

COMMITTEE ON GRADUATE STUDIES MINUTES

November 14, 2007

(Amended and Approved on December 12, 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 at 1:35pm. Those in attendance were: Dr. Jeremiah Alberg, Dr. Jon Anderson, Dr. Daniel Bakos, Dr. Jack Charlesworth, Dr. Ron Colley, Dr. Laura Hatfield, Dr. Sunil Hazari, Dr. Michael Hazelkorn, Dr. Cher Hendricks, Dr. Deb Jenkins, Dr. David Jenks, Dr. Barbara McKenzie, Dr. Keith Pacholl, Dr. Alan Pope, Dr. Jeff Reber, Dr. Dan Saurino, Dr. Brent Snow, Dr. Laurie Ware and Dr. Duane Yoder.
Dr. Clark told committee members that The Graduate School did not receive all information needed for today's meeting until late yesterday afternoon and the server was down this morning so the agenda was not available online. Paper copies were handed out.
- II. **Approval of Amended Minutes:** A motion to approve the [October 16, 2007](#) meeting as amended was made, seconded and unanimously approved.
 - A. Amendment: Clarification of Item IV-G which reads "*Dr. Clark told COGS members that they must list three members on the Application for Admission to Candidacy form*" The requirement for three committee members to be listed on the Application for Admission to Candidacy refers to Ed.S students. Dr. Anderson said that he wanted to make sure that the requirement for three committee members to be listed did not only apply to Ed.S. students. Dr. Clark said that it did not but that the discussion was concerning only those students. He said that SACS requires a *departmental* decision and to comply with this requirement there has to be more than one *individual* listed on the form.
- III. **Interim Dean's Report**
 - A. *Graduate Research Fellowship Award:* The Graduate School has three of these awards that are given out to students who are writing a thesis or doing Master's projects. In November at the Graduate Forum luncheon there will be two presenting that will graduate in Fall and Spring. In Spring of 2008, there will be two fellowships to award. The award amount is \$2500 per semester and a tuition waiver and it is renewable as long as the person is in Grad School and is working on a Master's and/or a Doctoral degree. Dr. Clark will have Kathie send out a reminder of this. A committee will be set up to review applications and make recommendations. A COGS member asked if students on an assistantship are able to receive this award and Dr. Clark said that they typically are not but if there is a student who a COGS member would like to be considered they can submit their information. Students are required to present the results of their writing at one of the luncheons but they do not have to currently be in that stage. Originally this award was given to incoming graduate students who submitted a portfolio of what their research would be for the next two years. The process was modified because it was unrealistic to expect that students just coming into graduate school would know what they would be writing their thesis on two years from now. The deadline will be sometime the first of December.

- B. Hirsch Scholarship:** We have had two scholarship nominations for this \$800 scholarship that is given to a student that will be in their graduate studies in the spring. The deadline has passed but if someone has a student in mind that has not been submitted and can submit their information immediately, they can still be considered. The scholarship recipient will be an undergraduate student who will begin his/her graduate studies in the spring.
- C. Encryption Software:** We purchased five copies of encryption software to begin the process of sending the files to the departments. Dr. Anderson found that after the software was installed on his machine, for a period of time each time he sent an e-mail out, the person on the receiving end would receive a blank e-mail from him. Dr. Snow said that the College of Ed IT people fixed the problems that they were having. Dr. Clark said that the idea behind this was to speed the admission process up but that can't happen with the glitches that are being experienced so he will check into this and see what changes need to be made to solve these problems.
- D. Graduate Financial Aid Counselor I position:** Yesterday three candidates were interviewed for the new Graduate Financial Aid Counselor position. The person will be hired to begin at least the first of December. The person will be housed in the graduate school and will be learning everything about financial aid issues that would involve graduate students. She will spend once a month in the College of Education, once a month in the College of Business and once a month in the College of Arts and Sciences in the evenings to deal with the graduate students when they are on campus to discuss any issues. Kathie will distribute her schedule when it is worked out so that everyone will know when she will be available in each college. Dr. Clark said that he hopes that this will reduce some of the confusion for graduate students. Dr. Ware asked if he thought this was too much for just one person. Dr. Clark said that she will be working with the financial aid office when needed but with the Single Point of Accountability (SPA), she will be the person responsible for these issues.
- E. Budget:** Dr. Clark presented a budget to Academic Affairs for the Graduate School that included additional funds for Graduate Research Assistants that would offset the additional expense of the mandatory health insurance plan. Since the University system can't pay for the health insurance for any individual who isn't a full time employee, All GRAs stipends would be increased and these additional funds will come from the graduate school office. As of today, this money is still in the budget. The person in each department that completes paperwork for GRAs will not have to complete it any differently because the additional amount of money will be added to the Personnel Action Request when it gets to the graduate school office. The system office told every university that they could ask for 5% new funds. Dr. Clark said that we may not get the 5% new funds but that is what will be requested. We are between 4.5 and 11 million dollars under-funded for a university in the system. He said that his request was cut by 2/3. \$20,000 for a Research Fellowship in the new Psychology doctoral program and funding for several new GRA positions were cut from the budget.

IV. New Business

- A. Course Additions**
College of Arts & Sciences

Dr. Jenks said that as of August 7 of this year, the BOR passed the Master's in Criminology program for Fall. Students are being accepted now in Sociology with a Criminology emphasis. Of the 31 changes, eight are cross listings courses, five are internships and special seminars, two courses are upgraded to 5000 level, four courses are core courses, six courses for administrative justice track and six courses for the social justice track. Dr. Clark said that these courses can either be approved today or can be put on the December 10th meeting agenda. These have been through the College of Arts and Sciences Executive Committee. Dr. Clark said that the first question that will be asked when it gets to the Faculty Senate, is if they currently have the resources to do this without additional funds and Dr. Jenks said that they do. He said they currently have nine faculty members and are in the process of hiring four new faculty members. Dr. Jenks said that he wants to get these courses approved so that they will be published in the next catalog. Dr. Clark said that if COGS doesn't meet in December there will still be time to get materials approved by the final catalog edit deadline in March. He also said that his concern is that no one was able to review the information that needs approval but if COGS members are comfortable with sending this through based on approval of two other committees then that is what will be done. Dr. Jay Alberg asked if it was necessary to include as information in the syllabus for the course requirement that students are expected to attend class and complete assignments and also that students with rude and obnoxious behavior will not be tolerated and this includes not talking, laughing at the back of the class, etc.. Dr. Jenks said that these were sample syllabi only and that they will be changed by the Professor teaching the courses and that this information may not be necessary but this also legally covers the department.

A COGS member asked how a program can be approved without the support of the courses. Dr. Jenks said that this process was new to him and that he had no idea that the courses had to be approved separately. Dr. Clark said that the BOR process is designed so that there won't be any duplicate work or so that there isn't another program that is doing it better or that will compete. Dr. Jenks made a motion to approve all course additions and the two deletions and the motion was seconded. Dr. Clark said that if members of this committee did not feel comfortable approving additions/deletions/modifications, these items could be tabled until COGS members had enough time to review the materials. There was a brief discussion concerning approving courses electronically but it was decided that all members felt comfortable voting at this time. There being no further discussion, the motion was carried with two abstentions.

[CRIM 6000 – Principles of Criminology](#)

[CRIM 6010 – Theories of Crime and Justice](#)

[CRIM 6013 – Social Research](#)

[CRIM 6015 – Managing Data](#)

[CRIM 6182 – Special Seminars](#)

[CRIM 6233 – Ethics and Criminal Justice](#)

[CRIM 6255 – Delinquency, Family and the Community](#)

[CRIM 6279 – White collar Crime](#)

[CRIM 6280 – Seminar in Social Justice](#)

[CRIM 6286 - Internship](#)

[CRIM 6305 – Critical Social Analysis](#)

[CRIM 6341 – Constitutional and Judicial Principles](#)

[CRIM 6342 – Crisis Intervention](#)
[CRIM 6345 – Homeland Security](#)
[CRIM 6350 - Terrorism](#)
[CRIM 6360 – Law Enforcement Leadership](#)
[CRIM 6370 – Correctional Management](#)
[CRIM 6380 – Criminal Justice Administration](#)
[CRIM 6623 – Inequality in Society](#)
[CRIM 6700 – Social Movements, Protest and Change](#)
[CRIM 6982 – Directed Study](#)
[CRIM 6983 – Continuing Registration](#)
[CRIM 6999 - Thesis](#)
[SOCI 6015 – Managing Data](#)
[SOCI 6222 – Conflict Resolution](#)
[SOCI 6241 – Legal Theories](#)
[SOCI 6255 – Delinquency, Family and the Community](#)
[SOCI 6266 – Perspectives on Violence](#)
[SOCI 6275 – Planning and Evaluation](#)
[SOCI 6280 – Seminar in Social Justice](#)
[SOCI 6342 – Crisis Intervention](#)

[HIST 5478 – American Religion to 1800](#)
[HIST 5479 – American Religion Since 1800](#)

Dr. Pacholl said that these used to be on the books some time ago and they would like to begin teaching these courses again. These courses will fill a number of needs for the graduate students. Dr. Pacholl made a motion to approve. There being no discussion, the approval was seconded and carried with one abstention.

[MUSC 5240 – Form and Analysis](#) - **Tabled**

Dr. Bakos said that this course is being moved to an upper level course and that this course will better serve graduate students. Dr. Deb Jenkins asked if there were certain things that are required to be in the syllabi that are University policy and shouldn't we adhere to the University policies and Dr. Clark said that is correct. Dr. Bakos said that the syllabus presented to COGS was a working copy and that some changes may need to be made. Dr. Clark said that the cover sheet lists specific things that need to be in a syllabus but that it is outdated and this is being worked on. He said that the official means of communication is e-mail through the my.uwg e-mail address and this, along with a plagiarism statement has to be included in all syllabi. Dr. Clark said that the details in the syllabus are not important but what really needs to be considered by the committee are things like what the course content is going to be, what are the learning objectives and how they are going to be measured. Scheduling details, etc. are departmental decisions. Dr. Deb Jenkins asked why the syllabi were even being considered without the correct information. Dr. Clark said that he thinks the syllabus is a concept paper but that the committee should review the course content to ensure that it is appropriate for a graduate level course and that it includes learning outcomes that are measurable. Dr. Jeff Reber said that the UAPC's expectation was that syllabi presented for approval were to be complete syllabi that would be used for the course. Discussion ensued regarding the policy for approval of courses without completed syllabi and whether each time a change is made if it has to go back through COGS to be approved with the change. Dr. Clark said that he

feels that there needs to be clarity about this process from the Faculty Senate and perhaps the VPAA. Dr. Michael Hazelkorn and Dr. Laurie Ware both commented that they thought that the course content could change as long as the learning outcomes were as indicated on the syllabus. Dr. Bakos said that this is not the official syllabus but that this passed the Executive Committee, and that this is primarily a writing course. There was also a brief discussion concerning what the UAPC looks at and the fact that requirements are the same among undergraduate and graduate level courses. Dr. Jon Anderson said that one option would be to have an addendum to the course addition/deletion/modification. Dr. Clark said that this committee has traditionally looked at course description (content) and learning outcomes in order to make a decision about approving a course. Dr. Clark said that something that SACS requires is for all syllabi to be online and comply with all general policies. Dr. Clark said that the Faculty Senate does expect the syllabi to include measurable learning outcomes. Dr. Bakos suggested the course addition/deletion/modification form should be changed. Motion made to table course until measurable learning outcomes are included on syllabus. Motion was seconded and carried.

Recommendation was made for Sociology/Criminology to be made aware that the information needs to be revised to reflect *measurable* learning outcomes.

Dr. Clark said that the list of demonstrative verbs that were previously handed out to Department Chairs and COGS members will be redistributed.

[PSYC 6085 – Advanced Theories](#) - **Tabled**

Dr. Alan Pope said that they have been using the Horizon seminar as their variable topic course but that it is easier if students have an advanced series course with a separate title to meet requirements of the licensing board.

College of Education- All three courses Tabled

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

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

[SPMG 6110– Sport Law](#)

These three courses were a collaboration between Richards College of Business and Dept. of Physical Education and Recreation. The new MBA program that was previously approved has a sports management emphasis and these three courses would be a part of that program and are elective courses. They would not require any more resources.

Motion was made to table all courses that members were not able to review (with hard copy at the meeting). The motion was seconded and carried.

B. Program Addition

College of Education

[Professional Counseling and Supervision](#)

Dr. Phillips spoke to this request and said that 18 months ago, they were encouraged to develop this proposal. The BOR requires a letter of intent that clearly states what the program is and how the objections will be met. This is the formal proposal that has been approved by the department, the Faculty Governance Council and the College of Education and endorsed by Dean of Education, the Associate Dean of Academic Affairs and the Vice President of Academic Affairs. Three nationally recognized professionals have reviewed this and submitted extremely strong letters of support. It still has to be sent to the BOR. The program is 111 graduate hours. Students who would be admitted to this program would have to have the Master's degree and hold all credentials for a Licensed Professional Counselor in the community or school. This doctoral program is 15 hours beyond the national 96 hour standard and we are exceeding this by one full semester or 1 ½ semester. Once the program is approved through COGS and then by the Board of Regents, this will have to come back through COGS with the fully articulated program. In order to keep this university as one of the best four universities, we must have at least three doctoral programs. We are weaker than the other three universities in this regard. UGA just announced that they are doing a similar program that is under their PhD program as Career and Occupational Counseling. Both of these universities received \$650,000 to bring about Transforming of School Counseling Initiative. Dr. Phillips said that there is a need for this type of program. UGA's program would be a Ph.D program and this one is an Ed.D. program. Dr. Snow said that a needs assessment was done to find out about interest in the program and the response was overwhelming. Dr. Clark supports this and Dr. Sethna does also. One faculty member will come in this year and another one will come in next year. There being no further discussion, a motion was made to approve the Ed.D program proposal. The motion was seconded and carried.

C. Course Modifications

College of Arts & Sciences

[PSYC 6287 – Clinical Practicum I](#)

This modification was made to repair a clerical error because there used to be two courses (Clinical Practicum I and II). Since there is now only one course, a motion was made to approve the modification. The motion was seconded and approved.

D. Course Deletions

College of Arts & Sciences

[CRIM 5230 – Ethics and Criminal Justice](#)

[CRIM 5255 – Youth, Crime and Community](#)

Approved.

E. Program Modifications

College of Arts & Sciences

[Master of Science in Nursing - Tabled](#)

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

~Kramer, Elizabeth A., Assistant Professor of Music, Ph.D., University of North Carolina, requested by Dr. Kevin Hibbard

~Saurino, Penelope, Assistant Professor of Middle Grades Education, Ed.D., Boise State University, requested by Dr. Donna Harkins

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

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

~Bennett, Priscilla, Professor Emeritus of Media and Instructional Technology, Ph.D., University of South Florida, requested by Dr. Barbara McKenzie

~Johnson, Jack E., Professor of Business Education, Ph.D., University of North Dakota, requested by Dr. Thomas Gainey

A motion to approve both Temporary appointments was made, seconded and carried.

~Payne, Thomas M., Part Time Assistant Professor of Educational Leadership and Professional Studies, Ph.D., Georgia State University, requested by Dr. Roy Nichols (**Discussion**) Dr. Clark said that his vita ends in 2003 and there is not a list of publications in vita and he can't recommend this person to teach a graduate level course. This can be re-submitted at the next meeting. Motion made to accept recommendation of Dr. Clark **not to recommend** this faculty member.

Reminder: Temporary appointment can be from a semester to a year and must be renewed at the end of the appointment.

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

~Boes, Susan R., Professor of Counseling and Educational Psychology, Ph.D., Auburn University, requested by Dr. Brent Snow

~Howe, Louis E., Professor of Political Science and Planning, Ph.D., University of Massachusetts, requested by Dr. Robert Schaefer

~Painter, Linda C., Associate Professor of Counseling and Educational Psychology, Ph.D., University of Georgia, requested by Dr. Brent Snow

~Slone, Mary Beth, Associate Professor of Counseling and Educational Psychology, Ph.D., The University of Memphis, requested by Dr. Brent Snow

~Sykes, Scott R., Associate Professor of Mathematics, Ph.D. University of Massachusetts, requested by Dr. Bruce Landman

~Talpade, Salil, Professor and Chair of Department of Marketing and Real Estate, Ph.D., University of Alabama, requested by Dr. Salil Talpade

A motion to approve all reappointments was made, seconded and carried.

G. Announcements

Dr. Charlesworth said that students can visit <http://www.phikappaphi.org/Web/> to find out information about literacy grants and would encourage students to check this web page out.

Dr. Clark asked COGS members to remind students to go to the portal to complete the graduate student survey. The results of the survey will be presented in January.

There being no further business to discuss, the meeting was adjourned @ 4:00pm

Minutes taken and respectfully submitted by Kathie McNellis