

COMMITTEE ON GRADUATE STUDIES MINUTES

September 19, 2007

(Approved October 16, 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 1:45pm. Those in attendance were: Dr. Jeremiah Alberg, Dr. Jon Anderson, Dr. Judy Butler, Dr. Stan Caress, Dr. Jack Charlesworth, Dr. Ron Colley, Dr. Luke Cornelius, Dr. Michael Hazelkorn, Dr. Deb Jenkins, Dr. David Jenks, Dr. Bruce Landman, Dr. Josh Masters, Dr. Barbara McKenzie, Dr. Alexa North, Dr. Keith Pacholl, Dr. Hema Ramanathan, Mr. Clint Samples, Dr. Brent Snow, Dr. Laurie Ware, Dr. Duane Yoder and Dr. Henry Zot
- II. Minutes Approved as Amended ([July 25, 2007](#))**
- Jessica Bucholz has an Ed.D. not a Ph.D. as recorded in the minutes
 - Minna Halonen-Rollins was approved as Temporary Graduate Faculty from June to August at the July 25th meeting but this was not recorded in the minutes. Minutes approved as amended.
- III. Interim Dean's Report**
- A. Office Update - Digitization:* The Graduate School now has the encryption software and will be installing it on computers in five departments. If it works the software will be installed on computers in other departments. Dr. Clark said approximately 3500 folders have been scanned.
- B. Graduate Survey:* Dr. Clark said that he hopes that the survey will be online for graduate students sometime this week so that the Graduate School can get an idea of what is of interest to them and what processes are and are not working at the Graduate School. Dr. Clark said that some COGS members did respond to his questions regarding departmental orientation. If you have information on orientation for new graduate students, please let Dr. Clark know.
- C. '07 – '08 Budget:* In the 07-08 budget, there has been an “over realization” of tuition that allows the university to allocate approximately \$1 million over the original budget, largely as “one-time” money. In part that increase was due to the under projection of graduate student enrollment. We had predicted about a 1% increase, and it turned out to be closer to 8%. About \$300,000+ was put back into the funds previously deleted for the Callaway project. Dr. Sethna indicated he would prefer that the rest of the money largely be earmarked for Retention, Progression and Graduation efforts. Dr. Clark told COGS members that he hopes to get some of this money to use at the Graduate School for a new Full Time Financial Aid Assistant. This person would be located in the Graduate School and would deal with financial aid issues of graduate students only. Dr. Clark said that this request has wide support. Kimberly Jordan, in the Financial Aid office, helped develop the job description. This person would not only handle all of the Graduate School's financial aid issues but would also be available to go to various colleges on a regular basis to discuss financial aid issues with students (from about 5 to 8pm in the evening). Dr. Clark hopes to get this approved with some of the new revenue and will let COGS members know if and when it is.

D. Graduate Student Advisory Council: Over the years there has been some discussion about having a Graduate Student Advisory Council similar to what the undergraduate students have. The problem in the past has been that graduate students are so much different than undergraduate students since many of them work all day and come to UWG at night. Dr. Clark said that he doesn't know how feasible this would be and invited COGS members to let him know if they have ideas and/or suggestions. Dr. Luke Cornelius suggested making the Council an online community with some type of discussion board/forum. Dr. Hema Ramanathan asked how SACS would view such a council. Dr. Clark said that this would be beneficial to graduate students and that he believes SACS also would see this as something positive. He said that one issue has been resolved for some students and that is the parking issue. GRA's are being helped by having passes to park in the Townsend Center lot. He also said that another issue that affects graduate students, faculty and staff, is daycare. There are a lot of issues like liability issues and space but Dr. Clark would like to start working on this with various Senate committees. Some interior design students worked on a daycare proposal last spring but nothing ever became of the proposal. Dr. Clark said that daycare would really be helpful to a lot of people. Other issues that have been identified are: availability of classes during the summer and food service availability during the evening. COGS members were asked to let the Graduate School staff know if they are aware of other issues graduate students may have.

E. Recruitment Funds: We have received \$25,000 this year to spend on recruitment efforts. If you have any ideas on how to spend this, please send a proposal to Dr. Clark. Last year, Dr. Clark made the decision on how to allocate the funds last year but would like to have some help making decisions on how to best allocate the money this year. If this \$20,000 or \$25,000 (or hopefully more) is going to be a permanent allocation to the Graduate School, Dr. Clark would like to establish a sub-committee to review proposals and help decide where the money should go so that there is some rationale for distributing it. Dr. Luke Cornelius, Dr. Keith Pacholl, Dr. Alexa North and Dr. David Jenks volunteered to participate in this subcommittee. If anyone else would like to volunteer, please let Dr. Clark know. Proposals are due on Wednesday, October 10th (the Wednesday before Fall break) and the subcommittee will meet shortly after Fall break. Funds can be spent, for instance, on brochures, ads in local papers, journals and magazines. The committee will consider other options. Money was spent previously on sending graduate students to recruitment fairs and for a consultant to design a web page geared towards recruitment of graduate students. Dr. Hynes requested a spreadsheet with amount department received last year and how many students these funds recruited. Dr. Clark told Dr. Hynes that some results will not be revealed immediately but instead are geared towards long term effects. Dr. Clark will send out guidelines as to what to include in your proposal. Dr. Hazelkorn asked if data was being collected about how Graduate Students found out about our graduate school/programs and Dr. Clark said that this was asked in the survey.

F. Learning Resources Committee in the Faculty Senate: The Learning Resources Committee in the Faculty Senate is working on increasing visibility and tracking the progress of Graduate Education on this campus.

Dr. Aran MacKinnon is the chairman of this committee and is the person to contact with ideas. Dr. Clark will be working with Dr. MacKinnon and the Faculty Senate on this. Right now we have three graduate fellowships that pay \$2500 per semester (There are approximately 1900 graduate students currently enrolled). In the last budget, Dr. Clark requested the following: 1) an additional \$5000 for graduate fellowships 2) money for travel so that graduate students can attend conferences 3) and funds for awards and release times for graduate faculty. None of the requests were approved. Dr. Clark told COGS members that maybe these will be approved next year.

G. Admissions Procedures: The Graduate School is still working on trying to streamline this process. Dr. Clark stated that he has talked to several Department Chairs about changing the categories of admission and when he has this refined will bring it back to COGS for further discussion. We are trying to come up with ways to make the process much easier for students to be admitted and to progress through the system to graduation. Dr. Clark said that he feels a lot of the paperwork is not necessary and welcomes any ideas/suggestions.

IV. New Business

A. Program Modifications

College of Education

Physical Education & Recreation

[Ed.S. Program in Physical Education/Recreation](#)

This curriculum does not vary greatly from the M.Ed program. The department is interested in retooling this program to focus on leadership and supervision. They would like to stop admitting people into this program so that they can get everyone in the current Master's and Ed.S programs finished by the end of Summer 2008 and hopefully launch a new program that has a stronger online component and a stronger market focus. .

[M.Ed Program in Physical Education/Recreation](#)

Dr. Deb Jenkins said that the department is currently completing a market analysis to see who is interested in this program. The current curriculum is outdated but the biggest problem with this degree is that it is targeted towards Physical Education and Health Teachers. Most applicants lack initial certification so they need a combination program. Dr. Jenkins would like to request the temporary deactivation of this program for up to two years so that a degree that is more sensitive and accessible can be offered.

[Non-Degree Initial Certification in Physical Education](#)

Dr. Deb Jenkins said that the Non Degree Initial Certification program has been on the books for a number of years but it is not a smart choice for students because of the amount of hours (66) and time required and the fact that it does not result in a degree. In the last 5 years only one person has been enrolled in this program. Dr. Jenkins would like to discontinue this program permanently.

Dr. Jenkins made a motion to discontinue the Non-Degree Initial Certification program in Physical Education permanently and to deactivate the M.Ed and Ed.S. programs temporarily for up to two years. The motion was seconded and carried. Dr. Clark said that this doesn't have to go through TEAC and will go from COGS to Faculty Senate.

Curriculum & Instruction

[Ed.S. in Middle Grades](#)

Dr. Judy Butler said that in the College of Education, every department has its own culminating event (some have projects, some have presentations, etc) and when all of these people are working on this get to research, the research professors are tied up teaching classes. One of the department's goals is to align with other departments and make the job with the research professor easier. Would like to make the research component of the Ed.S more consistent with what students want which is something they can use when they go out into the work world. In Middle Grades program, two things have been done: Data analysis course has been added which they never had before and the other is the deletion of the research project which was a paper that students had to complete. It will not be a bound paper. Now their culminating activity will happen in the research course and will do a presentation. Elimination of the strategies course from the Middle Grades because it is already required in the Master's program and really isn't needed in the Ed.S program.

[Ed.S. in Secondary Education](#)

Dr. Butler explained that the research course will be the same for Secondary Ed as it is for Middle Grades. The culminating course will be the research course (8304) and the research project (which was writing a five chapter paper) will be deleted and an elective has been created. By creating an elective it creates an opportunity for students to step into another graduate program like an endorsement (Reading or Language) or to Ed. Leadership certification.

Dr. Butler made a motion to approve these modifications. The motion was seconded and carried. Dr. Butler said that their department is aligning with Ed. Leadership and they are talking about the new way that teachers need to think about research in terms of applying it in their classes. She said that the change was initiated at the suggestion of the Research Professors

[Initial Certification/Post Baccalaureate-Chemistry](#)

Dr. Butler said that this program was previously modified but a superscript 1 (which means students must have a C or better) was left off. This is a certification only program and does not lead to a degree. Dr. Butler made a motion to approve the program change with the superscript. The motion was seconded and carried.

B. Program Additions

College of Arts & Sciences

Math - Master of Science

Dr. Clark reminded COGS that this program addition was tabled at the last meeting because there were questions that needed to be answered by Dr. Bruce Landman. He wasn't present to answer the questions. Dr. Landman spoke about this program addition and explained that this is a two track Master of Science program. One track is in Applied Mathematics and the other is in Teaching Mathematics. There is a very strong demand for Applied Math but a lot of students who are teachers would like to get a Master's Degree. There are students who do not want to go into industry but would like to teach at the two year college level. A track in education would be more useful to those students instead of purely mathematical content. Resources needed would be minimal (only GRA funds; no additional faculty lines). The large number of courses requested would be phased in over several years and many would be offered only in the summer. Some changes were made to the syllabi and that a lot of questions that were raised in the summer have been answered. The Math department has been ready to do this for the last five years and the Arts and Sciences Executive Committee approved this previously. Dr. Jay Alberg made a motion to approve the courses that make up this program as well as the addition of the program. The motion was seconded and approved. Dr. Clark said that it is his understanding that this doesn't have to be approved by TEAC but will go to the Faculty Senate.

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

Dr. Clark reminded COGS members that for appointment to be approved, he would initially review the requests to make sure the person to be appointed had a terminal degree in their field and that there were not any discrepancies, etc. We will notify departments when we don't have paperwork since SACS requires us to make sure that all Faculty teaching graduate level courses have a terminal degree in their field.

~John W. Carter, Assistant Professor of Psychology, Ph.D., University of Southern California, requested by Dr. Tobin Hart

~Amy Cuomo, Assistant Professor of Theatre, Ph.D., Louisiana State University, requested by Dr. Pauline Gagnon

~William J. Kenyon, Assistant Professor of Biology, Ph.D., University of Kansas, requested by Dr. Henry Zot

~David R. Morgan, Associate Professor of Biology, PhD., University of Texas at Austin requested by Dr. Henry Zot

~Robert M. Schaefer, Professor and Chair of Political Science and Planning, Ph.D., University of Dallas, requested by Dr. Robert M. Schaefer

~Kathleen J. Tate, Assistant Professor of Elementary Education, Ph.D., Florida State University, requested by Dr. Donna Harkins

~Mark A. Tietjen, Assistant Professor of Philosophy, Ph.D., Baylor University, requested by Dr. Dr. Jane Hill

Motion to approve all regular appointments was made, seconded and carried.

- E. Requests for **Temporary** Appointment in Graduate Faculty: Dr. Clark reminded everyone that these appointments are typically made for one semester, sometimes a year at a time. They are made at the request of the Department Chairs and must be renewed. Dr. Clark added Dr. Heaberline below since it came in late.

~Barbara Bishop, Part-Time Assistant Professor of Educational Leadership & Professional Studies, Ed.D., University of West Georgia, requested by Dr. Roy Nichols

~Kathryn Briggs, Temporary Instructor of Psychology, Ph.D., Deakin University, requested by Dr. Tobin Hart

~Joey Hannaford, Limited Term Assistant Professor of Art, Ph.D., University of Georgia, requested by Kevin Shunn

~Robert L. Heaberline, Jr., Part-Time Assistant Professor of Educational Leadership & Professional Studies, Ed.D. University of Georgia, requested by Dr. Roy Nichols (Added – not on Agenda uploaded to Web)

~Terrie L. Kielborn, Part-Time Assistant Professor of Middle Grades Education, Ph.D., Florida State University, requested by Dr. Donna Harkins

~J. Michael Lanier, Instructor of Music, M.M., Northwestern University, requested by Dr. Kevin Hibbard

~Anson E. Long, Temporary Instructor of Psychology, Ph.D., Pennsylvania State University, requested by Dr. Tobin Hart

~Ralph S. McCain, Part-Time Assistant Professor of Educational Leadership & Professional Studies, Ed.D., The University of Alabama, requested by Dr. Roy Nichols

~Kim K. Metcalf, Director-College of Education Evaluation Center, Ph.D. Ohio State University, requested by Dr. Roy Nichols

~Thomas A. Meyers, Part-Time Instructor of Psychology, Ph.D., Georgia State University, requested by Dr. Tobin Hart

~Kevin Rutherford, Limited Term Assistant Professor, MFA, Kansas State University, requested by Kevin Shunn

~John “Douglas” Wright, Part Time Assistant Professor of Guidance and Counseling, Ed.D., University of West Georgia, requested by Dr. Brent Snow

Dr. Nichols made a motion to approve all Temporary Faculty. Motion was seconded and carried.

Motion to approve all temporary appointments was made, seconded and carried.

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

~Jeremiah Alberg, Associate Professor and Chair, Ph.D., University of Munich, requested by Dr. Jeremiah Alberg

~Daniel F. Bakos, Professor of Music, Ph.D., Ohio State University, requested by Dr. Kevin Hibbard

~Margaret Cooper, Associate Professor of Special Education, Ph.D., Kent State University, requested by Dr. Michael Hazelkorn

~Cynthia D. Epps, Professor of Nursing and Undergraduate Program Coordinator, Ph.D., Georgia State University, requested by Dr. Kathryn Grams (Added)

Motion to approve all reappointments was made, seconded and carried with two members abstaining.

V. **GRA Duties**

Dr. Stan Caress had a question that was raised due to a situation with a GRA in the MPA program. The question was if it is appropriate to have a GRA go to the library, find and read articles and prepare summaries about them. The GRA questioned this assignment and said that he was not a Ph.D. student and while he feels qualified to read the articles and write an abstract, he did not feel qualified to create a summary from research information in journals. Dr. Caress said that although COGS had previously discussed the duties that GRA's are permitted to do, he did not think that this particular situation had been discussed. Previously it was agreed that GRA's are not to grade essays and are not to teach classes but are allowed to grade multiple choice tests. After much discussion, it was decided that since there is nothing at the Graduate School or Board level that would prevent a GRA from doing research and other duties along these lines, duties are to be assigned at the discretion of the Department Chair. Dr. Clark explained (for informational purposes) that there are now approximately 120 GRAs. There is a confidentiality agreement online that students should sign every semester for the department to keep on file.

Dr. Clark said that he gets questions about pay (varies from \$1500 per semester to \$4000 depending on the departments and their funding). GRAs are required to work a minimum of 13 1/3 hours but no more than 20 hours a week (which is BOR policy). Dr. Clark will check to see if this is also a federal policy and let COGS members know. GRAs currently can't hold outside employment and this is a major hardship for the student. They MUST take 9 hours a semester and the only exceptions are GRAs in the English and Computer Sciences departments. Attracting GRAs is a significant issue. The Graduate Deans are in the process of looking into this. When the health insurance was mandated, the big four increased the stipend for their GRAs but for us, the budget would have had to increase \$30,000 and this was not feasible. Dr. Clark explained that he has no budgetary control over GRAs but that he has put together a proposal to have GRA funds moved to the Graduate School but he isn't sure if this will be approved. Dr. Jon Anderson said that centralizing these funds would mean that the departments lose their leverage.

Dr. Cornelius said that he is concerned about there being a "formula" since all departments do not pay the same amount. The College of Education has only 25 or 30 GRAs but has 85% of Grad students.

Discussion ensued regarding number of hours that can be applied toward degrees and Dr. Clark said that there was some discussion over the summer about the fact that provisional students can use nine hours of coursework toward a degree but they sometimes are not aware of this. What has happened is that there are too many students that have low or no test scores and want their classes counted towards their degree. Dr. Clark said that the issue of GRAs will be put on another agenda if needed.

There being no further business to discuss, the meeting adjourned at 3:05pm.

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