The committee on Graduate Studies (COGS) met at 1:30 p.m. on January 28, 2004, in the Sanford Hall conference room. Those in attendance were: Dr. Adel Abunawass, Dr. Jack Charlesworth, Dr. Ron Colley, Dr. Cita Cook, Dr. Lisa Crafton, Dr. Luke Cornelius, Dr. Linton Deck, Dr. Cathleen Doheny, Dr. Larry Frazier (substituting for Dr. Kevin Hibbard), Dr. Jorge Gaytan, Dr. Myrna Gantner, Dr. Michael Hirlinger, Dr. Martha Larkin, Dr. Richard Larkin, Dr. Kathy Moffeit, Dr. John Myers, Dr. Lyn Reily (substituting for Dr. Laurie Taylor), Dr. Brent Snow, Dr. Sandra Stone, and Dr. John vonEschenbach. Dean Jack O. Jenkins presided.

I. Introductions

II. Approval of Minutes
The minutes for the November 19, 2003 meeting of the Committee on Graduate Studies were approved.

III. Approval of Graduate Faculty

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

Tekippe, Rita, Assistant Professor of Art, Ph.D. The Ohio State University, requested by Mr. Bruce Bobick.

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

Bell, H. Darline, Part-Time Assistant Professor of Early Childhood and Elementary Education, Ed.D. University of Tennessee, requested by Dr. Diane Boothe.

Boyd, James F., Part-Time Assistant Professor of Special Education, Ed.D. University of Georgia, requested by Dr. Alvis Harthern.

Hardin, Larry Brent, Assistant Professor of Physical Education, Ph.D. Florida State University, requested by Dr. Marlene Mawson.

Jackson, Cynthia W., Part-Time Assistant Professor of Special Education, Ed.D. University of Alabama, requested by Dr. Alvis Harthern.
Lawrence, S. Malia, Instructor of Physical Education, Ph.D. University of Tennessee, requested by Dr. Marlene Mawson.

Lowry, Julie, Part-Time Instructor of Music, MM, University of Alabama, requested by Dr. Kevin Hibbard.

Marshall, Gail H., Temporary Assistant Professor of Early Childhood and Elementary Education, Ed.D. University of Florida, requested by Dr. Diane Boothe.

Morris, Cheryl Nobles, Visiting Assistant Professor of Music, Ph.D., University of Southern Mississippi, requested by Dr. Kevin Hibbard.

IV. Other Agenda Items

1. Dean Jenkins stated that during fall semester the university experienced a problem of students sitting in classes for which they were not registered. Dr. Sandra Stone stated that this situation has been discussed with the Financial Aid office, the Registrar’s office and the Business office. Students will be given a firm deadline of two weeks after the start of classes to pay their tuition and fees. If this is not done, the student will be removed from his/her class(es). However, Dr. Stone indicated that some student’s problems with registration were caused by mistakes made by the University. When a student’s situation is due to university procedures, the student will be allowed to remain in his or her class(es).
2. Dean Jenkins spoke of the need to have a more timely notification of graduate students who are dismissed from the university. Dean Jenkins asked for suggestions on how this could be done, especially during the break between fall semester and spring semester. One COGS member asked why these changes had to be made given that the catalyst for possible changes was one student’s situation after years of no problems in this area? Several COGS members stated that decisions regarding dismissal were not just the chairs to make but that committees were often established and meetings, possibly with the students, held to discuss each student’s situation. Dean Jenkins stated that department chairs could be notified electronically by sending the memo to the department chair as soon as the grades are rolled into banner and the “I, C, U, and F” report is run by the Graduate School. Someone suggested that chairs be given 48 hours to respond once they received the memo from the Graduate School. Dr. Crafton suggested that, as occurs in her department, that students who receive their first C be automatically placed on probation. After much discussion, Dean Jenkins suggested that COGS members go back to their departments and seek input from their various faculties. More timely notification of students regarding dismissal will be discussed again at the February 11 COGS meeting.

3. Dean Jenkins stated that the Graduate School Office needed two or three students to make testimonial type statements for radio ads to promote the Graduate School. He asked COGS members to provide him with the names of some students who might be willing to help the Graduate School in this regard. Students would receive a small remuneration for their assistance.

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