

University of West Georgia  
Graduate Programs Committee  
Minutes  
March 28, 2013, 9:00 -11:00 am  
Education Annex 220

**Attended:**

Craig Schroer (for Barnhart, Anne)	Pridmore, Jeanie
Cobia, Debra	Thompson, Sandra
Gantner, Myrna	Turner, Doug
Kramer, Elizabeth	Welch, Susan
Malone, Kareen	Wilson, Carol
Parrish, Mark (Chair)	Udombon, Hope

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

A. College: School of Nursing

Program Changes:

(1) Department: Nursing

a. Program: Master of Science in Nursing

Request: Modify

Originator: Duke, Karen

Rationale: The CCNE, the accrediting body for nursing programs, has revised the Essentials document that outlines the framework and curricular elements to be included in MSN programs. In order to respond to the suggestions and recommendations made in the new Essentials, a review of curriculum including courses, program goals, and plan of study was necessary. Therefore, the MSN goals have been revised to reflect the new Essentials, and courses have been revised, modified, or created to be in line with the revised Essentials.

Attachment: Program Goals, see Catalog Submission System,

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

Action: Approved

B. College: College of Arts and Humanities... **defer until next meeting per Michael de Nie**

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:

3. Other 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":

"Hello Mark,

*Attached are the comprehensive program reviews for this academic year. The schedule for review is on the Provost's web site located here: [http://www.westga.edu/vpaa/index\\_1697.php](http://www.westga.edu/vpaa/index_1697.php). I am a little late getting them to the committee, but if the reviews can be complete before the end of the semester, we should be on schedule.*

*Also, it is particularly important that the reviews be well crafted this year as SACS will review them as part of the compliance certificate.*

*Please let me know if you have questions and please thank the committee for their work.*

Thanks, Jon

**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 Pencoe	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:** Chair accepted volunteers to complete this task. They are listed in the table above. Chair will email specific program review documents along with "sample" responses for the review teams.

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

- 1) Status on feedback on Provost's Office request to review "SACS Principles".

Work Groups	SACS Principles to be Reviewed		Complete
Anne & Barbara	2.7.4 – Core requirement	3.12.1-Comprehensive Standard <i>(Not yet available!)</i>	X
Josh & Elizabeth	3.4.1-Comprehensive Standard	3.4.10-Comprehensive Standard	X
Susan & Carol	3.4.7-Comprehensive Standard	3.4.8-Comprehensive Standard	X

<b>Mark &amp; Debra</b>	3.6.1-Comprehensive Standard	3.6.2-Comprehensive Standard	X
<b>Doug &amp; Hope</b>	3.6.3-Comprehensive Standard	3.6.4-Comprehensive Standard	X
<b>Nancy &amp; Kareen</b>	4.8.1-Federal Requirement	4.8.2-Federal Requirement	X
<b>Sandra &amp; Jeannie</b>	4.8.3-Federal Requirement		X

2) Please submit outstanding items by Friday, 3/29/13.

C. Follow-up on “Receipt of Transcripts by Schools/Colleges” discussion from 2/28/13 by Myrna.  
**Discussed:** Is in discussion by the Dean’s and we will receive information as available.

4. New Business

A. Nomination of GPC Chair for AY 2013/2014

**Discussion:** the members in attendance nominated and approved Mark Parrish to remain as GPC Chair for the upcoming academic year.

5. Adjourn... meeting adjourned.

6. 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)