

University of West Georgia
Graduate Programs Committee
10 October 2013, 2:30pm
UCC 312
Minutes
Approved 7 November 2013

In attendance:

GPC members Lynn Anderson, Myrna Gantner, Elizabeth Kramer (Chair), Shirley Lankford, Lisa Osbeck (for Kareen Malone), Nancy Penco, Jeannie Pridmore, Hema Ramanathan, Susan Welch, and Carol Wilson
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Guests Christine Haynes, John Ponder, and Lara Willox

1. Minutes 9/12/2013
 - A. Any Changes, Additions, Modifications (Appendix A)
Action: Approved
2. Course/Program Additions, Modifications, Deletions (*following requests can be reviewed at: <https://apps.westga.edu/catalog/>*)

A. College: RCOB

Course Changes:

(1) Department: Accounting and Finance

a. Course: ACCT-5233 Strategic Cost Management

Request: Add

Originator: Colley, James R.

Rationale: This course is relevant to both undergraduate and graduate business majors. At the undergraduate level, it is essential for students planning to enter industry upon completion of their degree to understand more than just the financial side of management accounting. MBA students planning to or currently working in industry will become familiar with the advanced accounting methodologies used to operate a business. The course will enhance the MPAcc student experience by allowing students to start taking program electives.

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

Action: Approved

b. Course: ACCT-5265 Sustainability Accounting and Reporting

Request: Add

Originator: Colley, James R.

Rationale: A broad base of students will be attracted to the course. At the undergraduate level, the Richards College of Business has started a new program in Sustainability. The program directors have requested that an Accounting for Sustainability course be offered. It is also a current topic of interest to MPAcc and MBA students. It will also provide an additional course for working accountants needing more upper division courses for the CPA.

Attachment: Syllabus at <https://apps.westga.edu/catalog/>

Action: Approved

c. Course: ACCT-6216 Seminar in Financial Reporting

Request: Modify

Originator: Colley, James R.

Rationale: ACCT 3214 will no longer be a prerequisite for ACCT 6216. The material covered in ACCT 3214 is not necessary to successfully complete ACCT 6216.

3. Other Business

A. Presentation by Lara Willox, Director of the School Improvement Program in the College of Education, about the UMI ETD Administrator system for the electronic submission of dissertations and theses via ProQuest.

Discussion: The committee considered options for electronic delivery of theses and dissertations based on the handout provided by Lara Willox (see Appendix B). Current graduate studies policy can be found at <http://www.westga.edu/gradstudies/theses-dissertations.php>). The importance of communicating with all stake holders was emphasized. The current decentralized structure for graduate studies allows programs and colleges a great deal of autonomy to set appropriate policy. Susan Welch and Lara Willox will study the matter more fully and report back to the committee.

B. Information Item: Termination of the Trans-disciplinary European Union Studies Post-Baccalaureate Certificate.

Discussion: At the request of N. Jane McCandless, Mike Hester and Jon Anderson have initiated the termination of the European Union studies Post-Baccalaureate program. There are no active UWG enrolled and significant logistical problems associated with UWG's on-going participation in the program. The termination of the program does not affect UWG faculty.

4. New Business.

There was no new business.

5. Adjourn

Senate Members		
Kramer, Elizabeth	ekramer@westga.edu	Senate – COAH (2014)
Pencoe, Nancy	npencoe@westga.edu	Senate – COSM (2014)
Thompson, Sandra	sthompso@westga.edu	Senate – RCOB (2016)
Welch, Susan	swelch@westga.edu	Senate – Nursing (2015)
Faculty Members		
Anderson, Lynn	landerso@westga.edu	Faculty – COAH (2015)
Lankford, Shirley	slankfor@westga.edu	Faculty – Library (2014)
Lisa Osbeck (temporarily replaces Kareen Malone,)	kmalone@westga.edu losbeck@westga.edu	Faculty – COSS (2014)
Payne, Greg	gpayne@westga.edu	Faculty – COSM (2015)
Pridmore, Jeannie	jpridmor@westga.edu	Faculty – RCOB (2015)
Ramanathan, Hema	hramanat@westga.edu	Faculty – COE (2015)
Wilson, Carol	cwilson@westga.edu	Faculty – Nursing (2014)
Administrator		
Gantner, Myrna	mgantner@westga.edu	Administrator - Academic Affairs
Student		
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jpridmor@westga.edu, hramanat@westga.edu, cwilson@westga.edu, mgantner@westga.edu,
losbeck@westga.edu,

Graduate Programs Committee Meetings... 2013/2014

GPC Meetings (Thursdays)	GPC Location/Time	Senate Agenda Deadline	Senate & Exec. Committee Meetings	Senate Meetings Location/Time	Executive Committee Location/Time
Dates	UCC 312, unless otherwise noted	Dates	Dates	TLC 1-303	TLC 1-303
9/12/13	2:30 – 4:30pm	9/13/13	9/20/13	3:00pm	2:00pm
10/10/13	2:30 – 4:30pm	10/11/13	10/18/13	3:00pm	2:00pm
11/7/13	2:30 – 4:30pm	11/8/13	11/15/13	3:00pm	2:00pm
*11/21/13	2:30 – 4:30pm	11/22/13	12/6/14	3:00pm	2:00pm
1/16/14	2:30 – 4:30pm	1/17/14	1/24/14	3:00pm	2:00pm
2/13/14	2:30 – 4:30pm	2/14/14	2/21/14	3:00pm	2:00pm
3/6/14	2:30 – 4:30pm	3/7/14	3/14/14	3:00pm	2:00pm
4/10/14	2:30 – 4:30pm	4/11/14	4/18/14	3:00pm	2:00pm
6/12/14	2:30 – 4:30pm	6/13/14	6/20/14	3:00pm	2:00pm
7/10/14	2:30 – 4:30pm	7/11/14	7/18/14	3:00pm	2:00pm
*Note: This meeting will be confirmed based on any open agenda items.					

Appendix A

University of West Georgia
Graduate Programs Committee
Meeting Minutes
September 12, 2013

In attendance:

GPC Members			Guests
Anderson, Lynn	Payne, Greg	Rice, Don	Michael Garrett
Gantner, Myrna	Pencoe, Nancy	Thompson, Sandra	Mike Johnson
Kramer, Elizabeth	Pridmore, Jeannie	Welch, Susan	Becky Stanard
Parrish, Mark	Ramanathan, Hema	Wilson, Carol	Donna Harkins

3. Minutes 6/27/2013

A. Any Changes, Additions, Modifications (Appendix A)

Action: Approved

4. Course/Program Additions, Modifications, Deletions (*following requests can be reviewed at: <https://apps.westga.edu/catalog/>*)

A. College: RCOB

Program Changes:

(1) Department: Management

a. Program: MBA

Request: Add

Originator: Pridmore, Jeannie

Rationale: We are experiencing a large demand for internal exposure and courses in the MBA program. This Certificate in International Programs will allow our MBA students to pursue their international interest while also obtaining a certification. The certificate can be earned by completing six credit hours of courses in residence relevant to international studies and three credit hours in a non-domestic location.

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

Action: Approved

Course Changes:

(1) Department: Accounting and Finance

a. Course: ACCT-5233 Strategic Cost Management

Request: Add

Originator: Colley, James R.

Rationale: This course is relevant to both undergraduate and graduate business majors. At the undergraduate level, it is essential for students planning to enter industry upon completion of their degree to understand more than just the financial side of management accounting. MBA students planning to or currently working in industry will become familiar with the advanced accounting methodologies used to operate a business. The course will enhance the MPAcc student experience by allowing students to start taking program electives.

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

Action: No Representative... will carry over until next meeting

b. Course: ACCT-5265 Sustainability Accounting and Reporting

Request: Add

Originator: Colley, James R.

Rationale: A broad base of students will be attracted to the course. At the undergraduate level, the Richards College of Business has started a new program in Sustainability. The program directors have requested that an Accounting for Sustainability course be offered. It is also a current topic of interest to MPAcc and MBA students. It will also provide an additional course for working accountants needing more upper division courses for the CPA.

Attachment: Syllabus at <https://apps.westga.edu/catalog/>

Action: No Representative... will carry over until next meeting

c. Course: ACCT-6216 Seminar in Financial Reporting

Request: Modify

Originator: Colley, James R.

Rationale: ACCT 3214 will no longer be a prerequisite for ACCT 6216. The material covered in ACCT 3214 is not necessary to successfully complete ACCT 6216.

Attachment: Syllabus at <https://apps.westga.edu/catalog/>

Action: No Representative... will carry over until next meeting

B. College of Social Sciences

Course Changes:

(1) Department: Criminology Department

a. Course: CRIM-6333 Victimology

Request: Add

Originator: Johnson, Mike

Rationale: Victimology is a major subfield of criminology and has become a regular part of graduate course curricula across the country, including those at other USG institutions. Several of our recent students have expressed a strong interest in victimology, even doing victimological theses. Adding this course will make our program consistent with the current state of the discipline. Programs without a victimology course are vulnerable to being accused of ignoring victims' issues.

Attachment: Syllabus at <https://apps.westga.edu/catalog/>

Action: Approved

C. College of Education

Program Changes:

(1) Department: Dean's Office COE

a. Program: Doctor of Education in Professional Counseling and Supervision

Request: Modify

Originator: Cobia, Debra

Rationale: Move from approximately 50% online deliver to 100% beginning summer 2014 in order to attract a national/international student population that would bring greater diversity into the program, thereby enriching the experience for all enrollees. Moving to an online delivery system expands the sphere of influence to a much broader community of service than the traditional on campus delivery allows. This move will also facilitate an increase in admission from 6 students per year to the full capacity of 12 per year and increase the potential for collaboration and coordination of resources with the EDSI doctoral program which is also located in the College of Education. No changes are being proposed to the program sheet, admission requirements, course titles or objectives.

Attachment: Graduate Catalog Description; Program Sheet; Mission Statement; and Sequence of Coursework See (<https://apps.westga.edu/catalog/>)

Action: Information Item

(2) Department: Early Learning and Childhood Education

a. Program: Master of Education with a Major in Early Childhood Education

Request: Modify

Originator: Lewis, Barbara

Rationale: Change in delivery format to more than 95% online.

Attachment: Program of Study at (<https://apps.westga.edu/catalog/>)

Action: Information Item

(3) Department: Clinical and Professional Studies (formerly Collaborative Support and Intervention)

Program Changes:

a. Program: Master of Education with a Major in Speech-Language Pathology

Request: Modify

Originator: Harris Brown, Karen

Rationale: The curriculum review committee met as part of the program evaluation process and recommendations were made to enhance students' preparation and overall experiences. Additionally, modifications were made to align with the revised standards of the program's accrediting body, the Council on Academic Accreditation (CAA) in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association

Attachment: Current & Proposed Plans of Study at <https://apps.westga.edu/catalog/>

Action: Approved

b. Program: Doctor of Education in Professional Counseling and Supervision

Request: Modify

Originator: Stanard, Rebecca

Rationale: Program has transitioned over time to more than 50% online.

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

Action: Information Item

c. Program: M.Ed. in Professional Counseling, School Counseling

Request: Modify

Originator: Parrish, Mark

Rationale: The proposed plan of studies is to accommodate changes to the CACREP accreditation standards for school counseling. The curriculum for the M.Ed. in Professional Counseling (school counseling) has been revised based on revised accreditation body (CACREP) standards. The program remains at 48 semester hours with substitution of new courses that align with CACREP standards and best practices and the deletion of other courses. The attached plan of studies is reflective of that change. The clinical mental health counseling program and school counseling program sheets have been combined into a single program sheet (see CSS submission for changes to clinical mental health concentration)

Attachment: Modification Details, Rationale, Proposed Plan of Study, Current Plan of Study (see attachment at <https://apps.westga.edu/catalog/>).

Action: Approved

d. Program: M.Ed. in Professional Counseling, Clinical Mental Health Counseling

Request: Modify

Originator: Parrish, Mark

Rationale: The community counseling concentration is no longer an accredited area of study under the new CACREP accreditation standards. Instead CACREP accredits clinical mental health counseling programs which requires an increase from 48 semester hours to 60 hours in order to meet accreditation standards. The curriculum for the M.Ed. in Professional Counseling (community counseling) has been revised based on revised accreditation body (CACREP) standards. The attached plan of studies is reflective of that change. The clinical mental health counseling program and school counseling program sheets have been combined into a single program sheet (see CSS submission for changes to school counseling concentration. The following modifications have been made to the 48 semester hour community counseling program to convert it to a 60 semester hour clinical mental health counseling program.

Attachment: Modification Details, Rationale, Proposed Plan of Study, Current Plan of Study (see attachment at <https://apps.westga.edu/catalog/>).

Action: Approved

Course Changes:

(1) Department: Clinical and Professional Studies

a. Course: SLPA-6703 Organic Communication Disorders

Request: Delete

Originator: Harris Brown, Karen

Rationale: The focus of this course has been incorporated into additional speech-language pathology methods courses.

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

Action: Approved

b. Course: SLPA-6709 Practical Phonetics

Request: Delete

Originator: Harris Brown, Karen

Rationale: This course has not been taught since at least 2006 and no syllabus is available. The course is not on any former program of study or course sequence forms, and current faculty has not been aware of its existence until recently.

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

Action: Approved

D. School of Nursing

(1) Department: Nursing

a. Course: NURS-6125 Health Systems Leadership Role of the Clinical Nurse Leader,

Request: Add

Originator: Duke, Karen

Rationale: The School of Nursing (SON) at the University of West Georgia (UWG) recognized the need for intense curricular revision for all Masters of Nursing tracks based on revised American Association of Colleges of Nursing (AACN) Masters Essentials and a change in the focus in nursing education on quality and safety as recommended by the Institute of Medicine.

Attachment: Syllabus at <https://apps.westga.edu/catalog/>

Action: Approved (previously approved, add to next Senate Agenda)

E. Policy Changes:

a. Program: Graduate Studies Office COSS

Request: Graduate Policy Revision

Originator: Caress, Stanley

Rationale: I believe there needs to be a small modification to graduate policy on course overload. It seems some important wording was left out of the official policy and I believe the changes need to be made.

It makes sense for a graduate student who wants a course overload to have it approved at the department (program) level before it is approved at the college level.

As it is now stated in the catalog (official UWG policy) a graduate student's course overload only needs to be approved by the College Director of Graduate Studies. Since each program has its own individual features, it makes great sense to have the Director of the specific program approve it first

Therefore, I would like to modify the statement in the Graduate Catalog (see below) by adding the words "Director of their graduate program."

Also, we could consider adding the College Dean as an alternative approver to the College Director of Graduate Studies.

GRADUATE COURSE LOADS

Maximum Course Load for All Graduate Students

Graduate students who do not hold one of the three types of assistantships may register for 12 credit hours without permission. Graduate students who want to take an overload, defined as more than 12 credit hours, must obtain permission from the **Director of their graduate program** and from the Director of Graduate Studies (**or Dean**) for their college or school. Some programs may require additional levels of approval.

Expectations for the maximum course load apply to graduate students who take a mix of graduate and undergraduate courses in one semester, as well. Although some graduate degree and non-degree programs require graduate students to take undergraduate courses, students are considered graduate students.

Action: Approved

5. Other Business

i. Elect new GPC Chair

- *Dr. Elizabeth Kramer was nominated, seconded and elected by unanimous vote to fill the position as Chair of the Graduate Programs Committee for AY 2013/2014.*

ii. **Senate – Graduate Programs Committee... 2013/14 Members List**

Senate Members		
Kramer, Elizabeth (Chair)	ekramer@westga.edu	Senate – COAH (2014)
Pencoe, Nancy	npencoe@westga.edu	Senate – COSM (2014)
Thompson, Sandra	sthompso@westga.edu	Senate – RCOB (2016)
Welch, Susan	swelch@westga.edu	Senate – Nursing (2015)
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Payne, Greg	gpayne@westga.edu	Faculty – COSM (2015)
Pridmore, Jeannie	jpridmor@westga.edu	Faculty – RCOB (2015)
Ramanathan, Hema	hramanat@westga.edu	Faculty – COE (2015)
Wilson, Carol	cwilson@westga.edu	Faculty – Nursing (2014)
Administrator		
Gantner, Myrna	mgantner@westga.edu	Administrator - Academic Affairs
Student		
Vacant		
GPC Email list: ekramer@westga.edu , npencoe@westga.edu , sthompso@westga.edu , swelch@westga.edu , landerso@westga.edu , slankfor@westga.edu , kmalone@westga.edu , gpayne@westga.edu , jpridmor@westga.edu , hramanat@westga.edu , cwilson@westga.edu , mgantner@westga.edu , drice@westga.edu		

iii. 2013/2014 Meeting Schedule: *Approved*

Graduate Programs Committee Meetings... 2013/2014

GPC Meetings (Thursdays)	GPC Location/Time	Senate Agenda Deadline	Senate & Exec. Committee Meetings	Senate Meetings Location/Time	Executive Committee Location/Time
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*Note: This meeting will be confirmed based upon any open agenda items as of Wednesday, 11/20/13.					

4. New Business
None introduced

5. Adjourn

Appendix B: Handout

Consideration for Electronic Delivery of Theses & Dissertations

Current Process

Student defends thesis /dissertation-completes signature page

If COE-student submits the final approved thesis /dissertation per the guidelines found online to Deana Richards

If non COE – student submits the final approved thesis /dissertation with the same guidelines above to Annette Pritchett

Once received by either Deana or Annette the document is reviewed to ensure it meets the guidelines set forth in the formatting document above

When approved the student makes the required copies on linen paper and takes a check to the cashier's office for the number of copies required, usually 3 sometimes 4.

The 3 or 4 copies are carried to the library for binding

The binding takes 6 – 8 weeks

An optional paper application through UMI /ProQuest to request copyright / publishing is available

(Online students must mail a check and the documents. Deanna or Annette carries the check and documents to both the cashier's office and to the library)

Estimated costs for EDSI student:

- Printing Fee (done on Office Depot's self-serve copiers) \$80
- Linen Paper 2 boxes of 500 sheets \$120
- Priority Mailing to UWG \$20
- Binding fee \$68
- Estimated total: \$288

ProQuest Process

Student defends thesis /dissertation – completes signature page

Student submits to UWG /ETD Administrator site

The system alerts the designated administrator (Deana / Annette) when each student submission is complete; they review the document to ensure it meets the guidelines set by the program then approves. The student then completes the rest of the process and submits payment online. Programs can still determine how many bound copies the student needs to order. (Pricing is on the back.)

**Upload Multimedia, Copyright Filing, and Order Copies are all optional steps*





U.S. Dissertations Publishing Services – 2012/2013 Fee Schedule

Publishing Services		
Submission Method	Fee	
Using ProQuest/UMI ETD Administrator (Doctoral Dissertation or Master's Thesis)	No fee	
FTP delivery and/or CD/DVD (Doctoral Dissertation or Master's Thesis)	\$25	
Paper Delivery (Doctoral Dissertation)	\$65	
Paper Delivery (Master's Thesis)	\$55	
Open Access Publishing PLUS (in addition to above fees; regardless of submission method)	\$95	
Copyright Service		
Dissertation or Thesis	Fee	
	\$55	
Copies for School at Time of Publication		
Microfiche: Silver halide, 105mm, 98-page format (archival grade)	Fee	
Microfilm: Silver halide, 35mm, (archival grade)	\$21	
Softbound Cover: Light blue soft cover printed double-sided with heavy-weight end-sheets; Label in black on front cover (Label includes: Document title, author name, degree date). Interior is printed on acid-free archival quality paper, 20 lb. weight, and manufactured for long-term use. Available in two sizes; 6 in. x 9 in. or 8.5 in. x 11 in.	Size	Fee
	6 in x 9 in	\$28
	8.5 in x 11 in	\$31
Library Hardbound Cover: 8.5 in x 11 in.: Black hardcover printed double-sided; label in gold-embossed lettering on spine only (label includes: author last name, document title) Interior is printed on acid-free archival quality paper, 20 lb. weight paper. 6 in. x 9 in.: Blue hardcover printed double-sided; label in white-embossed lettering on spine only. All else is the same as the black hardcover version.	Size	Fee
	6 in x 9 in	\$36
	8.5 in x 11 in	\$43
Unbound: Acid-free archival quality paper, single-sided, and shrink-wrapped in plastic.	Fee	
	\$28	
Corrections to a completed publication		
Known as "Vault Correction"- Charge to republish work	Fee	
	\$47	
Binding Fee		
For original paper dissertations or master's theses sent by an institution	Fee	
	\$21	
Electronic Original Bind		
BIND: this format is available only when an original dissertation or thesis is sent in electronic format. Black cover printed single-sided; Label in gold-embossed lettering print on the spine only Label includes: Author first initial, Last name, Degree (i.e. PhD) and degree year. Interior is printed on acid-free archival quality paper, 20 lb. weight. Available in one size, 8.5 in. x 11 in.	Fee	
	\$25	

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