

University of West Georgia  
Graduate Programs Committee  
Meeting Minutes  
April 25, 2013, 9:00 -11:00 am

**Attended:**

Barnhart, Anne	Parrish, Mark (Chair)
Cobia, Debra	Pridmore, Jeanie
Gantner, Myrna	Turner, Doug
Kramer, Elizabeth	Welch, Susan
Malone, Kareen	Wilson, Carol

1. Minutes 3/28/2013
  - A. Any Changes, Additions, Modifications  
**Action: Approved**
2. Course/Program Additions, Modifications, Deletions (*following requests can be reviewed at: <https://apps.westga.edu/catalog/>*)

A. College: College of Arts and Humanities

Course Changes:

(1) Department: History

a. Course: HIST 5251 The Second World War

Request: Add

Originator: Michael de Nie

Rationale: **Propose the creation a new course, HIST 4251/5251 The Second World War, to expand the course offerings in military history. This course explores the most destructive conflict in human history and one that fundamentally reshaped the social and political order of the world. The History Department currently offers courses on the First World War and American Military History. This course will complement these offerings as well as contributing, when taught as a 4000/5000 level class, to the graduate program's War & Society track.**

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: **Deferred until next GPC meeting per Dr. de Nie**

3. Information Only

A. College: College of Education

Program Changes:

(1) Department: Leadership and Instruction

a. Program: Master of Education with a Major in Middle Grades Education

Request: Program Deactivate

Originator: Butts, Frank

Rationale: The Masters in Middle Grades Education enrollment has continually declined and was considered for deactivation in the spring, 2012. The enrollment has gone from 12 students in the Spring Semester 2012 to 3 students in the Spring Semester 2013.

Attachment: See Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Information Only

- (2) Department: Collaborative Support and Intervention  
 a. Program: Specialist in Education with a Major in Professional Counseling (community counseling)  
 Request: Program Deactivate  
 Originator: Garrett, Michael T.  
 Rationale: The Specialist of Education in Professional Counseling-Community and the Specialist of Education in Professional Counseling-School Counseling Programs were both consolidated into a single program.  
 Attachment: See Catalog Submission System, (<https://apps.westga.edu/catalog/>)  
 Action: Information Only

Request was returned to originator with following information from the GPC:  
 "The Graduate Programs Committee (GPC) has returned this "information only" request due to the requirement that PSC degrees must be differentiated for "certification" purposes. If this degree program is deactivated, graduation records for candidates who graduate with an "education specialist degree in school counseling" will not provide sufficient evidence to allow for a higher level of certification by the PSC.

- (3) College: Richards College of Business  
 Originator: Doug Turner  
 Description: The RCOB Graduate Business Programs Committee and the RCOB Graduate Faculty voted and approved the following measures:
- Any student who has completed a RCOB discipline bachelor's degree with a 3.0 or higher overall GPA will be admitted without the GMAT requirement to the MBA program.
  - Eliminate the requirement of any and all letters of purpose or intent to receive the receive admission to the MBA program.
  - Creation of a Certificate in International Programs for the MBA program. The certificate can be earned by completing six Credit Hours of courses on campus relevant to international studies and three Credit hours in a non-domestic location.
- Discussion: Doug will forward additional "rationale" related to request.

4. Old Business

- A. 2013 Comprehensive Program Reviews Request from Jon Anderson...
- i. The GPC is tasked with reviewing and providing the Provost's Office with feedback on "6 Comprehensive Program Reviews":
  - ii. Due date: April 25, 2013
  - iii. Suggestion: The GPC develops 6 review sub-committees of 2 member each to review and provide feedback to the GPC Chair for "2 principles" each:

Work Groups	"Comprehensive Program Reviews" to be Reviewed		
	Academic Program	Department	College/School
1. Carol Wilson 2. Susan Welch	English (MA)	English & Phil.	COAH
1. Elizabeth Kramer 2. Debra Cobia	History (MA)	History	COAH

1. Anne Barnhart 2. Nancy Pencoce	Music Education (MM)	Music	COAH
1. Kareen Malone 2. Mark Parrish	Performance (MM)	Music	COAH
1. Doug Turner 2. Hope Udombon	Museum Studies (Certificate)	History	COAH
1. Jeanie Pridmore 2. Sandra Thompson	Public History (Certificate)	History	COAH

Discussion: All CPR's received! Chair will discuss the potential for the development of a "rubric" for future CPR requests.

B. Follow-up on SACS "Principles" Review and feedback for Jon Anderson

**THANKS!**

5. New Business

a. General discussion related to the need for a university level "writing policy" due to the general consensus that entry level graduate students are not prepared for the rigors of graduate level writing requirements. Plagiarism was discussed and Myrna offered the contact information for Joan Cook who is the UWG new Student Conduct Coordinator.

b. Kareen inquired into the potential to include a "masters' degree" along with a doctorate for those programs which admit applicants with a baccalaureate degree. This was identified as the practice of other university's doctoral programs. The question was raised if such a program change would require Board of Regents' approval. Susan offered to research through a colleague and forward the information to Kareen.

6. Adjourn

7. 2012/2013 Meeting Schedule:

A. Graduate Programs Committee Meetings... 2012/2013

Date	Day	Time	Location	Date	Day	Time	Location
1/24/13	Thursday	9:00 – 11am	EA 220	June 2013	TBD		
2/28	Thursday	9:00 – 11am	EA 220	July 2013	TBD		
3/28	Thursday	9:00 – 11am	EA 220				
4/25	Thursday	9:00 – 11am	EA 220				

B. Senate/Agenda Meeting Schedule... 2012/2013

Senate & Executive Committee Meeting Dates	Time/Location		Agenda Deadline
	Senate	Executive Committee	
9/12/12	3:00pm / TLC 1-303	2:00pm / TLC 1-301	9/14/12
10/19/12	3:00pm / TLC 1-303	2:00pm / TLC 1-301	10/12/12
11/16/12	3:00pm / TLC 1-303	2:00pm / TLC 1-301	11/9/12
12/7/12	3:00pm / TLC 1-303	2:00pm / TLC 1-301	11/30/12
1/18/13	3:00pm / TLC 1-303	2:00pm / TLC 1-301	1/11/13
2/15/13	3:00pm / TLC 1-303	2:00pm / TLC 1-301	2/8/13
3/8/13	3:00pm / TLC 1-303	2:00pm / TLC 1-301	3/1/13
4/19/13	3:00pm / TLC 1-303	2:00pm / TLC 1-301	4/12/13

6/21/13	TBD		6/14/13
7/19/13	TBD		7/12/13

## Appendix A. Revised Shared Governance Procedures

The process of notification and approval for the creation/modification of academic programs and curriculum is outlined below:

### 1. The following are **actions items** by the Senate and appropriate Senate Subcommittees:

- New academic programs and new courses (degrees, majors, minors, concentrations, certificates, etc...)
- Changes to a course level (i.e. changing from 3000 to 4000 level)
- Adding to or removing a course from the Core Curriculum
- Changes to course prerequisites that span across colleges
- Modifying the requirements to complete an academic program, including core curriculum
- New or modified concentrations within a degree program

### 2. The following are **information items** for the Senate:

- Modifications to XIDS courses (Action Item by the Committee)
- Changes in admission standards for an academic program
- Suspending (deactivating) or eliminating (terminating) academic programs
- Offering an existing academic program more than 95% online
- 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

- Comprehensive Program Reviews
- 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:

- Modifications/additions/deletions to existing academic program learning outcomes, excluding core curriculum
- Offering less than 25% or 25-50% of an academic program at an off-site location or online (separate notifications for each change)
- Minor modifications to courses including : course name, description, course learning outcomes, and prerequisites within a college or school
- Creation or modifications of assessment artifacts
- Moving an approved course to online delivery (including both “D” and “N” sections)