

Graduate Programs Committee (GPC)
Minutes--Approved January 22, 2016
Friday, November 20, 2015, 10:00 PM, SON Room #200

GPC Members present: Lama Farran, Shirley Lankford, Kareen Malone, Ann McCleary, Dawn McCord (Chair), Jessica Renard, Shea Rose, Matt Varga, Susan Webb, Toby Ziglar

GPC Members absent: Christy Berding, Frances Chumney, Denise Overfield, Jeannie Pridmore, Li Yang (for Anja Remshagen)

Guests: Christopher Bounds (COSS--Criminology), Amber Smallwood (COSS--Psychology, Political Science MURP and MPA), Michelle Trotman Scott (COE--Special Education)

1. Minutes: September 30, 2015

Any Changes, Additions, Modifications

Action: Approved

2. Course/Program Additions, Modifications, Deletions:

A. College of Education

1. Course Proposals:

a. Learning and Teaching

- i. Course: SPED 6705 Comprehensive Exam for the Master of Arts in Teaching: Special Education (Originator Bucholz, Jessica; Scott, Shelli F. T. presenting). A comprehensive final examination is administered during the fall, spring, or summer semester immediately preceding graduation to all candidates seeking a Master of Arts in Teaching: Special Education degree. The exam will be proctored either at the UWG campus in a computer lab or through the proctoring services of Distance Education. This course should be taken during the last semester in the program. (See <https://apps.westga.edu/catalog/>)

Request: Add

Rationale: This course has been created to streamline the Comprehensive Exam process for the M.A.T program. The current process is for the student's advisor to email

and let the student know that he or she should register for comps. This new course will be added to the program sheet so that students are aware from the beginning of the program that registering for the Comprehensive Exam is necessary.

Action: Approved

- ii. Course: SPED 6795 Comprehensive Exam for the Master of Education: Special Education (Originator Bucholz, Jessica; Scott, Michelle F. T. presenting).. A comprehensive final examination is administered during the semester immediately preceding graduation to all candidates seeking a Master of Education degree. The exam is administered on the UWG campus in a computer lab or at a proctored site. Should be taken during the last semester in the program. (See <https://apps.westga.edu/catalog/>)

Request: Add

Rationale: This course has been created to streamline the Comprehensive Exam process for the MEd program. The current process is for the student's advisor to email and let the student know that he or she should register for comps. This new course will be added to the program sheet so that students are aware from the beginning of the program that registering for the Comprehensive Exam is necessary.

Action: Approved

- iii. Course: SPED 8795 Comprehensive Exam for the Specialist of Education: Special Education (Originator Bucholz, Jessica; Scott, Shelli F. T. presenting).. A comprehensive final examination is administered during the semester immediately preceding graduation to all candidates seeking a EdS degree. The exam is administered on the UWG campus in a computer lab or at a proctored site. This course should be taken

during the last semester in the program. (See <https://apps.westga.edu/catalog/>)

Request: Add

Rationale: This course has been created to streamline the Comprehensive Exam process for the EdS program. The current process is for the student's advisor to email and let the student know that he or she should register for comps. This new course will be added to the program sheet so that students are aware from the beginning of the program that registering for the Comprehensive Exam is necessary.

Action: Approved

B. Richards College of Business

a. Marketing and Real Estate

- i. Course: MKTG 5868 Marketing Metrics (Originator Talpade, Salil M.; Susan Webb presenting). The Marketing Metrics Course will provide students with a methodology to measure and track marketing performance. The course has three primary objectives: Learn and understand key marketing metrics; Employ Microsoft Excel to analyze a firm's marketing performance through marketing metrics; Use the resulting analyses to make optimal marketing decisions. (See <https://apps.westga.edu/catalog/>)

Request: Add

Rationale: This is a new MBA elective being offered in view of the changing demands of the workplace, and the need for students to develop data analytics and application skills.

Action: Approved

2. Program Proposals:

A. College of Social Sciences

a. Department: Psychology

- i. Department: Psychology

Program: Ph.D. in Psychology: Consciousness and Society (Originator Korobov, Neill). Program: Psychology (Originator Korobov, Neill; Amber Smallwood presenting; See

<https://apps.westga.edu/catalog/>)

Request: Modify

Rationale: PSYC 8006 (Advanced Human Science Methodologies) should no longer be a required class. Course is redundant with material in another class. We are also going to offer specialty methods courses in distinct qualitative methods (rather than another broad survey) so that students can get an in-depth exposure to methods that more closely reflect their interests and dissertation work.

Action: Approved

Information items

A. College of Social Sciences

- i. Program: Master of Public Administration (Department--Political Science; Originator Peralta, J. Salvator; Amber Smallwood presenting). (See <https://apps.westga.edu/catalog/>)
Request: Modify
Modification Details: To move program online. Currently the MPA is an on-campus program, and the requested modification will allow it to be an online program as well. The online alternative will be phased in. During this period we will offer all MPA courses necessary to complete the program in a time frame no longer than it is required to complete the program face-to-face (not including summer, although online classes will also be offered in summer).

This modification support UWG's Strategic Imperative 1: Increase student persistence and timely progression to degree attainment.

More specifically, the program modification is designed to increase student access and assist adult learners and other students who have difficulty attending on-campus classes because of work complications, family responsibility, or other obstacles. Online completion will allow these students to complete the MPA in a timely fashion.

Note: This is a modification that formalizes the delivery of our existing face-to-face program online. Moreover, all tenure-track faculty have received training in online course preparation and delivery. We will also continue to invest in faculty development opportunities such as Quality Matters Certifications.

- ii. Program: Master of Urban and Regional Planning (Department--Political Science; Originator Peralta, J. Salvator; Amber Smallwood presenting; see <https://apps.westga.edu/catalog/>)
Request: Terminate
Modification Details: Terminate
Rationale: We deactivated this program effective summer 2014, and since then all students enrolled in it have graduated.
- iii. Program: Criminology (Originator Jenks, David; Christopher Bounds presenting; See <https://apps.westga.edu/catalog/>)
Request: Modify
Rationale: Admission Requirements are modified. The GRE was determined to not be a good predictor of student success in the program and was therefore removed from admission requirements. The cost of the test was also a financial barrier for many students. It will still be accepted as supporting documentation.

- iv. Program: Master of Arts with a Major in Criminology
(Originator Jenks, David, Christopher Bounds
presenting; See <https://apps.westga.edu/catalog/>)
Request: Modify
Rationale: Degree Requirements were modified to
require an A or B in all core courses. Previously students
could complete the degree with a C in core courses
(provided their overall GPA was above 3.0) and the
faculty agreed that in order to demonstrate proficiency in
the curriculum an A/B in core courses should be required.
Note: Degree Requirements were modified to require an
A or B in all core courses. They are currently listed in the
Catalog, so this may be a catalog revision.
Discussion: The question of whether this was in
accordance with university policy was raised.

3. New Business

- A. Graduate Catalogue error (discussion only; no action)
- a. On p. 56 of the graduate catalog, under Academic Dismissal, it says that if a student's application for reinstatement after a term suspension is denied by the college or school which houses the student's graduate program, the student will be academically dismissed from **the university**.
 - b. This is not the current practice. The student may be dismissed from the program but not from the university.
 - c. Currently, students have switched to another program of study when denied reinstatement by their original program.
 - d. However, the part in bold should read from **the program**.
 - e. Discussion

- i. Questions
 1. There is concern that there is no university documentation of dismissal and in turn, whether or not the absence of action should be used for the reason of rewriting policy.
 2. It is hoped that deans would have the authority to establish college specific procedures.

4. Old Business

A. Comprehensive Program Reviews (CPR)

- a. CPRs were submitted to the Provost's Office, Nov. 3, 2015. Dr. Myrna Gantner expressed her appreciation of our work.
- b. The following will be reviewed in the spring: 2015-2016 - College of Education: (2 Departments and Business Education: Early Learning and Childhood Education; Collaborative Support and Intervention; also Doctoral Programs); Other COE programs are scheduled 2017-2018 - College of Education: (2 Departments: Leadership and Applied Instruction; Instructional Innovations and Foundations)
- c. Process: All reviews should be prepared, reviewed, and receive a response within one academic year. The schedule follows:
 - i. Departments will submit the review to the Dean's office no later than December 1st of the review year
 - ii. Deans will submit their review to the Provost's office no Later than February 1st of the review year
 - iii. The Provost's office will coordinate the review by committees of the faculty senate (GPC and UPC), which will be complete by April 1st of the review year.
 - iv. The Response from the Provost's office will be complete and the review posted to the institution's web site no later than June 30th of the review year.
 - v. Notes: Varga and Farran should not do counseling departments;

5. Adjournment

Meeting was adjourned at 11:05 AM.

A. Senate – Graduate Programs Committee... 2015-2016 Members List:

	Senate Members	
--	-----------------------	--

McCord, Dawn (Chair	dmccord@westga.edu	Senate-COAH (2017)
Farran, Lama	lfarran@westga.edu	Senate- COE (2017)
Yang, Li (Fall 2015) Remshagen, Anja	anja@westga.edu	Senate- COSM (2017)
Varga, Matt	mvarga@westga.edu	Senate--COE (2018)
Webb, Susan	swebb@westga.edu	Senate--RCOB (2018)
	Faculty Members	
Malone, Kareen	kmalone@westga.edu	COSS (2016)
Berding, Christy	cberding@westga.edu	SON (2016)
Lankford, Shirley	slankfor@westga.edu	Library (2016)
Rose, Shea	srose@westga.edu	COSM (2017)
Chumney, Frances	fchumney@westga.edu	COE (2017)
McCleary, Ann	amcclear@westga.edu	COAH (2017)
Pridmore, Jeannie	jpridmor@westga.edu	RCOB (2017)
	Administrator	
Overfield, Denise	doverfie@westga.edu	Administrator - Academic Affairs (2016)
Ziglar, Toby	tziglar@westga.edu	Administrator- Director of Graduate & International Admissions (2016)

	Student	
Jessica Renard	jrenard1@my.westga.edu	COE
GPC Group Email: fs-gp-list@westga.edu		

B. GPC/Senate Agenda Meeting Schedule... 2015-2016:

Location: Tanner School of Nursing Room 200
Duration: Goal is to complete work in one hour but additional time may be needed
Schedule: Friday, Nov 20, 2015, 10:00 AM
Friday, Jan 22, 2016, 10:00 AM
Wednesday, Feb 17, 2016, 1:30 PM
Wednesday, Mar 9, 2016, 1:30 PM
Friday, Apr 15, 2016, 10:00 AM
Friday, Jun 17, 2016, 10:00 AM
Friday, July 15, 2016, 10:00 AM

C. In order to review program related submissions, go to Catalog Submission System:

<https://apps.westga.edu/catalog/>

- Use Your Email login...
- Select:
 - o Programs OR Courses
 - o Pending

D. Shared Governance Procedures:

The process of notification and approval for the creation/modification of academic programs and curriculum is outlined below (*this describes the areas of responsibility of the Graduate Programs Committee (GPC)*):

1. **The following are *actions items* by the Senate and appropriate Senate Subcommittees:**
 - o New academic programs and new courses (degrees, majors, minors, concentrations, certificates, etc...)
 - o Changes to a course level (i.e. changing from 3000 to 4000 level)
 - o Adding to or removing a course from the Core Curriculum

- o Changes to course prerequisites that span across colleges
 - o Modifying the requirements to complete an academic program, including core curriculum
 - o New or modified concentrations within a degree program
2. **The following are *information items* for the Senate:**
- o Modifications to XIDS courses (Action Item by the Committee)
 - o Changes in admission standards for an academic program
 - o Suspending (deactivating) or eliminating (terminating) academic programs
 - o Offering an existing academic program more than 95% online
 - o Offering an approved academic program more than 50%, but less than 95% online
3. **The following are *reviewed by the Senate graduate and undergraduate programs committees* to assure quality of academic programs**
- o Comprehensive Program Reviews
 - o Academic program and core curriculum learning outcome assessments
4. **The following are *not items considered* by the Senate and should be reported directly to office of the Provost:**
- o Modifications/additions/deletions to existing academic program learning outcomes, excluding core curriculum
 - o Offering less than 25% or 25-50% of an academic program at an off-site location or online (separate notifications for each change)
 - o Minor modifications to courses including : course name, description, course learning outcomes, and prerequisites within a college or school
 - o Creation or modifications of assessment artifacts
 - o Moving an approved course to online delivery (including both “D” and “N” sections)