

COMMITTEE ON GRADUATE STUDIES
MINUTES
July 24, 2002
(Approved September 18, 2002)

The committee on Graduate Studies (COGS) met at 1:30 p.m. on July 24, 2002, in the Sanford Hall conference room. Those in attendance were: Dr. Adel Abunawass, Dr. Diane Boothe, Dr. Ron Colley, Dr. Jack Charlesworth, Dr. Luke Cornelius (substituted also for Dr. Linton Deck), Dr. Jorge Gaytan, Dr. Randy Hendricks, Dr. Jane Hill, Dr. Bob Hilliard, Dr. Ronald S. Love (substitute for Dr. Cita Cook), Dr. Barbara McKenzie, Mr. Mark McManus (substituting for Mr. Charles Beard), Dr. Kathy Moffeit (substitute for Dr. Ara Volkan), Dr. Ronald S. Reigner (substitute for Dr. Judy Butler), Dr. Brent Snow, Dr. John F. vonEschenbach. Dean Jack O. Jenkins presided.

- I. Approval of Minutes
The minutes for the April 17, 2002 meeting of the Committee on Graduate Studies were approved.

- II. The following individuals were approved for temporary membership on the graduate faculty:

Bullard, Mack H., Part-Time Assistant Professor, Ph.D. The University of Southern Mississippi.

Dole, Carol A., Assistant Professor of Economics, Ph.D. University of Florida.

Taylor, Demetria M., Part-Time Assistant Professor, Ed.D. Clark-Atlanta University.

The following individuals were approved for regular membership on the graduate faculty:

Pearson, Brooks C., Assistant Professor, Ph.D. Indiana University

- III. Old Business

- A. Course Changes

Richards College of Business
Management and Business Systems

MODIFY

ABED 6107 Instructional Strategies for Technology (combining courses ABED 6107, ABED 6114 and ABED 6118).

(Modification was approved by COGS)

IV. Other Agenda Items

1. Dean Jenkins stated that after the Graduate Faculty Research Awards were announced, Dr. Scott McBride expressed concern that faculty in areas in which scholarly activity consisted predominantly of putting on art shows, playing concerts and so forth, were essentially not given the opportunity to compete for the Graduate Faculty Research Awards. COGS' members agreed that a separate Graduate Faculty Research Award competition for individuals in areas such as Music and Art should be conducted. In response, Dean Jenkins indicated that he would form a Fine Arts Award committee to develop criteria for a Fine Arts Graduate Faculty Award. All award recipients from the spring competitions for students and faculty as well as the Fine Arts award recipient will be honored at a reception this fall.
2. Dean Jenkins stated that he would like for departments to communicate with him and let him know if students in their degree programs have a set number of times that they can take comprehensive examinations.
3. Graduate enrollment for summer semester 2002 increased by more than 200 students over last summer. Graduate enrollment for fall semester 2002 should increase over last year as well. The new Georgia Responds program and other department recruitment efforts have helped to increase enrollment.
4. Graduate School Office Updates:
 - A. A new security system has been installed in the Graduate School Office.
 - B. During spring semester 2002, the Graduate School mailed surveys to all 1,811 graduate students enrolled during the term. Approximately 540 surveys were returned. One item of note is that the vast majority of students still hear of UWG's Graduate School by word of mouth. A complete summary of the survey's results will be made available soon.
 - C. Dean Jenkins asked COGS' members to let him know of any ideas they have for programs/speakers for upcoming Graduate School Forums.
 - D. Dean Jenkins stated that the Graduate School would like to have the signed Admission to Candidacy form before the students have their oral examinations.
 - E. The Committee on Graduate Studies approved an evaluation form for graduate teaching assistants, graduate research assistants and graduate Assistants. No one has turned in these forms. A requirement of SACS is that graduate research assistants, graduate teaching assistants and graduate assistants are to be evaluated. A memo will be sent to the Chairs asking how graduate assistants and etc. in their departments are being

evaluated if their departments are not using the form approved by the Committee on Graduate Studies.

- F. The Graduate School Office has assisted departments by providing them with information obtained from Banner reports. Dean Jenkins stated that all departments can have access to these reports so that they can obtain needed information themselves. If Departments do not have access to needed Banner reports, the Graduate School can ask ITS to approve your department to run the report(s). Please contact Ms. Cheryl Thomas, Director of Graduate Admissions or Ms. Patricia Wells, Records Section Supervisor, to gain access to the reports you need.
- G. Catalogs should arrive July 31. Far fewer catalogs are being mailed than a few years ago. A few years ago the Graduate School Office routinely ordered 9000 catalogs, this year only 5,500 have been ordered. This is due to the fact that most students are able to obtain the information they need about our university from the web, including being able to view the Graduate catalog. The Graduate School intends to develop a CD Rom version of the catalog in the near future.
- H. Dean Jenkins stated that he emailed COGS' members with a revised copy of "The Guidelines to Appointment and Reappointment to the Graduate Faculty" and asked for any suggestions for changes. Changes have been made as a result of input from the Dean's council. However, most of the language was exactly the same. As a result of Dean Jenkins' e-mail, Mr. John Wells had two suggestions for changes that Dean Jenkins added. First, Mr. Wells wanted language in the Guidelines to recognize the fact that the Richards College of Business has a Graduate Faculty Review Committee. This Committee represents a layer of review that occurs between the Department Chair and the Dean. Language was inserted into the Guidelines to recognize this fact. The language also recognizes that other Colleges may have similar processes now or in the future. The second suggestion allows individuals who do not have terminal in-field degrees, but who meet certain criteria (i.e., paucity of instructors available to teach a needed graduate course or exceptional qualifications based upon experience) to be approved to teach a course on a temporary basis. Dr. Jorge Gaytan wanted to know if this paragraph covers his temporary instructors without the credentials, who are not teaching courses but are evaluating graduate students who are conducting their teaching internships. After much discussion, it was decided that it did. Dean Jenkins asked if there were any other concerns about the revised document. Dr. John vonEschenbach asked if there was timeline? That is, when

faculty members come up for post-tenure review and for Graduate Faculty review, is the graduate faculty decision based on the post-tenure analysis? Dr. Jenkins said that they are parallel processes. The timing of having a person's status on the graduate faculty reviewed at the time s/he underwent post-tenure review was to, as much as possible, prevent faculty from having to collect materials to be reviewed twice. The graduate faculty review could consider post-tenure review results. A motion was made to approve the revised guidelines. The motion was approved.

- I. Dean Jenkins informed committee members that the Graduate School was conducting a Graduate Student Orientation on August 14 in conjunction with the undergraduate non-traditional students. Ms. Cheryl Thomas briefed the Committee on what the orientation would cover. Ms. Thomas also indicated that space was limited and only those who registered would be allowed to attend.
- J. Dean Jenkins informed the committee that it was Dr. Randy Hendricks last COGS' meeting as Associate Vice President for Academic Affairs. Dr. Sandra Stone, incoming Associate VPAA will represent the VPAA's Office at the next COGS meeting.

The meeting was adjourned.