

Committee on Graduate Studies

Minutes

November 15, 2006

(Approved January 17, 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 1:30pm. Those in attendance were: Dr. Jon Anderson, Dr. Judy Butler, Dr. Stan Caress, Dr. Luke Cornelius, Dr. Maria Doyle, Dr. Dave Jenks, Dr. Dick Larkin, Dr. Martha Larkin, Dr. Ann McCleary, Dr. Dawn McCord, Dr. Kathy Moffeit, Dr. Harry Morgan, Dr. Roy Nichols, Dr. Denise Overfield, Dr. Hema Ramanathan, Dr. Jeff Reber, Dr. Jill Reddish and Dr. Laurie Ware.
- II. Approval of Minutes:** A motion to approve the minutes of the [October 18](#) meeting was made, seconded and approved unanimously.
- III. Report from the Interim Dean**
- A. *Digital Equipment:* Dr. Clark stated that digital equipment has been installed at the graduate school. What that means is that all new applications that are received will be scanned and put on the portal. Each department will be able to review files located in a password protected folder and make a decision based on the information in the file without having to wait on a hard copy through campus mail. Dr. Clark also stated that the graduate school is working on having forms online that were previously faxed or mailed. For the next few weeks, the graduate school will be working with the history department to see how the process will work. As soon as the process is in place, everyone will be notified and given information about how to access their folder. The graduate school will be able to see when the department received the files and when they were reviewed and departments will know when the graduate school has received and viewed the response. The equipment scans approximately 63 pages per minute. New applications will be scanned as they come in and current students' files will be scanned in as time permits. Once students graduate, their file will be taken off the portal and put into another electronic file.
- B. *Webpage:* Cheryl Hill explained that she is working with Lisa Ledbetter's office. They are currently working to ensure accuracy of majors on the main web page. Julie Lineback is trying to work out the bugs of the content management software (Red Dot). Dr. Clark stated that everyone should have received an e-mail from Julie asking about any changes/updates department chairs/COGS members would want on the main web page and links that will be tied to the graduate page. Several COGS members stated that they had not received this e-mail so Cheryl said that she would follow up with Julie Lineback and request that she send another e-mail to all COGS reps and chairs.
- C. *Communications Audit:* Dr. Clark said that only three responses were received and so he assumes the graduate school is doing a good job in terms of communicating with departments.
- D. *Graduate Catalog:* Revisions and Corrections – First revisions are due December 11th (editorial changes) and final revisions are due March 30th.
- E. *Program/Course additions/deletions/modifications:* Dr. Harry Morgan asked about the status of archives for program changes. He asked if courses could be tracked to the original application. Dr. Clark asked Dr. Morgan to send an e-mail requesting the specific information that he needs and he will try to track down the original paperwork. Sometimes a request will come in for a program of study and Dianne Smith in the graduate school has this information. Eventually this will also be digitized. The registrar's office doesn't have this information. The graduate school will make those available so that they can be accessed when a request is made.
- IV. Speech Pathology Admission Requirements (request to raise GPA to 2.9 from 2.5):** Tabled – No representation from Speech Pathology to speak to this request.
- V. Nursing Program Request for Admissions Policy Change:** The Department of Nursing is requesting approval of a policy to allow undergraduate students who complete BSN requirements with a 3.5 or greater GPA in upper division nursing courses taken at The University of West Georgia be automatically admitted to the Graduate School. This admission would be active for a period of three years after graduation and the Graduate Record Examination or the Miller's Analogy Test would not be required. The rationale is that we need more nurses. Dr. Laurie Ware explained that there is a huge shortage of nurses and nursing faculty.

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This is a way to recruit students into the nursing program. Dr. Jon Anderson asked where the 3.5 number came from – why it is so high. Dr. Ware stated that she felt that a student with a GPA of 3.5 would do well in the program. She also stated that the average age of graduate students in the nursing program is 35 but that 45 and 50 is not unusual. She explained that they are trying to attract younger students into the program early on instead of middle age. A lot of people are retiring and will contribute to the nursing deficit. Dr. Ware made a motion for the policy change. The motion was carried.

Dr. Luke Cornelius asked that when a vote is held that Dr. Clark asks if anyone abstains for the record. Dr. Clark stated that he will do this going forward.

VI. Review of Graduate School and Departmental Policies on Probation and Dismissal: Dr. Luke Cornelius stated that some consideration needs to be given with the professional programs which include the entire college of education, Nursing, Business and various departments in Arts & Sciences. The language is contradictory across the catalog regarding who a student should appeal a dismissal or probation to. According to Dr. Cornelius, the way the graduate school has handled this in the past is that if the student is a graduate student, the appeal goes to the graduate school; however, some departments refer the appeal to the Dean of the appropriate college and this creates a due process issue. Dr. Cornelius said that the question is who should be the next chain in command between the department and the VPAA's office. He said that maybe the department should review the student's file instead of the Dean of the graduate school. Dr. Clark stated that it currently reads in the catalog, "Students wishing to appeal either denial of admission or dismissal should contact the Dean of the graduate school. Students who are dismissed from the graduate school for academic reasons may appeal the dismissal to the dean of the graduate school." What is happening right now in terms of individual grade appeals or grades for a particular course is that they are going through the dean of that college and then beyond that to the VPAA's office. If that grade appeal fails, the result of that would be dismissal from the graduate school and that appeal would then go through the graduate school. Dr. Clark thinks that should not be changed. Dr. Clark also stated that in terms of professional demeanor, he believes that after an appeal goes through the department, it should go through the dean of the respective college and then to the dean of the graduate school. That preserves due process and allows the dean of the graduate school to be consistent with regards to appeals. Dr. Clark said that the best way to deal with this is to draft a policy that is clear about what the procedure is. Dr. Luke Cornelius will draft wording for this policy and present it at the next meeting. Dr. Clark told COGS members that if they have any suggestions for the wording, to e-mail him or Dr. Cornelius.

VII. Policy on Number of Independent Study/Readings hours allowed: There is no policy for the number of independent study/reading hours allowed. Individual departments may or may not have specifications on the number of independent studies/directed reading courses. Dr. Clark wants some consistency on this where appropriate. The number of hours allowed across the board is six (two courses). That number is consistent with what is accepted for transfer courses. Dr. Hema Ramanathan said that the doctoral program allows 9 hours. Dr. Clark explained that students have started requesting 9 and 12 hours and it has become a problem. Several members of the committee asked to go back to their department for discussion and put it back on the agenda to discuss at the next meeting. Dr. Jill Reddish asked if departments are allowed to set higher standards and Dr. Clark said they can. Dr. Cornelius said that in some instances (such as admission requirements) standards that are set forth by COGS are minimum standards and that the departments have in the past set additional standards and/or higher minimum requirements. Dr. Overfield asked if there is a particular degree or program that is having more trouble than others or if there are other underlying issues that need to be looked at within a certain department. Dr. Clark said that what has happened is that a student will take an independent study course from one faculty member and then go to another one and another one (or try to). Dr. Clark said that he thinks the best thing to do at this point is for the committee members to talk to other faculty members in their department and see if they prefer to have a standardized with exception policy at the graduate school level or an individual department policy that you report to the graduate school and the graduate school can have it on file.

VIII. Graduate Tuition Changes: Dr. Clark said that a standard graduate tuition can be set based on the "Fixed for Four". The second option is to set a different graduate tuition structure based on whatever numbers we think would

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work. The third option is to modify the tuition per program. Dr. Clark asked if it makes sense to change the tuition for a certain department. Dr. Jon Anderson said that he thinks it would be a good idea to have a flat fee for students applying to graduate school. There would also be an additional fee for certain course or programs. Anyone enrolling in those courses or programs would pay the additional fee which would go back to the program. Other programs have done this successfully and the possibility of additional funds gives the program an incentive to grow. Dr. Clark stated that justification has to be sent to the Board of Regents as to why this fee has been set to a certain rate. He explained that in the past the Board of Regents has used “formula funding” which is on a two year lag. This is no longer in effect and neither is capital funding (projects over \$5 million). Every year a new decision will be made based on demonstrated need. Everything will be tied to performance standards as far as why funds are needed and how many degrees were produced per program, etc. Dr. Clark asked if there is a consensus that we are looking at a flat tuition charge tied to the “Fixed for Four”. All agreed that there is.

IX. Course Additions, Deletions, Modifications

- A. College of Education
Modify
[SPED 7785 Special Topics in Special Education](#)
 Approved

- B. College of Arts & Sciences
Modify
[Math 5013 Numerical Analysis](#)
 Approved

X. The following graduate faculty were approved:

Dr. Clark told COGS members that the new graduate faculty procedures are now available online. At the last meeting, it was decided that graduate faculty appointment nominations would be submitted to Dr. Clark and if there were any question as to whether someone met the criteria or if there were any other problems, the request for appointment would be submitted to the subcommittee, and otherwise names would be presented to COGS for approval.

~Catherine A. Jenks, Assistant Professor – Department of Sociology and Criminology, Ph.D., Florida State University, requested by Dr. Jane McCandless
 (Approved)

~Gary Schmidt, Assistant Professor of German – Department of Foreign Languages & Literature, Ph.D., Washington University, requested by Dr. Denise Overfield
 (Approved)

~John W. Payne, Part-Time Assistant Professor – Early Childhood and Elementary Education (Temporary Appointment), Ph.D., Georgia State University, requested by Dr. Jon Wiles
This is a temporary request for one semester (spring) only.
 (Approved)

Dr. Clark asked if there were any items that COGS members would like to put on the agenda for the next meeting. After hearing none, Dr. Clark said that if anyone thought of anything to e-mail it to him. Dr. Luke Cornelius asked about the status of the Ed.S. appeals process. Dr. Clark said that the committee meets to discuss Ed.S. appeals and asked if there was a reason to continue the Ed.S. committee meetings. Dr. Clark will look back in the graduate school records to see if there is a policy related to the Ed.S. appeals process and will put this item on the agenda for the next COGS meeting.

Meeting adjourned at 2:30pm.

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