

# COMMITTEE ON GRADUATE STUDIES MINUTES

July 25, 2007

(Amended and Approved on September 19, 2007)

- 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 1:35pm. Those in attendance were: Dr. Jeremiah Alberg, Dr. Jon Anderson, Dr. Judy Butler, Dr. Stan Caress, Dr. Ron Colley, Dr. Tom Gainey, Dr. Steve Goodson, Dr. Christine Haynes, Dr. Michael Hazelkorn, Dr. Kevin Hibbard, Dr. Dave Jenks, Dr. Deb Bainer Jenkins, Dr. Barbara McKenzie, Dr. Harry Morgan, Dr. Roy Nichols, Dr. Jeff Reber, Kevin Shunn, Dr. Brent M. Snow, Dr. Duane Yoder
  
- II. **Approval of Minutes:** A motion to approve the minutes of the [April 18, 2007](#) meeting was made by Dr. Dave Jenks. The motion was seconded and approved unanimously.
  
- III. **Interim Dean's Report**
  - A. *Digitalizing:* We are in the process of getting applications scanned in to send to Departments. We have a couple thousand now that have been scanned. We have been working with IT to figure out how we can get the information from the Graduate School to the departments (encrypted) and then back to the Graduate School. We will try to have this available as soon as possible.
  - B. *College of Education Administrative Counsel:* Dr. Clark met with the Administrative Counsel in the College of Education and had a really good discussion about various things going on between the COE and the Graduate School. He would like to arrange a similar meeting with the College of Arts and Sciences. COGS members were asked to send items that they would like on the agenda to Dr. Clark.
  - C. *Appointments and Reappointments – Reminder:* There are a number of people that went through Post Tenure review but the Graduate School does not have updated vitas or the reappointment forms for them. If we don't have this information, we understand that these people will not be on Graduate Faculty this year. Dr. Clark read off the following who went through the review process in June but did not submit the proper paperwork: Randy Hendricks, Daniel Helminiak, David Osborne, Debra Ann MacComb, Salil Talpade, Cynthia D. Epps, Lisa L. Gezon, Camilla V. Gant, Susan R. Boes, Mary Beth Slone, Daniel F. Bakos, Linda Painter, Louis Howe and Deb Jenkins. Margaret A. Cooper, Julie Bartley, Kareen Malone and Scott Sykes. We need the updated vita to make sure that Faculty members are eligible for Graduate Faculty status. Dr. Clark said that there are currently two or three people who have successfully completed post tenure review but are not on the graduate faculty due to lack of research. He also requested that Faculty Members needing the form go online to the COGS website and download the new Request for Appointment forms because we are still getting old forms and the new ones are better in terms of explanation of temporary, regular and reappointment.
  - D. *Overloads:* Graduate Students may take up to 12 hours without having permission for an overload. Anything over 12 hours must be approved. The assumption is that if anyone can take over nine to twelve hours, there must be something wrong with the courses for students to be able to do that much graduate level work and still be successful. This may be an incorrect assumption, but that is what COGS decided a number of years ago.

- E. *Non-degree policy:* Graduate students who either have not taken or not passed the GRE or, in some cases, the MAT or who have low scores and need to retest may be allowed in some departments to be admitted as “At Risk Provisional” students. These students are required to sign an At Risk statement that says that they understand that they have not completed all requirements for regular admission and that they may take up to nine hours of graduate level courses. If the student does not get approved for regular admission after taking the nine hours, the courses will count as personal enrichment courses and will not be applied to a degree program. It is important to have everyone’s backing on this because this is a COGS policy. What has happened in the past is that students have taken all of the hours needed to get the degree but were never admitted as a Regular student and still expect to get a degree. Advisors need to make sure students adhere to this policy. Dr. Harry Morgan asked if the Graduate School has a system that shows students that are non-degree. Dr. Clark said that in the past a report was run three times a year and it is very time consuming and that the Graduate School is now putting this responsibility first with the student and secondly with the Advisor. It is really up to the student to follow procedures in the catalog. The problem is that some students never read the catalog and in those cases the hope is that the Advisor will catch this if the student does not. Certificate program chairs – please make sure students realize there is a difference between a certificate program and a degree program. Certificate Programs have to be approved by the BOR. In the past, certificate programs were just noted on the student’s transcript, but now they actually receive a certificate. An example of a certificate program is the Museum Management Program in History.
- F. *Graduate School Information:* Dr. Clark is trying to start a Graduate Student Advisory Committee. For those who are interested, Dr. Clark would like to have a very small but active committee for Graduate Recruitment consisting of COGS Members. The Committee will help distribute recruitment money. The Graduate School will have another \$25,000 to distribute. We will look at the reports submitted by the people that received money last year and entertain new proposals. Sometimes it is difficult to track how many students are recruited by the money that was given. Some efforts are short term but some are more long term. Dr. Clark would like to get ideas from various departments. He would like to discuss what works and what doesn’t and strategies that combine monies effectively because almost all of our programs could use a few more students. Moving into other areas of Georgia requires a lot of commitment and the President is anxious for us to do this because if we don’t get into these places, someone else will. Dr. Harry Morgan said that the AAUP ranks the status of universities and consistently ranks our university ineligible to give degrees beyond the Master’s degree. They only rank four institutions in Georgia eligible: GA Tech, University of Georgia, Georgia State and Emory. Dr. Clark noted that Board of Regents policy forbids us from offering Ph.D. programs at this time, but we can and do offer Doctoral programs in Education and Psychology. We may offer more in the future as we move up in the UGA system. As you know, this summer we moved into an elite group which included Valdosta, Georgia Southern, Kennesaw and West Georgia. The Chancellor’s plan is that these four will grow significantly and will be provided with the resources and have the ability to do so.
- G. *Security issue:* Dr. Hazelkorn said that he understood there to be a security issue with putting applications online and asked what issues Faculty members might have. This was in reference to graduate school files that are being converted from paper files to digital files and being transmitted to the departments for decisions, etc. Dr. Clark said that the Graduate School will have encryption software in order to encrypt the files before sending them and the departments will have encryption software to un-encrypt and view the files. This provides the first level of security.

*Security Issue(continued):* The second level of security is provided by the Department Chairs since they will decide who has access in the department and at what level. The Graduate School wants to make sure that files are transferred without a breach in the student's security.

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

##### **A. Program Modifications**

College of Education

Media and Instructional Technology

[Ed.S. in Media \(IT Track\)](#)

Dr. McKenzie would like to add MEDT 7472 as an elective to the Ed.S. program sheet. Dr. McKenzie made a motion to approve. The motion was seconded and carried.

[Ed.S. in Media \(Media Track\)](#)

Dr. McKenzie explained that the modification to this program would be to add MEDT 7472 as an elective to the Ed.S. in Media. Dr. McKenzie moved to approve. The motion was seconded and carried.

[M.Ed. in Media \(IT Track\)](#)

Dr. McKenzie would like to add the same course (MEDT 7472) as an elective to the M.Ed. in Media (IT Track). Many of these folks come to us with advanced level skills and would be interested in taking this course. Dr. Barbara McKenzie moved to approve. The motion was seconded and carried.

Physical Education and Recreation

**(Attachments Not Yet Available for Review)**

Dr. Dwight spoke to this for informational purposes only since the paperwork is still at Faculty Governance. Dr. Dwight said that they would like to do three things: 1) permanently Deactivate the Non-Degree Initial Certification Program; the program has only had one student in the past five years. Due to the changes in education, it doesn't make sense; 2) Temporarily Deactivate the MED Program: i.e., at the campus level only, for up to two years; The department has worked hard to identify people that are interested in this program. They have outlined courses that students will need over the next six semesters. By deactivating that would allow the department to stop accepting students and work on the curricula to be revised so that it is much more market sensitive and accessible to students and also more rigorous and defined so that it would be better suited to students. The department would like to have this activated for students for the 08-09 year; 3) Temporarily Deactivate the EDS Program: i.e., at the campus level only, for up to two years.

Dr. Clark added that to deactivate a program for up to two years does not require Board of Regents approval but to deactivate a program beyond that would require BOR approval because they would permanently remove the program from the offerings of the University. Dr. Dwight said that it will be brought to COGS for formal approval for next meeting.

B. Course Addition

College of Education

Media & Instructional Technology

[MEDT 7472 Introduction to Distance Learning](#)

Dr. McKenzie stated that the department would like to add this course which introduces students to distance learning (what is it and why do we have it today). The course gives students the opportunity to build an online course in their area of expertise. Dr. McKenzie said this gives students the knowledge and skills to move toward the digital age. Dr. McKenzie made motion to approve. The motion was seconded and carried.

C. Program Additions

College of Arts and Sciences

[Master of Science in Mathematics](#)

Dr. Clark sent an e-mail to COGS in the interest of time but members could not come to an agreement so he is bringing it to them today. He said that when this was initially proposed it was a two track program. One track was to lead to an MAT teaching Mathematics and one track was designed for current Teachers who wanted to have more content in the Math area. It was originally passed by COGS and the Faculty Senate but was not approved by BOR. The College of Ed Deans met and decided that if it had a label of MAT, it should be located in the College of Education instead of College of Arts and Sciences. The BOR agreed with College of Ed Deans even though there are a number of MAT programs in the College of Arts and Sciences. The program was re-designed and presented as a Master of Science degree for those who would like to have additional Math Skills. It is not designed for certification and will not go through TEAC. It is designed for those who would like to teach at the community or technical college level. The Chancellor is willing to approve new programs on a temporary basis and if they aren't successful, they will be cancelled. Discussion ensued regarding approval of this program under another title. The comment was made that the syllabi do not conform to performance or behavioral objectives in the COE. This might not be relevant since the program is an A & S one. Dr. Clark was asked to confirm that approval by TEAC is not required and also to provide a program sheet to be attached to the program addition request. A motion was made to table until the next meeting. The motion was seconded and carried.

D. GRE/MAT Waiver: The Special Education department requests permission to waive the GRE or MAT score as a requirement for admission upon departmental review of the student's application. Dr. Hazelkorn told COGS members that the department wants to increase the number of students without compromising the quality of the program and this might be a way to do it. Dr. Harry Morgan asked if the department could leave the policy as it is now but consider students whose test scores do not meet the minimum requirements. Dr. Hazelkorn said that it would be possible to do this, but since we are competing with other universities that advertise that they do not have minimum test score requirements, we also need to be able to advertise this so that potential students would be aware of this policy and those who would otherwise not apply may now do so. Dr. Anderson said that since the MBA program has put this practice into place, they have seen an increase in the number of students applying to their program. The motion was made to suspend the requirement of GRE and MAT scores in the Special Education department for a period not to exceed three years. This will give the department time to evaluate the students that are accepted with the waiver and determine if there are any differences in the success rate of students whose admission was in part decided by test scores versus those who had the waiver. The motion was seconded and carried. This will need to be sent to the Senate agenda for approval.

E. *Request for Appointment in Graduate Faculty*: Dr. Clark reminded COGS members of the procedure of appointing Graduate Faculty. He said that he would review the requests and if any seemed problematic they would be brought to COGS. Typically they will be approved on initial appointment based on the department's recommendation. They would be re-evaluated after tenure process and re-appointment at post tenure review. Dr. Anderson asked if temporary Faculty members on board for the Web MBA program have to be approved for Graduate Faculty even though the policy allows them to automatically be Graduate Faculty at UWG. Dr. Clark stated that even though this is the case, we still have to bring the request and required documentation to COGS for approval.

The following Faculty Members were approved for **Regular** Appointment in the Graduate Faculty:

~Jeanette Allen, Assistant Professor of Computer Science, Ph.D., Georgia Tech, requested by Dr. Adel Abunawass

~Danilo M. Baylen, Associate Professor of Media and Instructional Technology, Ed.D., Northern Illinois University, requested by Dr. Barbara McKenzie

~Jessica L. Bucholz, Assistant Professor of Special Education, Ed.D., Florida Atlantic University, requested by Dr. Michael Hazelkorn

~Georgina G. DeWeese, Assistant Professor of Geosciences, Ph.D., University of Tennessee-Knoxville, requested by Dr. Curtis Hollabaugh

~Julia Farmer, Assistant Professor of Foreign Languages and Literatures, Ph.D., University of California-Berkeley, requested by Dr. Denise Overfield

~Christine G. Goldberg, Assistant Professor of Media and Instructional Technology, Ph.D., University of Sarasota, requested by Dr. Barbara McKenzie

The following Faculty Members were approved for **Regular** Appointment in the Graduate Faculty (Continued):

~Angela Insenga, Assistant Professor of English, Ph.D., Auburn University, requested by Dr. Jane Hill

~Andrew M. Nixon, Assistant Professor of Educational Leadership & Professional Studies Ed.D., Ball State University, requested by Dr. Roy Nichols

~Kwang C. Shin, Assistant Professor of Mathematics, Ph.D., University of Illinois, requested by Dr. Bruce Landman

~Roberta Siler, Professor of Nursing., Ph.D., Georgia State University requested by Kathryn Grams

~Ursula Thomas-Fair, Assistant Professor of Early Childhood/Infant Toddler Education, Ed.D., University of Alabama

The following Faculty Members were approved for **Temporary** Appointment in the Graduate Faculty:

~Constance R. Campbell, Associate Professor of Management, Ph.D., Florida State University, requested by Dr. Jonathan Anderson

~Janie M. Cates, Part-Time Assistant Professor of Secondary Education, Ph.D., Florida State University, requested by Dr. Jon Wiles

~Jacqueline Eastman, Professor of Management, Ph.D., Florida State University, requested by Dr. Jonathan Anderson

~Judith Gilliam, Assistant Part-Time Professor, Ed.D., Auburn University, requested by Dr. Roy Nichols

~Douglas Goings, Professor of Business Communication, Ph.D., Michigan State University, requested by Dr. Jonathan Anderson

~Minna Halonen-Rollins, MBA Instructor, M.Sc, Turku School of Economics, Finland, requested by Dr. Jonathan Anderson

~Schwanda Jackson, Part-Time Assistant Professor, Ed.D., The University of Alabama, requested by Dr. Roy Nichols

~Teresa E. Leslie, Visiting Assistant Professor, Ph.D., Emory University, requested by Dr. Steve Goodson

~Maxine C. Newsome, Temporary Assistant Professor of Early Childhood, Elementary and Middle Grades Education, Ph.D., University of Wisconsin, requested by Dr. Jon Wiles

~JiaQin Yang, Professor of Management, Ph.D., Georgia State University, requested by Dr. Jonathan Anderson

The following Faculty Members were approved for **Re-Appointment** in the Graduate Faculty following Tenure or Post Tenure Review:

~Julie K. Bartley, Professor of Geosciences, Ph.D., University of California-Los Angeles, requested by Dr. Curtis Hollabaugh

~Ellis Crean, Assistant Professor of Art, MFA, Georgia State University, requested by Kevin Shunn

~Leos Kral, Associate Professor of Biology, Ph.D., Michigan State University, requested by Dr. Christopher Tabit

- F. *Miscellaneous*: New requirement from BOR: Anyone hired after July 1 will have to submit to a criminal background check and anyone who is undergoing a substantial change will also have to have a criminal background check. Anyone who was previously in a position that did not require the handling of funds and is now doing so, will be subjected to a criminal background check. Dr. Clark said that PAC discussed whether Adjunct faculty would be required to submit to the criminal background check. He stated that they were not originally included but after some discussion, PAC decided that they should be. Dr. Clark said that it is his understanding that the entire process for the background check takes about a day. Various university officials are still working with the final language on this to be presented to the Faculty Senate later this semester.

FYI- There has been a problem with the wording regarding the language tests for the MA degrees. The catalog is ambiguous about what constitutes a passing score and it also states that students may take a second year second semester course with a grade of B or better. There are other implications about what that means that we will be discussing next time because this has become a problem and needs to be clarified.

Dr. Clark said that he wants COGS to get out of simply approving faculty and course additions/deletions/modifications, etc. He has drafted a short term strategic plan for the Graduate School for the next year. Some things are more long term than one year.

If you have policy issues to add to the agenda for Fall semester, please e-mail the information to Dr. Clark. Also, if you have feedback (positive or not so positive) about the Graduate School office, please send that information also.

There being no further business, the meeting was adjourned at 2:40pm.

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