COMMITTEE ON GRADUATE STUDIES
MINUTES
October 27, 1999
(approved by COGS on November 17, 1999)

The Committee on Graduate Studies (COGS) met at 1:30 p.m. on October 27, 1999, in the Sanford Conference room. Those in attendance were Dr. Chris Aanstoos, Mr. Charles Beard, Dr. Michael Cass, Dr. Jack Charlesworth, Dr. Tim Chowns (for Dr. Curtis Hollabaugh), Dr. Ron Colley, Dr. Cita Cook, Dr. Tena Crews, Dr. Sandra DeHotman (for Dr. Micheala D’Aquanni), Dr. Patty Lynott, Dr. Edith Maxwell, Dr. Gwen McAlpine, Dr. Jane McCandless, Dr. George McNinch, Dr. Melodie Millbrandt (for Bruce Bobick), Dr. Harry Morgan, Dr. Frank Orr, Dr. Jerry Perkins, Dr. Peggy Roblyer, Dr. Carolyn Scherm, Dr. JoAnne Schick, Dr. Brent Snow, Dr. Keith Tennant, Dr. John vonEschenbach, Dr. Michael Waugh. Dean Jack O. Jenkins presided.

I. Approval of the Minutes
The minutes for the July 21, 1999, meeting of the Committee on Graduate Studies were approved.

II. The following individuals were approved for regular appointment to the graduate faculty:
Chapman, Richard; Professor and Chair of History
Harkins, Donna M.; Assistant Professor of Reading
Love, Ronald; Assistant Professor of History
Potter, Leslie D.; Assistant Professor of Educational Leadership
Rucker, Walter; Assistant Professor of History
Rizzo, Rebecca L.; Assistant Professor of Mathematics

The following individuals were approved for temporary appointment to the graduate faculty.
Bleul, John; Visiting Instructor of Music
Cunningham, T. David; Part-time Assistant Professor of Counseling
Hite, Clare E.; Assistant Professor of Early Childhood and Reading Education
Shiffert, Faith S.; Part-time Instructor of Educational Leadership
Strickland, Betty E.; Part-time Assistant Professor of Early Childhood and Elementary Education
Taylor, Demetria M.; Part-time Assistant Professor of Educational Leadership
Young, Robert A.; Part-time Assistant Professor of Educational Leadership

III. Old Business
There was no old business to discuss.

IV. New Business
A. The following course changes were approved:
   College of Arts & Sciences
   Biology
   ADD
   BIOL 6325 Procaryotic Biology
   English
   MODIFY
   ENGL 5381 Independent Study – Change to a variable credit course, 1-3 hours.
   College of Education
   Media & Instructional Technology
   MODIFY
   MEDT 6487 Practicum – Change to a variable credit course, 1-3 hours.
Special Education & Speech-Language Pathology

ADD
SPED 6714  Characteristics of Learners/Interrelated Classrooms
SPED 6721  Professional Seminar: Interrelated Program in Special Education
SPED 6764  Curriculum and Methods: Elementary
SPED 7721  Assessment in Special Education
SPED 7722  Collaboration: Families, Professionals and Students
SPED 7723  Psychoneurology of Learning
SPED 8771  Curriculum Design and Implementation

MODIFY
SPED 7764  Special Education Secondary Methods - Modify number and title of course to SPED 6765 Curriculum and Methods: Secondary to support the M.Ed. in Special Education with a major in Interrelated
SPED 8787  Practicum: Interrelated - Modify number to SPED 6791 - This is to modify the original Ed.S. course to a M.Ed. level course to support the M.Ed. In Special Education with a major in Interrelated

The following courses were tabled:

College of Arts and Sciences
Foreign Languages

ADD
FREN 5502  Methods of Foreign Language Teaching
SPAN 5502  Methods of Foreign Language Teaching

MODIFY
FREN 5501  Foreign Language Teaching in Elementary Schools – Change title to Foreign Language Teaching and Curriculum in the Elementary School (FLES) to reflect new emphasis in this course.
SPAN 5501  Foreign Language Teaching in Elementary Schools – Change title to Foreign Language Teaching and Curriculum in the Elementary School (FLES) to reflect new emphasis in this course.

B. Dean Jenkins requested that departments not register students for overloads without approval from the Graduate School.

C. Dean Jenkins asked that graduate programs make clear to students what happens in the event a comprehensive exam is failed (i.e. how soon can a student retest, how many retests are allowed, and etc.). He also asked that departments have students take their comprehensive exams as early as possible when they must take their exams in the semester they are scheduled to graduate. Should a student fail, s/he may have time to take his or her exam over that same semester if program guidelines allow him or her to do so. Dean Jenkins suggested that the departments keep current student addresses and phone numbers so that they can be notified about the results of their exam as soon as possible.

D. Dean Jenkins requested that COGS approve a policy that would make email letters of recommendation unacceptable. Dean Jenkins raised the issue of verifying the authenticity of certain e-mail letters of recommendation. After some discussion, it was decided that letters of recommendation would be accepted in the form of a PDF file as long as they appear authentic.

E. Dean Jenkins presented a revised copy of the Guidelines and Procedures for Appointment to the Graduate Faculty and asked the COGS members to approve the document. After discussion, the new document was approved. (see attached)
F. Dean Jenkins announced the idea of having students submit theses and Ed.S. research projects electronically. Advantages are immediate worldwide access to our theses and Ed.S. research projects and students would save on bindery fees. One possible disadvantage would be that old files may not be retrievable in the future using newer software programs. However, the documents could be updated for newer software programs as often as necessary. Dean Jenkins asked COGS members if they were interested in pursuing this matter further. The consensus of the committee was that they would like more information on this issue. Dr. Robyler suggested that another option would be web-published theses. After discussion, Dean Jenkins offered to engage in further research on this topic and present the information to the COGS at a later date. Dr. Robyler stated that she would be interested in helping Dean Jenkins investigate the viability of the electronic submission of theses and Ed.S. projects at this university and offered her assistance. Dean Jenkins stated he would contact her so they could work on the topic together.

G. Dean Jenkins made a presentation on Graduate Student Recruitment at UWG.

The meeting was adjourned. The Ed.S. Appeals Committee met afterward.