

Graduate Programs Committee – Meeting Minutes

Meeting Date: October 26, 2023 (11:00 am)

Attendance: Georgia Evans (Chair), Kim Huett, Kyle Lorenzano, Scott Gordon, Matt Varga, Sophia Robinson Harris, Teresa Ock, Sarah Williamson, Agnieszka Chwialkowski, Patrick Hadley, Jessica Coleman, Nicole Williamson, Shelley Rogers substituting for Charlie Sicignano, Emily Hall substituting for Donna Haley

Guests:

Andrew Edelman, Collin Brooks, Brent Heidorn, Ashlee Davis, Emily McKendry – Smith, Brent Gilles

I. Call to Order: (11:05): Due to technical issues the meeting was delayed in start time.

A. Welcome: Georgia thanked those attending for being present and patient with the technical issues she was having in getting online.

B. Checking attendance: Georgia asked those present to introduce themselves in order to assist with roll call.

II. Approval of [September 28, 2023 Minutes](#) – Approved, Unanimous

III. Charge to Committee Per UWG President (Matt Varga)

A. Subcommittee Request – Mentorship & Graduate Programs

Requesting 3-4 people who are willing to draft proposal to submit to the president.

President Kelly read article on mentorship in *Inside Higher Ed*.

<https://www.insidehighered.com/news/student-success/life-after-college/2023/07/07/report-improving-equity-graduate-education>

Wants to enact at UWG. Explore the possibilities of mentorship for graduate students. Timetable for completion unclear. Matt Varga will take the lead on the committee to ease the burden on faculty.

Volunteers for the subcommittee include Jessica Coleman, Kim Huett, Jairus-Joaquin Matthews, Georgia Evans, Andrew Edelman

IV. Program and Course Proposals

A. College of Arts, Culture, and Scientific Inquiry (CACSI)

1. Department of Anthropology, Psychology, and Sociology

a) Sociology MA

Request: Modify Program Modality

Rationale: This change will broaden our appeal to students who cannot regularly commute to Carrollton and expands our recruitment pool to many more prospective students. After making this change, we will be the only Sociology MA in Georgia to offer synchronously online courses. We will be uniquely positioned to offer students both the convenience of online classes along with high-quality teaching and mentoring.

Presented by: Emily McKendry-Smith

Discussion: No Discussion

Decision: Approved, Unanimous

B. College of Education (COE)

1. Department of Sports Management, Wellness, and Physical Education

a) *Integrated Health and Wellness, M.S.*

Request: Remove Letter of Recommendation for Program Admission

Rationale: We would like to remove the reference letter requirement for program admission primarily because it has been a barrier to application for many students. Additionally, because students typically seek references from individuals who would speak favorably, the letters don't provide much useful information in the decision-making process.

Presented by: Ashlee Davis

Discussion: MV: Need to consider Letters of Recommendation in new ways, given widespread use of AI.

Decision: Approved, Unanimous

2. Department of Sports Management, Wellness, and Physical Education

a) *Health, Phy. Educ., Wellness, and Sport Ed.S*

Request: New Program Request

Rationale: The proposed Ed.S. program in Health, Physical Education, Wellness, and Sport aligns well with UWG's mission and strategic priorities of relevance, competitiveness, and placemaking. By meeting unmet demand for advanced degrees among K-12 health and physical education professionals statewide, providing specialized wellness content in an accessible online format, leveraging UWG's reputation in the field, and cultivating connections with school districts, the program makes UWG more relevant, competitive, and rooted in its sense of place in serving Georgia educators. The program fits nicely within the strategic aims to be responsive to student and market needs, differentiate the university, and foster an inclusive environment.

Presented by: Brent Heidorn

Discussion: Inquiry about comparative programs at Valdosta and Jacksonville State, AL.

Decision: Approved, Unanimous

3. Department of Sports Management, Wellness, and Physical Education

a) *PHED 8600 The Development & Advancements of Phy. Educ. & Sport*

Request: New Course Request

Rationale: This is a required course for the Specialist degree program in Health, Physical Education, Wellness, and Sport.

PHED 8600, 8610, 8620, 8630, 8640, 8650 - Presented as a block by : Brent Heidorn

Discussion: No discussion.

Decision: Approved, Unanimous

3. Department of Sports Management, Wellness, and Physical Education

a) [PHED 8610 Current Issues in Health & Wellness](#)

Request: New Course Request

Rationale: This is a required course for the Specialist degree program in Health, Physical Education, Wellness, and Sport.

4. Department of Sports Management, Wellness, and Physical Education

a) [PHED 8620 Practitioner Research in Health, Physical Education, Wellness, & Sport](#)

Request: New Course Request

Rationale: This is a required course for the Specialist degree program in Health, Physical Education, Wellness, and Sport.

5. Department of Sports Management, Wellness, and Physical Education

a) [PHED 8630 Leadership, Supervision, & Program Evaluation in Health, Phy. Educ., Wellness, & Sport](#)

Request: New Course Request

Rationale: This is a required course for the Specialist degree program in Health, Physical Education, Wellness, and Sport.

6. Department of Sports Management, Wellness, and Physical Education

a) [PHED 8640 Incorporating Students w/Disabilities in Health, Phy. Educ., Wellness, & Sport](#)

Request: New Course Request

Rationale: This is a required course for the Specialist degree program in Health, Physical Education, Wellness, and Sport.

7. Department of Sports Management, Wellness, and Physical Education

a) [PHED 8650 Advanced Theory & Application in Coaching Education](#)

Request: New Course Request

Rationale: This is a required course for the Specialist degree program in Health, Physical Education, Wellness, and Sport.

8. Department of Early Childhood through Secondary Education and Reading

a) [Secondary Education MAT, Concentrations in Secondary Education: Biology, Broad Field Science, Chemistry, Economics, English, History, Mathematics, Physics, and Political Science.](#)

Request: Modify Course Modality to Fully Online

Rationale: 1. SEED 7291 is being increased to 3 credits from 2 and SEED 7291L is being dropped from the program sheet. SEED 7291 and 7291L used to be offered in the spring and 7291L was the field experience course attached to it. We are now teaching 7291 in the summer and because school is in session we cannot pair the courses together anymore. The class has had an increase in workload overtime and is a 3 credit workload. The field experience covered by SEED 7291L will now be covered in the fall

by SEED 6260.

2. We are eliminating the 0 credit SEED 6200, which was the comprehensive exam. Students have historically needed to come to campus to take this exam, but we are moving the program to fully online so we no longer need this course. We will still provide students a comprehensive exam, but it will now be completed as part of SEED 7289.

3. We have moved the program to fully online so the program description has had a minor edit to reflect the change from "mostly online" to "fully online." The program only had 2 classes that required a campus presence so it is not a large change to transition to fully online.

4. The business education concentration is being removed. This concentration has had less than 7 students enrolled over the last 3 years and we do not have a business educator on staff to provide the required content courses. We cannot successfully hire an adjunct because we cannot pay them for a full course load at such low enrollment.

5. Removed an advising note on the program sheet about History students needing to take a Georgia History class. This is no longer a Georgia PSC requirement so the note has been removed.

Presented by: Matt Gilles

Discussion: No discussion

Decision: Approved, Unanimous

9. Department of Early Childhood through Secondary Education and Reading

a) *Secondary Education Ed.S., Concentrations in Secondary Education: Biology, Broad Field Science, Chemistry, Economics, English, History, Mathematics, Physics, and Political Science*

Request: Combine Courses

Rationale 1. In order to streamline the program and to remove a financial aid barrier for students we are combining the 1 credit SEED 8202 course with the 2 credit SEED 8200 course to make one 3 credit SEED 8200 course.

2. We are also removing the Business Education concentration because they have low enrollment and we do not have business education faculty on staff in this concentration to support these students through their culminating project.

Presented by: Matt Gilles

Discussion: No discussion

Decision: Approved, Unanimous

10. Department of Early Childhood through Secondary Education and Reading

a) *SEED 8200: Culminating Project SEED Ed.S.*

Request: Combine Courses

Rationale We are combining 2 classes (SEED 8200 and SEED 8202) that totaled 3 credits. Instead of doing the final program project in a 2 credit and 1 credit course students will complete the project in one 3 credit course. The objectives for both courses have been combined. This will better streamline the end of the program for

students and will also solve a financial aid issue that occurs on occasion because of separate 2 credits and 1 credit courses.

Presented by: Matt Gilles

Discussion: No discussion

Decision: Approved, Unanimous

11. Department of Early Childhood through Secondary Education and Reading

a) SEED 7291 – Classroom Instruction and Management

Request: Modify course hour credit

Rationale The course was previously taught in the spring or fall semester and had a 1 credit lab class attached to it for field experience. However, because the course is now in the summer it no longer needs a 1 credit lab as an addition because there are no field placements in the summer. The course itself has morphed into a course that has 3 credits worth of work and should reflect the increased workload.

Presented by: Matt Gilles

Discussion: No discussion

Decision: Approved, Unanimous

12. Department of Counseling, Higher Education, & Speech Lang. Pathology

a) CEPD 8153: Advanced Therapy Topics in Counseling

Request: Modify plan of study

Rationale In review of program evaluation data, the faculty will be submitting a proposal to slightly revise the plan of study for the Ed.S. in Professional Counseling. This course will be added to the plan of study to replace CEPD 8184, Quantitative Analysis. The proposed course, CEPD 8153, is intended to serve as a special topics course, for which the focus can change in response to trends in the field of Professional Counseling. As such, the course description and SLOs are written in a general way to enable the program to modify the focus of the course in response to new and emerging trends/issues in the field.

Presented by: Georgia Evans

Discussion: No discussion.

Decision: Approved, Unanimous

C. College of Arts, Culture, and Scientific Inquiry (CACSI)

1. Department of Natural Sciences

a) BIOL 6999 Thesis

Request: Modify Credit Hours, Catalog Description, Grading Structure, Repeat for Credit, Prerequisites, and Credit toward Graduation

Rationale The program approved a change last year, reducing the required thesis credits from 3 to 1 credit. As such, this course needs to be changed from variable credit to 1 credit. Other requested changes address missing information in the course catalog, including the course description, grading structure, and allowance of only 1-course credit toward graduation. Students should only register for a thesis in the semester of

planned defense, so instructor approval from their thesis advisor has been added as a prerequisite.

Proposals #1 – 27 from the Department of Natural Sciences - Presented as a block by:
Andrew Edelman

Discussion: Clarification of hours shift and effects on number of hours required for degree completion. Students were already taking 4 hours (with lab requirement), but only getting credit for 3. This is giving students credit for hours actually enrolled.

Decision: Voted on via chat, Approved, Unanimous

2. Department of Natural Sciences

a) *BIOL 6995 Comprehensive Exam*

Request: Modify Credit Hours, Frequent of Course Offering, Repeat for Credit, Grading Structure, Prerequisite

Rationale The graduate program changed the required credit for the comprehensive exam from 2 to 1 credits last year. This change in the course brings it into alignment with the program. Other changes are included to assign the grading structure and frequency of the course offering, which were missing. An addition of the prerequisite for instructor approval is being added to the course. The exam can only be registered for if a graduate advisor supervises the course. Currently, this prerequisite was implied but not officially listed.

3. Department of Natural Sciences

a) *BIOL 6986 Graduate Biological Internship*

Request: Modify Credit Hours

Rationale Currently, we do not have a way to allow for course credit for graduate students who are doing internships and volunteering. We want to encourage graduate students (Particularly nonthesis students) to engage in these opportunities that could further their career outcomes. This includes shadowing doctors and veterinarians, volunteering at a nonprofit, and other opportunities. This course also provides another option for 6000-level course credits. Graduate students need 15 total 6000-level credits. The Biology graduate curriculum committee and the biology graduate faculty voted to add this course to the curriculum.

4. Department of Natural Sciences

a) *BIOL 6526 Vertebrae Histology*

Request: Modify Credit Hours, Course title, Pre-requisites, Repeat for Credit

Rationale The course includes a 3-hour lab and 3 hours of lecture each week. As such, the lab hours are being shifted from 0 to 3, and credit hours are being shifted from 3 to 4 credit hours to reflect the lab time and workload. Students should only be allowed to take the course once for credit. No prerequisites are required for graduate student enrollment. A slight title change is being made to indicate that the focus of the class is on vertebrates.

5. Department of Natural Sciences

a) [BIOL 6513 Human Physiology](#)

Request: Modify Credit Hours, Repeat for Credit

Rationale The course includes a 3-hour lab and 3 hours of lecture each week. As such, the lab hours are being shifted from 0 to 3, and credit hours are being shifted from 3 to 4 credit hours to reflect the lab time and workload. Students should only be allowed to take the course once for credit towards graduation.

6. Department of Natural Sciences

a) [BIOL 5713 Parasitology](#)

Request: Modify Credit Hours, Prerequisites, Repeat for Credit

Rationale The course includes a 3-hour lab and 3 hours of lecture each week. As such, the credit hours are being shifted from 3 to 4 credit hours to reflect the lab time and workload. In addition, the course accidentally had undergraduate prerequisites, which should not be included on most graduate courses. We are removing the following prerequisites: BIOL 1107 or BIOL 2107 (Principles of Biology I) with a minimum grade of C; BIOL 1108 or BIOL 2108 (Principles of Biology II with a minimum grade of C; and either BIOL 3310 (Microbiology) or BIOL 3526 (Histology). Students should only be allowed to take the course once for credit.

7. Department of Natural Sciences

a) [BIOL 5733 Animal Nutrition](#)

Request: Make a graduate level course

Rationale Currently offered at the undergraduate level. The class has been offered several times successfully as a BIOL 6985 Special Topics. It is a required course for many veterinary programs. Having the course listed at the graduate level will help attract students who are enrolling in the nonthesis program to improve their knowledge and academic standing in preparation for applying to veterinary school. The class has been offered several times successfully as a BIOL 6985 Special Topics during the maymester. This course adds depth to our summer offerings and is linked to a relevant topic that interests students. The Biology graduate curriculum committee and the biology graduate faculty voted to add this course to the curriculum. This course is cross-leveled with BIOL 4733 and contains additional rigor/assignments for the graduate BIOL 5733 course.

8. Department of Natural Sciences

a) [BIOL 5730 Emerging Pathogens](#)

Request: Modify credit hours, Repeat for Credit

Rationale The course includes 4 hours of lecture each week. As such, credit hours are being shifted from 3 to 4 credit hours to reflect the workload. Students should only be allowed to take the course once for credit towards graduation.

9. Department of Natural Sciences

a) [BIOL 5729 Medical Virology](#)

Request: Modify credit hours, Repeat for Credit

Rationale The course includes a 3-hour lab and 3 hours of lecture each week. As such, the lab hours are being shifted from 0 to 3, and credit hours are being shifted from 3 to 4 credit hours to reflect the lab time and workload. Students should only be allowed to take the course once for credit.

10. Department of Natural Sciences

a) [BIOL 5728 Bacterial Pathogenesis](#)

Request: Modify credit hours, Repeat for Credit

Rationale The course includes a 3-hour lab and 3 hours of lecture each week. As such, the lab hours are being shifted from 0 to 3, and credit hours are being shifted from 3 to 4 credit hours to reflect the lab time and workload. Students should only be allowed to take the course once for credit.

11. Department of Natural Sciences

a) [BIOL 5727 Essentials of Immunology](#)

Request: Modify credit hours, Repeat for Credit

Rationale The course includes a 3-hour lab and 3 hours of lecture each week. As such, the lab hours are being shifted from 0 to 3, and credit hours are being shifted from 3 to 4 credit hours to reflect the lab time and workload. Students should only be allowed to take the course once for credit.

12. Department of Natural Sciences

a) [BIOL 5631 Genetics & Medical Genetics](#)

Request: Modify credit hours, Catalog description, Course title, Repeat for Credit

Rationale The course includes 4 hours of lecture each week. As such, the lecture hours are being shifted from 3 to 4, and credit hours are being shifted from 3 to 4 credit hours to reflect the workload. Students should only be allowed to take the course once for credit. The course title and description are being minorly updated to reflect what is currently taught in the course.

13. Department of Natural Sciences

a) [BIOL 5541 Plant Physiology](#)

Request: Modify credit hours, Repeat for Credit

Rationale The course includes a 3-hour lab and 3 hours of lecture each week. As such, the lab hours are being shifted from 0 to 3, and credit hours are being shifted from 3 to 4 credit hours to reflect the lab time and workload. Students should only be allowed to take the course once for credit.

14. Department of Natural Sciences

a) [BIOL 5450 Terrestrial Ecology](#)

Request: Modify credit hours, Repeat for Credit

Rationale The course includes a 3-hour lab and 3 hours of lecture each week. As such, the lab hours are being shifted from 0 to 3, and credit hours are being shifted from 3 to

4 credit hours to reflect the lab time and workload. Students should only be allowed to take the course once for credit.

15. Department of Natural Sciences

[a\) BIOL 5445 Marine Biology](#)

Request: Modify credit hours, Repeat for Credit

Rationale The course includes 4 hours of lecture each week. As such, credit hours are being shifted from 3 to 4 credit hours to reflect the workload. Students should only be allowed to take the course once for credit.

16. Department of Natural Sciences

[a\) BIOL 5441 Animal Behavior](#)

Request: Modify credit hours, Repeat for Credit

Rationale The course includes 4 hours of lecture each week. As such, credit hours are being shifted from 3 to 4 credit hours to reflect the workload. Students should only be allowed to take the course once for credit.

17. Department of Natural Sciences

[a\) BIOL 5440 Aquatic Ecology](#)

Request: Modify credit hours, Repeat for Credit

Rationale The course includes a 3-hour lab and 3 hours of lecture each week. As such, the lab hours are being shifted from 0 to 3, and credit hours are being shifted from 3 to 4 credit hours to reflect the lab time and workload. Students should only be allowed to take the course once for credit.

18. Department of Natural Sciences

[a\) BIOL 5427 Conservative Biology](#)

Request: Modify credit hours, Catalog description, Repeat for Credit

Rationale The course includes a 3-hour lab and 3 hours of lecture each week. As such, credit hours are being shifted from 3 to 4 credit hours to reflect the lab time and workload. Students should only be allowed to take the course once for credit. Two minor grammatical changes are needed in the course description.

19. Department of Natural Sciences

[a\) BIOL 5425 Fire Ecology](#)

Request: Modify credit hours, Prerequisites, Repeat for Credit

Rationale The course includes 3 hours of lecture and 3 hours of lab each week. As such, the credit hours are being shifted from 3 to 4 credit hours to reflect the workload. In addition, the instructor approval prerequisite is being removed at the request of the instructor. Students should only be allowed to take the course once for credit.

20. Department of Natural Sciences

[a\) BIOL 5424 Wildlife Habitat Ecology](#)

Request: Modify credit hours, Prerequisites, Repeat for Credit

Rationale The course includes a 3-hour lab and 3 hours of lecture each week. As such, the credit hours are being shifted from 3 to 4 credit hours to reflect the lab time and workload. In addition, the course accidentally had BIOL 2108 and 2108L prerequisites, which should not be included on graduate courses. Students should only be allowed to take the course once for credit.

21. Department of Natural Sciences

a) [BIOL 5321 Applied & Environmental Microbiology](#)

Request: Modify credit hours, Repeat for Credit

Rationale The course includes a 3-hour lab and 3 hours of lecture each week. As such, the lab hours are being shifted from 0 to 3, and credit hours are being shifted from 3 to 4 credit hours to reflect the lab time and workload. Students should only be allowed to take the course once for credit.

22. Department of Natural Sciences

a) [BIOL 5315 Bacterial Genetics](#)

Request: Modify credit hours, Repeat for Credit

Rationale The course includes a 3-hour lab and 3 hours of lecture each week. As such, credit hours are being shifted from 3 to 4 credit hours to reflect the lab time and workload. Students should only be allowed to take the course once for credit.

23. Department of Natural Sciences

a) [BIOL 5266 Molecular Ecology](#)

Request: Modify credit hours, Prerequisites, Repeat for Credit

Rationale The course includes 4 hours of lecture each week. As such, the credit hours are being shifted from 3 to 4 credit hours to reflect the workload. In addition, the course accidentally had a BIOL 2108 prerequisite, which should not be included on graduate courses. Students should only be allowed to take the course once for credit.

24. Department of Natural Sciences

a) [BIOL 5245 Ichthyology](#)

Request: Modify credit hours, Repeat for Credit

Rationale The course includes a 3-hour lab and 3 hours of lecture each week. As such, the lab hours are being shifted from 0 to 3, and credit hours are being shifted from 3 to 4 credit hours to reflect the lab time and workload. Students should only be allowed to take the course once for credit.

25. Department of Natural Sciences

a) [BIOL 5242 Invertebrate Zoology](#)

Request: Modify credit hours, Repeat for Credit

Rationale The course includes a 3-hour lab and 3 hours of lecture each week. As such, the lab hours are being shifted from 1 to 3, and credit hours are being shifted from 3 to

4 credit hours to reflect the lab time and workload. Students should only be allowed to take the course once for credit.

26. Department of Natural Sciences

a) BIOL 5241 Entomology

Request: Modify credit hours, Repeat for Credit

Rationale The course includes a 3-hour lab and 3 hours of lecture each week. As such, the lab hours are being shifted from 0 to 3, and credit hours are being shifted from 3 to 4 credit hours to reflect the lab time and workload. Students should only be allowed to take the course once for credit

27. Department of Natural Sciences

a) BIOL 5130 Climate Change Biology

Request: Add Course

Rationale The class has been offered several times successfully as a BIOL 6985 Special Topics during the maymester. This course adds depth to our summer offerings and is linked to a relevant topic that interests students. The Biology graduate curriculum committee and the biology graduate faculty voted to add this course to the curriculum. This course is cross-leveled with BIOL 4130 and contains additional rigor/assignments for the graduate BIOL 5130 course.

Information Items:

1. FGC:

a. Professional Counseling M. Ed. – Program Modification; Add 2 Pre-Approved Elective Courses: p.27

(1) CEPD 7160: Gender & Sexuality

(2) CEPD 7163: Trauma Counseling

Presented by: Georgia Evans

Discussion: Offered online or hybrid? Unsure. Georgia will verify with FGC.

MV: Remove from 7163 from agenda, since it is not in curriculog.

Decision: 7163 will be removed from agenda. Georgia will follow up with FGC. **Voted on via chat** Approved.

Clarification: After checking with Lama Farran, FGC chair, 7163 had been approved previously. There is no need for further approval

VI. New Business

A. Policy Recommendation: Degree Completion – Request for Feedback

Presented by: Matt Varga

Discussion Ensued.

Policy Recommendation (Stand-alone)

Decision: Voted on via chat, Approved, Unanimous

Policy Recommendation (Specialist and Doctoral Course Numbers)

Decision: Voted on via chat Approved, Unanimous

Policy Recommendation (50% completion, Elective options, and Degree timeline)

Decision: Voted on via chat, Approved with friendly amendment, 8

VII. Old Business

A. Chair-Elect Selection (Chair for 2024-25 Academic Year)

Reach out to Georgia if you are interested in serving.

B. Next Meeting – November 16, 2023 (11:00 a.m.)

V. Adjourn (Time): 12:33p

Minutes recorded by Jennifer Beggs Weber