

**University of West Georgia**  
**Graduate Programs Committee (GPC)**  
**9/4/14 meeting minutes**

**In attendance:** Susan Hall, Dawn McCord, Lama Farran, Anja Remshagen, Kareen Malone, Lynn Anderson, Jeannie Pridmore, Hema Ramanathan, Shirley Lankford, Toby Ziglar, Dawn Putney (guest), and Robyn Huss (guest).

**1. Minutes: 4/10/14**

Any Changes, Additions, Modifications

Action: Approved

**2. Course/Program Additions, Modifications, Deletions:**

**A. College of Education**

**1. Course Proposals:**

**a. Department of Leadership and Instruction**

i. Course: SEED 6200 Comprehensive Exam for Master of Arts in Teaching (Originator Huss, Robyn). A comprehensive final examination is administered during the fall or spring semester immediately preceding graduation to all candidates seeking a Master of Arts in Teaching degree. The written exam is administered on the UWG campus in a computer lab.

Request: Add

Rationale: Record-keeping course to meet the needs of students taking comprehensive exams. Students will have a CourseDen site to gain information relevant to the exam administration and content.

Attachment: None (See <https://apps.westga.edu/catalog/> )

Action: Approved

ii. Course: SEED 7200 Comprehensive Exam for the Master of Education (Originator Huss, Robyn). A comprehensive final examination is administered during the semester immediately preceding graduation to all candidates seeking a Master of Education degree. The written exam is administered on the UWG campus in a computer lab.

Request: Add

Rationale: Record-keeping course to meet the needs of students taking comprehensive exams. Students will have a CourseDen site to gain information relevant to the exam administration and content.

Attachment: None (See <https://apps.westga.edu/catalog/> )

Action: Approved

**b. College of Education Dean’s Office**

i. Course: CURR 6575 Curriculum Trends and Issues (Originator Putney, Dawn). This course is a critical study of the design and implementation of curricula in the field of education.

Request: Add

Rationale: This course has been developed to replace several departmental specific curriculum courses at the M.Ed. level and collapse low enrollments in several courses into one course. This new course will provide a K-12 perspective of current trends and issues that all educators should be aware of and be able to address. The prefix CURR was determined to be appropriate and will be housed in the College of Education Dean’s Office rather than in a specific academic department. Approval for the new prefix CURR, the course number 6575, and the course syllabus are submitted for approval.

Attachment: None (See <https://apps.westga.edu/catalog/> )

Action: Approved

**B. Richards College of Business**

**1. Course Proposals:**

**a. Department of Management**

i. Course: MGNT 6681 Strategic, Ethical, and Global Management (Originator Pridmore, Jeannie). A study of total enterprise at the executive level applying a set of decisions and actions which result in the formulation and implementation of plans strategies that achieve the mission and goals of the enterprise with special consideration of the effects of globalization, ethics, and corporate accountability.

Request: Modify (pre-requisites of MKTG 6815 and FINC 6532)

Rationale: Students who attempt to take MGNT 6681 without these prerequisites are not prepared to complete the class successfully.

Attachment: None (See <https://apps.westga.edu/catalog/> )

Action: Approved by GPC committee with the following modification: to remove “all preparation courses and within 15 hours of graduation” from the syllabus prerequisites.

GPC committee adopted with the following prerequisites listed on the syllabus: “MKTG 6815 and FINC 6532” solely.

GPC committee member Jeannie Pridmore reports to chair after meeting that Dr. Upson does not agree with the committee’s modification and

requests for the course proposal to be placed on the next month's GPC agenda for reconsideration by the committee. Plan by the chair to place course proposal MGNT 6681 on the October 2nd meeting agenda.

### **3. Unfinished business from 2013-14 GPC**

#### **A. Electronic Submission of Theses and Dissertations via ProQuest Subcommittee**

The committee approved the plan to pilot ProQuest submissions of Electronic Dissertations and Theses (EDTs) this summer with College of Education students. The subcommittee—consisting of Hema Ramanathan, Susan Welch, and Lara Willox—will work with UWG Auxiliary Services to ensure proper processing of any contractual agreements required for setting up the free EDT Administrator System with ProQuest. They will also be revising the Dissertation and Theses policies published at [www.westga.edu/gradstudies](http://www.westga.edu/gradstudies).

Action: ongoing

#### **B. Graduate Student Summer Library Privileges Subcommittee**

The Chair has charged a subcommittee with the thoughtful consideration of issues involved in supporting graduate student summer library needs. It was the committee's will that the subcommittee have a representative from each College and School, and the following individuals have agreed to serve: Lynn Anderson (GPC representative, who will serve as Chair of the Subcommittee), Cynthia Brown, Chris Huff, Myrna Gantner, Neil Korobov, Nancy Penco, and Nadya Popov.

Action: ongoing.

#### **A. Senate – Graduate Programs Committee... 2014-2015 Members List**

	<b>Senate Members</b>	
Welch, Susan ( <b>Chair</b> )	swelch@westga.edu	Senate – SON (2015)
Hall, Susan	sehall@westga.edu	Senate – RCOB (2015)
McCord, Dawn	dmccord@westga.edu	Senate-COAH (2017)
Farran, Lama	lfarran@westga.edu	Senate- COE (2017)
Remshagen, Anja	anja@westga.edu	Senate- COSM

		(2017)
	<b>Faculty Members</b>	
Payne, Greg	gpayne@westga.edu	Faculty – COSM (2015)
Malone, Kareen	kmalone@westga.edu	Faculty- COSS (2016)
Anderson, Lynn	landerso@westga.edu	Faculty- COAH (2015)
Pridmore, Jeannie	jpridmor@westga.edu	Faculty – RCOB (2015)
Ramanathan, Hema	hramanat@westga.edu	Faculty – COE (2015)
Berding, Christy	cberding@westga.edu	Faculty- SON (2016)
Lankford, Shirley	slankfor@westga.edu	Faculty- Library (2016)
	<b>Administrator</b>	
Gantner, Myrna	mgantner@westga.edu	Administrator - Academic Affairs (2015)
Ziglar, Toby	tziglar@westga.edu	Administrator- Director of Graduate & International Admissions
	<b>Student</b>	
Vacant		
<b>GPC Email list:</b> swelch@westga.edu,		

sehall@westga.edu, dmccord@westga.edu, lfarran@westga.edu, anja@westga.edu, gpayne@westga.edu, kmalone@westga.edu, landerso@westga.edu, jpridmor@westga.edu, hramanat@westga.edu, cberding@westga.edu, slankfor@westga.edu, mgantner@westga.edu, tziglar@westga.edu		
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**B. GPC/Senate Agenda Meeting Schedule... 2014-2015**

<b>GPC Meetings (Thursdays)</b>	<b>GPC Location/Time</b>	<b>Senate Agenda Deadline</b>	<b>Senate &amp; Exec. Committee Meetings</b>	<b>Senate Meetings Location/ Time</b>	<b>Executive Committee Location /Time</b>
<b>Dates</b>	<b>SON 200</b>	<b>Dates</b>	<b>Dates</b>	<b>Location TBA</b>	<b>Location TBA</b>
<b>9/4/14</b>	3:00 – 5:00	9/5/14	9/12/14	3:00pm	2:00pm
<b>10/2/14</b>	3:00 – 5:00	10/3/14	10/10/14	3:00pm	2:00pm
<b>11/6/14</b>	3:00 – 5:00	11/7/14	11/14/14	3:00pm	2:00pm
<b>*11/20/14</b>	3:00 – 5:00	11/21/14	12/5/14	3:00pm	2:00pm
<b>1/15/15</b>	3:00 – 5:00	1/16/15	1/23/15	3:00pm	2:00pm
<b>2/19/15</b>	3:00 – 5:00	2/20/15	2/27/15	3:00pm	2:00pm

<b>3/19/15</b>	3:00 – 5:00	3/20/15	3/27/15	3:00pm	2:00pm
<b>4/16/15</b>	3:00 – 5:00	4/17/15	4/24/15	3:00pm	2:00pm
<b>6/11/15</b>	3:00 – 5:00	6/12/15	6/19/15	3:00pm	2:00pm
<b>7/9/15</b>	3:00 – 5:00	7/10/15	7/17/15	3:00pm	2:00pm
*Note: This meeting will be confirmed based upon any open agenda items as of Wednesday, 11/19/14.					

**C. In order to review program related submissions, please go to:**

**Graduate Programs Review Site:** <https://apps.westga.edu/catalog/>

- Use Your Email login...
- Select:
  - o Programs
  - o Query Submittals
  - o Status Drop-down
  - § Pending
- o From the list, Click on the “View” link of each program you wish to review.

**D. Revised 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)