

**COMMITTEE ON GRADUATE STUDIES
MINUTES**

July 20, 2006

(Approved September 20, 2006)

The committee on Graduate Studies (COGS) meeting was called to order at 1:35 p.m. on July 20, 2006 in room 210 in the University Community Center (UCC). Those in attendance were: Dr. Adel Abunawass, Dr. Jonathan Anderson, Dr. Judy Butler, Dr. Luke Cornelius, Dr. Maria Doyle, Dr. Jorge Gaytan, Dr. Bridgette Gunnels, Dr. Michael Hazelkorn, Dr. Kevin Hibbard, Dr. Dick Larkin, Dr. Martha Larkin, Dr. Dawn McCord, Dr. Roy Nichols, Dr. Denise Overfield, Dr. Hema Ramanathan, Dr. Brent Snow, Dr. Charles W. Clark, Interim Dean, presided.

I. Introductions

Welcome and introduction of faculty members and their respective department. Dr. Clark explained that he hopes that COGS will be the guiding force throughout the year in terms of policies, program initiatives, etc. He stated that he would like the committee to let him know what the graduate school is currently doing well and what the school can do better to make for a smoother transition from applying to the graduate school to graduation.

II. Approval of Minutes

The minutes for the April 27, 2006 meeting of the Committee on Graduate Studies were approved.

III. Appointment to Graduate Faculty

A. The following individuals were approved for regular appointment to the graduate faculty:

Dr. Stanley Angle	Educational Leadership & Professional Studies
Dr. Mary Colemann	Educational Leadership & Professional Studies
Dr. Sheryl Glausier	Sp. Ed. & Speech Language Pathology
Dr. Laura Hatfield	Physical Education & Recreation
Dr. Christine M. Haynes	Business Administration
Dr. Linda Haynes	Research & IT/Media
Dr. Joshua Masters	English
Dr. Jeff Matocha	Computer Science
Dr. William Smith	Economics
Dr. Michelle Frazier Trotman	Sp. Ed. & Speech Language Pathology
Dr. Gary Van Valen	History

B. The following individuals were approved for temporary appointment to the graduate faculty:

Dr. Allison Nazzal	Middle Grades Education
Dr. Lance Hatfield	Physical Education and Recreation
Dr. Mona Jonsson	Physical Education and Recreation
Dr. Karen H. Smith	Mathematics

C. The following individual was approved for reappointment to graduate faculty:

Dr. Deborah Webb	Marketing
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**COMMITTEE ON GRADUATE STUDIES
MINUTES**

July 20, 2006

2

IV. New Business

A. *New Members for the Subcommittee on Appointment and Reappointment to Graduate Faculty.*

- a. Arts & Science
- b. Education

Discussion ensued regarding responsibilities of members of the subcommittee on appointment and reappointment of graduate faculty. Dr. Clark explained to COGS members that the responsibility of the committee is to evaluate portfolios of the new appointments to ensure that they are eligible for membership to the graduate faculty upon recommendation of the Department Chairs. For reappointments, the committee must examine portfolios and make a recommendation to the COGS committee. Dr. Cornelius recommended that only tenured faculty be on this subcommittee and that, if it isn't already policy, that we adopt it as policy. Dr. Clark will check on this and also discuss the possibility of serving on the subcommittee with specific individuals in the Arts and Science and Education departments. Dr. Clark asked the COGS committee to table the discussion until he checks on the policy and talks to faculty members individually about serving on the subcommittee.

B. *GMAT analytical writing scores and GRE analytical writing scores for International Students:* This issue has been resolved

C. *New TOEFL Scores:* Determination of new TOEFL scores for International students needs to be looked at based on the analysis of the computer-based scores compared to the paper-based scores. The former will replace the latter by 2008. With our current scores, we accept a minimum of 550 for international students as well as the waiver for out of state students to get in state tuition. The minimum for that is 523. If that is converted to TOEFL scores that comes out to about 79 to 80 or 213 (computer based) or 69 to 70 or 193 (computer based). TOEFL is broken down into reading, listening, speaking and writing. The recommendation is that the minimum be 79 to 80 at the top and 69 to 70 at the bottom and that no score less than 18 in each of the individual categories be accepted because the success rate is higher for students with a score of 18 and above. Ms. Cheryl T. Hill explained that most students in Arts & Sciences are required to meet or exceed 523 and for the College of Business, they are required to meet or exceed 550. Dr. Clark recommended the conversion of scores from the paper based scores (lower numbers) to the computer based scores (higher numbers). A motion was made, seconded and approved.

D. *Course or program addition, deletion or modification requests.* The following requests were tabled due to the absence of faculty representation from the department of Sociology and Criminology.

- a. College of Arts & Sciences
 - Sociology & Criminology
 - DELETE
 - SOCI 5333
 - SOCI 5440
 - SOCI 5623

**COMMITTEE ON GRADUATE STUDIES
MINUTES**

July 20, 2006

3

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- E. *Meeting Schedule:* COGS members discussed the best day and time for meetings. It was decided to keep the third Wednesday of the month @ 1:30 schedule for now. If it causes too many problems, we will reconsider changing the date and/or time.
- F. *Open Discussion:* Dr. Clark asked members to let him know if they had any specific issues (policy or structural) that they would like to see the graduate school begin to work on. The following was discussed:

Recruiting: Dr. John Anderson stated that he would like to know how the graduate recruiting money is spent. Dr. Clark stated that he was told that \$10, 000 to \$15,000 in addition to the money that is to be spent on general recruiting going through the marketing department, is to be allocated to the Graduate School for recruiting. Dr. Clark stated that he plans to send an e-mail to all COGS members inviting applications/suggestions on how to spend the money to include brochures, hourly payment to someone to help redesign a departmental webpage and anything else that would be significant in terms of recruiting. We will appreciate suggestions from all departments. Dr. Luke Cornelius stated that a request was made previously to see how this money was spent and how successful or unsuccessful those marketing efforts were, however, the numbers were never received. Dr. Luke Cornelius also stated that students looking to enroll at the university do not think of themselves as enrolling in graduate school. Instead, they are looking at particular programs in which to enroll, such as Education, English, Business, etc. Therefore, departments might better spend recruitment money. Dr. Clark explained that this was exactly the type of input he was looking for and that he wants the individual departments to be responsible for advertising dollars for their programs, but that, where grouping or more generic recruitment efforts might be made, money could be saved in those efforts. Dr. Kevin Hibbard stated that he would like to move the timeline for improving the graduate school process from admission to inquiry since the first roadblock they get to is the graduate school website. Committee members discussed need to keep graduate school website updated and need for new design. Dr. Adel Abunawass advised Dr. Clark to request control over the graduate school recruiting funds since this is crucial.

Admission Dates: Dr. Michael Hazelkorn would like to deal with admission dates being “rolling dates”. He stated that it is important for the students that apply here to have a firm admission date. Cheryl Hill stated that the deadline that we try to adhere to is twenty days prior to the first day of class, but students can go beyond that. Dr. Clark stated that we will refer students to the respective departments should they need additional time to enroll in a graduate program.

Other Issues:

Goals: Dr. Clark hopes that he will have some goals for the graduate school set forth at the first fall meeting.

**COMMITTEE ON GRADUATE STUDIES
MINUTES**

July 20, 2006

4

Mandatory Health Insurance: Maria Doyle said that she has been getting a lot of questions from GRA's regarding the new mandatory health insurance. Dr. Clark explained that the graduate school called and surveyed the GRA's regarding health insurance. We were told that 22 students have applied for and received waivers. The way we understand it is that the Board of Regents decided to employ Pearce & Pearce as the insurance company of choice. GRAs are responsible for health insurance through Pearce and Pearce if their current health insurance is not adequate. If Pearce & Pearce turns down students' requests for a waiver (due to having inadequate coverage), they must appeal to Pearce & Pearce. The current charge is approximately \$830 per year and that covers **mandatory** fall and **mandatory** spring/summer coverage. The question that is still unanswered is if the student graduates in spring, do they still have to carry insurance for summer? [Yes.] A letter is being mailed informing students of this policy. The bottom line is that GRA's must purchase the mandatory policy or have comparable coverage through another policy.

Provisional Admission using new MAT Scores: Handout given by Dr. Clark. This has previously been discussed by Dr. Jenkins.

The meeting was adjourned at 2:30 pm. The Ed.S. Appeals Committee met afterwards.

Minutes prepared by: Kathie McNellis, Secretary to the Dean of the Graduate School