

COMMITTEE ON GRADUATE STUDIES
MINUTES
September 18, 2002
(Approved October 23, 2002)

The committee on Graduate Studies (COGS) met at 1:30 p.m. on September 18, 2002, in the Sanford Hall conference room. Those in attendance were: Dr. Adel Abunawass, Mr. Charles Beard, Dr. David Bush, Dr. Judy Butler, Dr. Ron Colley, Dr. Cita Cook, Dr. Luke Cornelius (substituted also for Dr. Linton Deck), Dr. Cathleen Doheney, Dr. Lynne Gaskin, Dr. Jorge Gaytan, Dr. Jane Hill, Dr. Bob Hilliard, Dr. Martha Larkin (substitute for Dr. Nancy Pollard), Dr. Scott McBride, Dr. N. Jane McCandless, Dr. Barbara McKenzie, Dr. Marlene Mawson, Dr. Harry Morgan, Dr. Paul Phillips, Dr. Lyn Reilly (substitute for Dr. Laurie Taylor), Dr. Sandra Stone, Dr. Ara Volkan, Dr. John F. vonEschenbach, and Mr. John Wells. Dean Jack O. Jenkins presided.

I. Introductions

II. Approval of Minutes

The minutes for the July 24, 2002 meeting of the Committee on Graduate Studies were approved.

III. **Approval of Graduate Faculty.**

Dr. Ara Volkan discussed concerns related to the approval of graduate faculty before presenting the report from subcommittee on graduate faculty. First he addressed the issue of the need for approval of all individuals who teach graduate courses. He stated that Ms. Patsy Barr was checking the status of every individual who was teaching a graduate course to determine if they had received approval for regular or temporary graduate faculty status. Dr. Volkan stated that anyone teaching a graduate course must be approved as temporary or full-time graduate faculty by COGS. Unfortunately, there are many individuals teaching courses this fall semester who have not been approved. Everyone on the list before COGS is teaching a graduate course right now and all are receiving consideration for appointment to temporary or full graduate faculty status after the fact. According to SACS criteria anyone teaching a 5000 or above course, even if there is only one student in their course, must have a terminal degree. There must be justification if the faculty member does not have a terminal degree.

Dr. Volkan, UWG SACS Self-Study Chair for the entire University, took the time to address a few other SACS issues related to graduate faculty as well. He stated that a graduate program must have at least four faculty members with terminal degrees. If a faculty member with a masters degree is teaching a graduate course, s/he must have at least 18 hours of

graduate work in the area in which they are teaching. There are 392 graduate sections this fall semester. Forty-two sections are taught by “staff” meaning that faculty member teaching the section is unknown. Thirty-two sections are being taught by part-time faculty.

Dr. vonEschenbach stated that he believed that the discussion should be targeted toward academic department chairs. Dean Jenkins stated that every semester he will check to see if those teaching graduate courses have received COGS approval to do so. If there is an emergency situation requiring the approval of an individual to teach a graduate course, bring it to him and he will look into doing an emergency approval. Dr. Cook asked if someone who was from another institution can be given permission to sit on a student’s thesis committee? Dean Jenkins stated “No.” All faculty on a student’s three member masters committee must be full-time graduate faculty at the State University of West Georgia.

Dr. vonEschenbach ,chair of the SACS Graduate Education subcommittee, stated that course syllabi must show a differentiation between 4000 and 5000 level courses. There are a number of syllabi that do not show a difference in requirements between undergraduate and graduate coursework. Dr. Jorge Gaytan stated that SACS might interview students in a program to provide more evidence of a differentiation between undergraduate and the graduate course requirements.

At this point Dean Jenkins asked Dr. Volkan to present the report on the subcommittee on graduate faculty. Since both Dr. Lyn Reilly and Dr. Marlene Mawson were being considered for graduate faculty status and were present at the meeting, he asked both to step outside briefly while they were considered for membership on the graduate faculty.

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

Barger, Terry Wayne, Temporary Assistant Professor of Biology, Ph.D. Auburn University, requested by Dr. Carl Quertermus.

Brown, Teresa J., Part-Time Assistant Professor, Ed.D. University of Sarasota, requested by Dr. Diane Boothe.

Conkey, Valeria, Part-Time Assistant Professor of CEPD, Ph.D. Ohio University, requested by Dr. Brent Snow.

Crean, Ellis, Temporary Assistant Professor, M.F.A. Georgia State University, requested by Dr. Bruce Bobick.

Curtis, Christopher M., Temporary Instructor of History, Ph.D. Emory University, requested by Dr. Charles W. Clark.

Everett, Karin D.E., Temporary Assistant Professor of Biology, Ph.D. University of Tennessee, Memphis, requested by Dr. Carl Quertermus.

Janssen, Robert, Temporary Assistant Professor, DMA City University of New York, requested by Dr. Scott McBride.

Lane, Robert, Visiting Assistant Professor, Ph.D. University of Miami, requested by Dr. N. Jane McCandless.

Nichols, Roy D., Jr., Part-Time Assistant Professor, Ed.D. University of Massachusetts, requested by Dr. Linton Deck.

Payne, Thomas Michael, Part-Time Assistant Professor, Ph.D. Georgia State University, requested by Dr. Linton Deck.

Samples, Clint, Part-Time Instructor, M.F.A. Florida State University, requested by Dr. Bruce Bobick.

Svonavec, Stephen, Temporary Instructor of History, Ph.D. Texas A&M University, requested by Dr. Charles W. Clark.

Swamy-Mruthiniti, Satyanarayana, Temporary Associate Professor of Biology, Ph.D M.S. University, Boroda, India, requested by Dr. Carl Quertermus.

Vitale, Elizabeth, Temporary Instructor, M.F.A. Tyler School of Art, requested by Dr. Bruce Bobick.

Young, Robert A., Part-Time Assistant Professor, Ed.D. The University of Alabama, requested by Dr. Linton Deck.

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

Hirlinger, Michael W., Professor of Political Science/Planning, Ph.D. University of Oklahoma, requested by Dr. Janet M. Clark.

Landman, Bruce, Professor and Chair of Mathematics, Ph.D. Virginia Tech, requested by Dr. Richard Miller.

Mawson, L. Marlene, Professor and Chair, Department of Physical Education & Recreation, Ph.D. University of Oregon, requested by Dr. Richard Miller.

Morris, Betty J., Associate Professor of School Library/Media, Ph.D. University of Alabama, requested by Dr. Barbara McKenzie.

Rahman, Muhammad Asadur, Assistant Professor, Ph.D. Illinois Institute of Technology, requested by Dr. Adel Abunawass.

Reilly, Mary Lyn, Associate Professor, Ed.D. University of Alabama, requested by Dr. Kathryn Grams.

Sewell, Said L. III, Assistant Professor of Political Science, Ph.D. Clark Atlanta University, requested by Janet M. Clark.

Sussmann, Yoram J., Assistant Professor, Ph.D. University of Maryland, requested by Dr. Adel Abunawass.

III. New Business

1. **Theses/Ed.S. Research Projects/Dissertations.** Dean Jenkins stated that due to misunderstandings that had occurred in recent years between students and their professors on theses and Ed.S. research projects, Dean Jenkins asked that professors and programs do what they could to clarify to students the process by which theses/Ed.S. Research projects (and now dissertations) are conceived, revised, and become eligible for final approval. Dean Jenkins indicated that the College of Education was already working to address this issue for its students.
2. **Rounding Up of Grade Point Average.** Dean Jenkins indicated there was no need for discussion of this item.
3. **Graduate Student Orientation.** Dean Jenkins read from the SACS 1998 Criteria for Accreditation (first paragraph on page 37, criteria 4.3.6) where it states:

“An effective orientation program must be made available to all full- and part-time graduate students. Orientation and advisement programs must be evaluated regularly and used to enhance effective assistance to students.”

Dr. Jenkins stated that the Graduate School held an orientation program for new graduate students for Fall Semester 2002 on August 14. The orientation was held in conjunction with the undergraduate orientation program for non-traditional students. Dr. Jenkins distributed a summary of the student's ratings for the orientation program which suggested in general that students were satisfied with the orientation content. Dr. Jenkins stated that there were problems in terms of attendance due in part to the slowness in which many of our graduate students apply. He stated that the Graduate School was considering an online orientation program. The consensus of those present at the meeting was that this was a good idea, and that it should be implemented. Dr. Jenkins stated that there is a question as to whether the Graduate School should continue conducting general orientation programs each semester or if the academic Colleges of Arts and Sciences, Business, and Education should conduct their own new student orientation? Dr. Phillips asked about guidelines for an orientation? Dr. Cornelius suggested an orientation that is broken down to UWG, The Graduate School, the Colleges, and then break-out sessions for each department. Dr. Phillips made a motion that the Colleges require an orientation for all new graduate students in their programs. The logistics, content and format of the orientation is to be determined by each College in coordination with the library, Graduate School and other agencies. The motion was seconded by Mr. Wells. and approved by COGS.

4. **Graduate Student Advising.** Dean Jenkins distributed individual departmental/program results from a survey of UWG graduate students conducted during spring 2002. Overall, on a six point Likert type scale, graduate student advisement received lower (although acceptable) ratings than items related to quality of instruction, technology and library resources. Dr. Jenkins noted the criteria from the Southern Association of Colleges and Schools which states that "each institution **must** conduct a systematic, effective program of graduate academic advising." Dean Jenkins asked COGS members to work to insure that their students received quality advising. Some programs received high ratings for academic advising.

The meeting was adjourned. The Ed.S. Appeals Committee did not meet afterwards.