additional funding specifically for Nursing since there is a shortage in Georgia. Dr. Laurie Ware made a motion to approve the program; the motion was seconded and carried.

Course Modification:

[SOCI 5613 The Qualitative Research](#)

Dr. Dave Jenks said that the faculty member who is teaching the course wants to revise the description to reflect what is actually being taught in the course. Motion made, seconded and carried.

Announcements: Dr. Clark said that if committee members are hiring new faculty that they anticipate teaching graduate courses to please forward the required materials to The Graduate School so that they are allowed to teach graduate courses and also to serve on Thesis and Thesis project committees. Please be sure to get their vitas in. Temporary Instructors can be approved but usually only full-time faculty serve on these committees. Temporary Instructors also must have the same kind of credentials as Regular Faculty which means, among other things, an active research agenda.

Dr. Clark also stated that we will talk about the criteria for new GRE at the next meeting since that will require reworking admission requirements for Fall 2008.

Dr. Harry Morgan stated that Elementary Education is listed in the graduate catalog but it needs to be deleted because it is now Early Childhood Education. Dr. Jill Reddish said this has been done for the next catalog.

Catalog changes need to be submitted by March 30th at the latest from the Dean's Office, so they need to be in by mid-March to the Graduate Office.

The next COGS meeting is on March 14th due to Spring Break.

All program and course additions/deletions/modifications need to be submitted at least one week prior to the COGS meetings so the agenda can be posted. Next Month's submission is due BEFORE March 7th.

There being no further business, the meeting was adjourned at 2:24pm.

Respectfully submitted by Kathie McNellis, Secretary to the Dean, The Graduate School.