

COMMITTEE ON GRADUATE STUDIES MINUTES

March 14, 2007

(Amended and Approved on April 18, 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 1:30pm. Those in attendance were: Dr. Adel Abunawass, Dr. Jon Anderson, Dr. Stan Caress, Dr. Jack Charlesworth, Dr. Ron Colley, Dr. Michael Hazelkorn, Dr. Dawn McCord, Dr. Harry Morgan, Dr. Roy Nichols, Dr. Keith Pacholl, Dr. Dawn Putney, Dr. Hema Ramanathan, Dr. Laurie Ware and Dr. Duane Yoder

- II. **Approval of Minutes:** A motion to approve the minutes of the [February 21, 2007](#) meeting was made, seconded and approved unanimously.

- III. **Report from the Interim Dean:**
 - A. *Fire in Cobb Hall:* Dr. Clark told COGS members that there was a fire in the basement at Cobb Hall and that the staff was unable to work there today. Testing was completed and no asbestos was found in the air so The Graduate School will be open for business as usual in the morning.
 - B. *Digitizing Folders Update:* We are still in the process of getting the folders digitized. We did get casual labor money through the end of the year to keep the person that we have hired to continue to scan. Dr. Clark said that at the suggestion of Dr. Michael Hazelkorn, The Graduate School staff will meet with the ITS staff the week of March 26 to find out if we can skip the portal and go directly to the department. The Graduate School has had to make some changes because the scanning system used previously did not have a search function. We are now able to type in keywords to search the file and that should make it easier. Currently, The Graduate School is working with several departments on a trial basis but hopefully all departments will have access to the digital files.
 - C. *Psychology Doctorate Program:* The Graduate School is working with the Psychology department on the new Doctoral program. They recently had the first deadline and are in the process of reviewing files for admission to the program. Dr. Clark said that there may be up to ten students admitted out of approximately 25 applicants.
 - D. *Credit Card Acceptance-Update:* The contract for the Touchnet system which will allow the University to accept credit cards online should be written by now. The system should be up and running in approximately one month and should simplify payment of fees for some students. This will hopefully take The Graduate School out of the loop and also take care of liability issues at the University that can come with processing credit cards on campus. There is a processing fee of 2.75% for using the Touchnet system. Students can also use the Telecheck system which does not assess any fee. The Touchnet system will also allow students to make purchases in the bookstore and other areas on campus as well as fees.
 - E. *Webpage Update:* Dr. Clark said that we are still working on The Graduate School website. Cheryl Hill said that Madison is currently working on the main website and that the changes submitted to the majors are also being worked on and should be completed soon. Cheryl said that Red Dot is still being tested by Madison and other IT staff as well. She also said that a mock site template for The Graduate School will be available for review soon.

- F. *MAT*: Dr. Clark wanted to mention the e-mail that came out of the EPAAC group concerning the MAT's and the effect of those on other things. There may be some issues that COGS needs to discuss. There was a Mathematics Department proposal that included a two track system, one of which led to certification and one that did not. Originally the Deans of Education reviewed it and said that if a track doesn't lead to certification, it can't be called MAT. This is not the case as some other institutions, so for clarity across the USG system, it is being reviewed and the Board of Regents will have the final word.
- G. *Mandatory Student Health Insurance Plan*:: Dr. Clark said that negotiations are taking place right now that will affect the mandatory health insurance for GRA's. All GRA's are required to purchase health insurance from Pearce and Pearce @ \$852/year which includes fall, spring and mandatory summer coverage. Students can opt out of that if they can prove to Pearce & Pearce that their insurance is equivalent to what Pearce & Pearce can provide. The Board of Regents, at Dr. Behruz Sethna's request, is meeting with Pearce and Pearce. Sylvia Shortt is working on this for the International Students also. The BOR is trying to renegotiate the contract on various fronts. The issue involves The Medical College of GA, Georgia State, UGA and Georgia Tech. Immediately upon negotiating this contract through Pearce & Pearce, they increased their GRA stipend by \$852. It would have cost UWG approximately \$25,000 to \$30,000 to do the same. The students were told that if they were covered, they could submit a waiver so that they would not have to purchase the mandatory policy. What this amounts to is an \$852 cut in their salary, and since some departments pay only \$1500 a semester, this is a definite problem. Hopefully this will be resolved after the renegotiation.
- H. *Immunization Requirements*: Dr. Clark said that The Graduate School, in consultation with other graduate deans across the state, is trying to decide what immunizations will be required for new admits versus readmits. Currently, there are inconsistent policies across the state. Dr. Clark will keep everyone updated as more information is available.

IV. **New Business:**

A. *Course Changes*

College of Education

Media and Instructional Technology

Modify

[MEDT 6461 Administration of the School Media Center](#)

[MEDT 6463 Technical Services](#)

[MEDT 6464 Reference Sources and Services](#)

[MEDT 6465 Selection of Materials](#)

[MEDT 6466 Media Program](#)

[MEDT 6467 Technology for Media Services](#)

[MEDT 6487 Practicum](#)

[MEDT 7461 Instructional Design](#)

Add

[MEDT 6468 Automating School Media Centers](#)

Dr. Dawn Putney spoke to these requests by saying that over the last five to seven years, the content required for a program for preparing School Library Media Specialists has changed dramatically. Dr. Putney said that all of the schools in Georgia have gone to automated systems and that has changed the role of Media Specialists along with the elimination of Technology Coordinators because Media Specialists are taking on the technology aspects also. The content of some of the courses have become out of balance so much so that completing them last semester was almost impossible. Dr. Putney made a motion to approve all course modifications and the addition of MEDT 6468. The motion was seconded and carried. Dr. Putney said that the MEDT courses are a blend of online and face to face classes (at least three face to face sessions for each course are required).

B. Program Changes

College of Education

Media and Instructional Technology

[M.Ed in Media Program-Plan A](#)

[Certification Program in Media-Plan C](#)

[Certification Program in Media-Plan D](#)

Special Education and Speech Language Pathology

Modify

[Master of Education: Interrelated](#)

Dr. Michael Hazelkorn stated that this was the program for the courses that were brought to the last COGS meeting. Dr. Hazelkorn explained the modification as listed on the program modification sheet and said that they will no longer have a non-degree initial certification program and students will have to get a Master's degree and that this is advantageous to them. Question regarding number of hours of program and Dr. Hazelkorn stated that each track is 36 hours. Dr. Laurie Ware made a motion to approve the modification. The motion was seconded and carried.

Richards College of Business

Accounting and Finance

Modify

[MPAcc Program](#)

Dr. Ron Colley said that the proposal is similar to the MBA program submitted at the last meeting and that foundation courses at competing institutions offer students the option to take them online. Some of the MPAcc program courses are only offered during the fall semester and the content is not available online. Dr. Colley said that the reason for the change is to try to accommodate the students. The foundation courses for this program are similar to what the MBA program will have. The MPAcc program will also have a GMAT waiver similar to the MBA Program. The MPAcc waiver will be a way to entice undergraduate accounting students with a GPA of 3.2 or higher to the program. Dr. Colley made a motion to approve the modification. The motion was seconded and carried.

Dr. Clark told COGS members that one of the things that the Graduate Deans are working on in terms of increasing minority enrollment as well as graduate schools across the state is making those kinds of changes internally that will encourage our students who are capable of doing graduate level work to get involved with it. The College of Education and The College of Business are both doing that by way of the modifications to their programs.

C. *Request for Appointment in Graduate Faculty*

The following faculty members were approved for Appointment in The Graduate Faculty:

~Satyanarayana Swamy-Mruthinti, Professor – Department of Biology, Ph.D., M.S. University, requested by Dr. Henry Zot

~Mohammad A. Yazdani, Assistant Professor – Department of Mathematics, Ph.D., Southern University and A&M College, requested by Dr. Bruce Landman

~ Cheryl Hungerford, Adjunct Assistant Professor-Educational Leadership and Professional Studies, Ed.D., Nova Southeastern University, requested by Dr. Roy Nichols, Jr.

Dr. Clark talked about the change in procedure when submitting a request for Appointment in The Graduate Faculty. The procedure was changed so that the sub committee would not have to meet to review each request. Dr. Clark would review the requests and present them to COGS for final approval. He said that he did not see any problem with any of these three requests. He also said that part of what the Graduate Faculty does at a University is to conduct research. This aspect needs to be considered for everyone requesting membership into The Graduate Faculty and participating on thesis and Master's projects and the Doctoral program. One of the reasons for being involved with the thesis and dissertations is that people who are doing those are doing the research and since they know the work in the area would be able to guide the Graduate students into their research and if they aren't doing it themselves, that is problematic in terms of approval for membership in The Graduate Faculty. Dr. Clark said that there had been an oversight with a Graduate Faculty member who is requesting Appointment in Graduate Faculty for someone else and is the chair of the department but has not himself been appointed into the Graduate Faculty. He asked for everyone to make sure that when a new faculty member is hired who will be teaching graduate level courses to please get the paperwork to The Graduate School as soon as possible. He asked everyone to inform the chairs of their departments to submit this information as well. Dr. Clark stated that he would like to see the establishment of a curriculum committee that could handle the UAPC and TEAC businesses and Appointment in Graduate Faculty since they are similar issues and then pass on that information to the appropriate committee.

Dr. Clark said that he would like to see COGS focus on the role of GRA's, what it means to be a member of the Graduate Faculty and what it means to do graduate research as a graduate student.

Dr. Roy Nichols said that UWG had the largest Ed. Leadership program in the state but the numbers have been falling. When this happens, a report has to be written explaining why the numbers have gone down. One of the ways to increase numbers is to form cohorts in local school systems and under the new system it will be a requirement. A cohort has been formed with Cobb county to form an Ed.S. cohort and an L-5 cohort. Dr. Nichols said that when approaching the school system, they explain that one of the advantages of a cohort is to influence the curriculum by recommending central office staff with Doctorates to teach their cohort. Cobb county wanted Cheryl Hungerford, who is a successful principal for them, to teach a course in local school leadership. Cheryl has a Doctorate from Nova Southeastern University and Dr. Nichols understands that this is an issue; however, he is requesting only a **temporary appointment**. Cheryl is currently teaching this course. Questions were raised about if there was another way to approve this appointment and Dr. Clark explained that anyone with the title of Instructor can't be a Graduate Faculty member per Board of Regents policy but some departments now give the title of Visiting Assistant Professor to faculty members who are full time but not in tenure track positions. Discussion ensued regarding graduate faculty qualifications and their educational background. Dr. Clark explained that sometimes when The Graduate School receives the Proposed Plan of Study for graduation someone will be listed as a committee member and when Kathie checks this information, finds that the person has not been admitted to graduate faculty due to paperwork not being processed through The Graduate School or the VPAA's office. The forms are on the COGS website to request appointments in The Graduate Faculty in an effort to make the process easier. Dr. Adel Abunawass made a motion to approve all faculty as requested. The motion was seconded and carried with Dr. Harry Morgan opposing.

A question was posed regarding thesis and dissertations and if it would be possible to upload them to the web so that they would be available for viewing by everyone. Dr. Clark said that they are available at the library and also informed the committee that approximately two years ago, the acceptance of thesis and dissertations electronically were allowed. Dr. Clark said that maybe in the redesign of the web page, the graduate school could have a link to this information. UGA has their information online through the library website. Dr. Clark said that he would look into this and let COGS members know what he finds out.

There being no further business, the meeting was adjourned at 2:30pm.

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