

Committee on Graduate Studies Minutes

September 20, 2006

(Approved October 18, 2006)

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. Adel Abunawass, Dr. Jon Anderson, Dr. Judy Butler, Dr. Stan Caress, Dr. Jack Charlesworth, Dr. Luke Cornelius (representing ELPS dept. and also as substitute for Dr. Linton Deck), Dr. Maria Doyle, Dr. Jorge Gaytan, Dr. Bridgette Gunnels, Dr. Michael Hazelkorn, Dr. David Jenks, Dr. Dick Larkin, Dr. Martha Larkin, Dr. Dawn McCord, Dr. Barbara McKenzie, Dr. Kathy Moffeit, Dr. Harry Morgan, Dr. Roy Nichols, Dr. Denise Overfield, Dr. Keith Pacholl, Dr. Hema Ramanathan, Dr. Jeff Reber, Dr. Jill Reddish, Dr. Laurie Ware, Dr. Duane Yoder and Dr. Henry Zot

II. Approval of Minutes: A motion to approve the minutes of the [July 20, 2006](#) meeting was made, seconded and approved unanimously.

III. Report from the Interim Dean:

A. Office Changes, practices: APPLICATION PROCESS: The Graduate School is in the process of putting the entire application (including the ability to collect fees) online. HANDOUT: "Meet the Staff" – also available through COGS website. Dr. Clark explained that this sheet is meant to help faculty/staff with who should be called with what questions.

B. Technology Up-Date: NEW EQUIPMENT: Dr. Clark explained to the committee that the Graduate School has ordered digitizing equipment that should arrive shortly. The machine will enable files to be scanned and viewed online which means that all admission folders that were previously sent through campus mail to departments will now be loaded into a file on the portal. Once we receive the equipment, all new applications will be available and, as time permits, we will go back and scan older files so that they will be available also.

C. Website Up-Date: Dr. Clark explained that the Graduate School website is not very user friendly but that we will be working on that with Madison and others. Dr. Luke Cornelius suggested that when the website is updated, a link from the Graduate School website to the COGS page would be helpful. Dr. Clark stated that everyone will be informed regarding the progress of the web page.

We will be reporting on changes in the Graduate School office. Dr. Clark requested that members of COGS voice their opinions about how the staff at the Graduate School can be of assistance.

IV. Discussion of Role of Graduate Assistants:

Question: Are there certain tasks, assignments, etc., NOT appropriate for Graduate Assistants or GRAs? Dr. Clark asked for questions/comments. Dr. Luke Cornelius posed a question regarding whether GRA's and GA's should be driving as part of their duties since this would be an insurance issue. It should be clarified since they are on University time and their personal insurance may not cover an accident. Dr. Jack Charlesworth questioned whether these students should be grading papers of courses that they may be taking. Dr. Clark stated that he thought it was general policy that a student can grade general true/false multiple choice papers if they aren't currently taking a course but can NEVER grade essays. Motion on floor for Graduate School to draft confidentiality form that will be reviewed by the University legal counsel. Motion seconded and carried. Question raised by Dr. Clark as to whether it is appropriate for Graduate Assistant to work in the weight room in terms of spotting people with weights. Dr. Michael Hazelkorn explained that he doesn't see a problem with students working as a Graduate Assistant in the gym if this is relative to their major (such as Physical Education). Discussion ensued about the fact that it is common for a university's athletic department to have Graduate Assistants. Handouts were given that list items that may be done by Graduate Assistants. Dr. Cornelius stated that his concern is that Graduate Assistants weren't receiving a positive educational experience instead of the focus being on financial aid.

Dr. Jack Charlesworth suggested that at this point it should continue to be the Professor's responsibility to ensure that the Graduate Assistant's duties are appropriate for their position. Dr. Hazelkorn asked if GRA and GA funds were the same as student worker funds and if this was at least part of the concern regarding duties of GRA's and GA's. Dr. Clark stated that they are the same funds and he has no control over the allocation of those funds; they are distributed by the colleges. Dr. Clark stated that he wanted to make sure that everyone was in agreement with regards to how the money is spent whether it is making sure the GRA's and GA's are working in a position related to their degree program or whether it is simply a way of attracting graduate students. The maximum amount of money that a GRA receives is \$4,000 for a minimum of 13 1/3 hours per week to a maximum amount of 20 hours per week.

V. Clarification and Discussion of Appointments to Graduate Faculty: Dr. Clark stated that he made some changes (amendments) to the guidelines. The issue is to clarify what is meant by temporary and regular appointments and when those should occur and also clarity for faculty who are already on graduate faculty at another institution and who are also teaching at University of West Georgia. The other concern is the position of Lecturer, which is a one year [almost automatic] renewable position. The Board of Regents established this position and guidelines state that no more than 10% of any university faculty can hold these positions. On occasion Lecturers teach, not only survey courses, but also graduate courses so this category needs to be added since they must meet the same requirements as temporary and regular appointments. All initial appointments are temporary for the first three years and after the third year review, they can be changed in status to regular faculty. Dr. Clark stated that Dr. Ron Colley reviewed the policy and that he pointed out problems with wording in the 1st paragraph, page two and suggested adding "Lecturer". Motion made to add Senior Lecturer, Lecturer and Instructor to guidelines and procedures for appointment and reappointment to the graduate faculty on page two, second paragraph, line 1. Dr. Adel Abunawass stated that his understanding was that temporary graduate faculty can supervise a thesis. Dr. Clark said that the way the current regulations read is that any faculty member who is new to University of West Georgia, if approved for graduate faculty status is automatically temporary for the first three years. Dr. Abunawass asked why new faculty can't be judged on their merit if they have a terminal degree in their field and be brought in as regular faculty. Dr. Luke Cornelius stated that this has been the policy for approximately four years (initial hires being temporary faculty). Dr. Adel Abunawass stated that this policy needs to be reviewed. Dr. Hazelkorn stated that there are other institutions that are SACS accredited that have people without terminal degrees teaching graduate level courses. Dr. Clark stated that SACS policy states that in order to be certified as a graduate faculty member, you must have a terminal degree in your area or have sufficient experience to merit the appointment at the graduate level. There is an exception in the SACS policy, but this is done on an individual basis. Dr. Luke Cornelius stated that the reason this policy was put into place was that the chairs agreed that the graduate faculty appointment process be in line with third year review. Dr. Adel Abunawass emphasized the question of why graduate faculty can't be judged based on their merit. Discussion ensued regarding temporary initial appointments. Dr. Luke Cornelius requested a formal amendment regarding initial appointments be submitted at a later date since this would be a change in policy and would need to be reviewed as such. Discussion ensued regarding "rubber stamping" graduate faculty from another institution, meaning that they would automatically be approved for graduate faculty at University of West Georgia since they are currently serving at another institution. Dr. Laurie Ware stated that doing this could be a problem since graduate faculty must meet certain requirements to be appointed and if the person requesting appointment doesn't meet those requirements that could affect the department regarding accreditation, etc. Motion was made to approve language in policy and approved unanimously. ([Revised Guidelines](#)) Dr. Clark said that he will draft an amendment to the current policy to be reviewed at the next meeting.

After discussion of the recommendations for graduate faculty status, their qualifications, and appeal procedures if someone were denied graduate status, Dr. Laurie Ware recommended all as temporary graduate faculty. ([See Attached List](#)) The motion passed with Dr. Cornelius abstaining.

Dr. Clark will present a proposal with specific wording about appointment criteria at the next meeting.

VI. Review of Graduate School and Department Policies for Probation and Dismissal:

Tabled until next meeting

VII. Selection of Celebration of Graduate Student Research Committee: Last year's committee was constituted in February, but Dr. Clark would like to get it going a little earlier this year. He asked for volunteers to serve on the committee. Notices will be sent out requesting applications for Graduate Student Research Awards. Dr. Michael Hazelkorn, Dr. Jack Charlesworth and Dr. Laurie Ware volunteered to serve on the committee. Dr. Clark stated that there were approximately 7 people on the committee but usually only 5 would attend. Dr. Clark requested submission of possible selections to be forwarded to him as soon as possible.

VIII. Course Additions, Deletions, Modifications: Department of Sociology and Criminology - tabled at the July 20, 2006 meeting

Dr. David Jenks stated that the department of Sociology and Criminology is trying to restructure the Master's program to make it more of a practicum application. The entire program is being revised to get rid of 5000 level courses since enrollment in them is low and by doing so the 6000-level enrollment will increase.

a. College of Arts & Sciences
Sociology & Criminology

DELETE

SOCI 5333

SOCI 5440

SOCI 5623

(Approved)

ADD

SOCI 6000

(Approved)

b. College of Education

DELETE

Initial Certification/Post-Baccalaureate-Broad Field Social Studies -
Dr. Judy Butler explained that the Professional Standards Commission no longer certifies in Social Studies so there isn't a need to have that program.

M.Ed. in Secondary Education – English

M.Ed. in Secondary Education – Math

M.Ed. in Secondary Education – Science

M.Ed. in Secondary Education – Social Studies

Ed.S. in Secondary Education – English

Ed.S. in Secondary Education – Math

Ed.S. in Secondary Education – Science

Eds. In Secondary Education – Social Studies

(Approved)

ADD

M.Ed. in Secondary Education

Ed.S. in Secondary Education

(Approved)

Dr. Denise Overfield made a motion to add clarification to program sheets to define content courses. Motion carried. Dr. Overfield requested a list of approved courses with substitutions possible.

MODIFY

Initial Certification/Post-Baccalaureate-Secondary History

Dr. Butler explained the modification would take out political sciences, economics and geography classes.

(Approved)

IX. Recruitment Money Requests—up-date and policy: Dr. Clark has received requests for funding from Computer Science, Nursing, Barbara McKenzie, Special Education and Speech-Language Pathology, Deborah Jenkins, Stan Caress and Music. We have a total of \$20,000 to spend on recruiting efforts. If we funded all of these without further discussion, the amount spent would be between \$12,700 and \$13,000. This would leave \$7,000 to further divide. Dr. Clark requested permission for the Dean's office to make allocations or asked committee if they would rather establish committee to establish merits of proposals. COGS members granted permission to Dr. Clark to make decision regarding allocation of funds. Dr. Clark asked members to continue sending requests and he will let them know when all funds have been allocated. We hope to use the total amount of \$20,000 to improve recruiting efforts. Dr. Clark will be talking to individuals regarding departmental recruiting plans and what the graduate school can do to assist with those plans. Dr. Luke Cornelius asked if this money was separate from the marketing and advertising budget. Dr. Clark stated that last year when this was started, it was based on the premise that students who apply to graduate school, apply to certain departments and therefore money is to be allocated based on departmental suggestions. Dr. Luke Cornelius asked if departments are spending funds on broad based advertising or to recruit three or four students directly. Dr. Clark stated that these proposals are for brochures, sending people to recruiting functions and advertisements, hence broader recruitment efforts.

Dr. Clark stated that next month we will have the proposal for appointment/reappointment to graduate faculty along with additional items that we did not get to today. If COGS members have additional items they would like to discuss, they can be added to next month's agenda.

Meeting adjourned at 3:10pm

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