

**Graduate Programs Committee (GPC)**  
**Minutes--Approved, February 17, 2016**  
**Friday, January 22, 2016, 10:00 AM, SON Room #200**

**GPC Members present:** Christy Berding, Dawn McCord (Chair), Denise Overfield, Jeannie Pridmore, Anja Remshagen, Jessica Renard, Shea Rose, Susan Webb, Toby Ziglar

**GPC Members absent:**, Frances Chumney, Lama Farran, Shirley Lankford, Ann McCleary, Matt Varga

**Guests:** Amber Smallwood (COSS Dean's Office), Katy Green (COE--Special Education/LAT)

**1. Minutes: November 20, 2015**

Any Changes, Additions, Modifications

Action: Approved with correction to Old Business item wording and clarification that the item was not an action item.

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

**A. College of Social Sciences**

**1. Course Proposals:**

**a. Political Science**

1. Course: POLS 5216 Gun Policy (Originator Fleming, Anthony). Gun control policy is one of the most contentious policy issues in not just the United States, but in other advanced democracies of the world. This class is designed to analyze and assess why gun control policy exists in its current state. The course will explore a variety of arguments for the current state of gun control policy. By the end of the semester students should be able to analyze and evaluate how culture, agenda setting and formulation, institutions and policy making, interest groups, the media, parties, elections, public opinion, and other factors shape gun control policy in the United States. (See <https://apps.westga.edu/catalog/>)  
 Request: Add

Rationale: Gun policy serves as an excellent case study on public policy and will fit in nicely as an elective in the MPA program.

Action: Returned to originator for revision

Comments: Concerns were addressed about the syllabus as it reports: 1) an undergraduate-level course number, 2) the title of the course is not correct, and, 3) it does not include the required UWG Common Syllabi Language link. A friendly suggestion was made to indicate the name of the university, faculty's department and college.

2. Course: POLS 5217 Grant Writing for Nonprofit Organizations (Originator Lee, Sooho; Amber Smallwood representing). This course helps to develop the skills necessary for students to have the knowledge to be able to develop a solid funding grant proposal. This course is ideal for students who are working for nonprofit and government agencies and are seeking to develop the skills needed to become an effective grant writer. Additionally this course is ideal for students who work with and/or supervise grant based programs or agencies and who wish to acquire the knowledge of how the grant process works. (See <https://apps.westga.edu/catalog/>)  
Request: Add  
Rationale: Most nonprofit certificate programs offer grant writing as either a core or an elective course. We should develop this course to build a better certificate program. Also this course could provide more learning experiences to other students in social sciences.  
Action: Approved

## 2. Program Proposals:

- a. Program: Post-Baccalaureate Certificate in Nonprofit Management and Community Development (Originator Lee, Sooho; Amber Smallwood representing). (See <https://apps.westga.edu/catalog/>) The course requirements will be modified:

- i. ACCT 6264 Nonprofit Accounting is the only course in the financial management. This will be modified by providing two more courses: POLS 5217 Grant writing for nonprofit organizations and POLS 6200 Public Budgeting and Financial Management
- ii. Currently there is only an internship: SOCI 6286. POLS 6286 will be added.
- iii. The following statement will be added: "Those students who have taken POLS 4215 (management of nonprofit organizations) with a grade of C or higher at UWG can substitute POLS 5215 with other elective courses in the program."

Request: Modify

Rationale:

- i. To provide more practical options for students in the program, depending on their practical needs.
- ii. In fact, the polis ci is the home department for the certificate program and have more chances to supervise nonprofit students' internship.
- iii. POLS 4215 and POLS 5215 are a combined course and have been taught all together with some different requirements. Right now more than 20 students take POLS 4215 and some of them continue to pursue the nonprofit certificate. Thus, any student who successfully completed POLS 4215 should be given a choice to avoid the duplications.

Action: Approved

- b. Program: Masters in Public Administration--Certificate in Disaster/Emergency Management (Originator Fleming, Anthony). (See <https://apps.westga.edu/catalog/>) Add graduate certificate in Disaster/Emergency Management to the Masters of Public Administration Program.

Request: Add

Rationale: The graduate certificate for Disaster/Emergency Management is an online and face to face collaborative, cross discipline certificate between the Department of Political Science and the Department of Criminology. The certificate is designed for students whose goal is to work with local disaster management organizations to state and federal organizations GEMA, FEMA, and Homeland Security. Through the Disaster/Emergency Management Certificate, students will receive training in how to effectively create, recommend, and implement disaster/emergency management strategies.

Action: Returned to originator for revision

Comments:

1. The first sentence of the overview seems to imply the certificate is open to MPA students only.
2. Because POLS 5216 course has not yet been approved, it is recommended that they be put through together put them through together
3. It was pointed out "disaster management" is a bigger field and there are graduate courses outside COSS at UWG that should be considered for this certificate--specifically in COSM (weather, climate disasters). The request is to either discuss this certificate with others at UWG (Shea Rose in Geosciences can respond to this more specifically) or re-name the certificate to reflect it's POLS/MPA context.

## **C. Richards College of Business**

### **1. Course Proposals:**

#### **a. Management**

1. Course: CISM 5330 Enterprise Architecture (Originator Gainey, Thomas; Jeannie Pridmore presenting). Successful organizations use Enterprise Architecture (EA) as a business strategy. EA is the organizing structure for business processes and IT infrastructure. Top performing organizations know how to design their business processes and IT infrastructure for success of their current operations, and the most

successful companies know how to expand their EA to enable innovation and to seize a competitive advantage for the future. This course will introduce students to how EA is used as a business strategy and a business enabler. A final research project will include design thinking methods and the use of SAP enterprise systems design tools to extend an organization's EA.

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

Request: Add

Rationale: This is one of three courses that will be required for an MBA concentration in "Business Intelligence and Cyber Security". Same as CISM 4330, but with different requirements for MBA students.

Action: Approved

Comments: Originator will asked to edit the wording, "additional requirements to read "different requirements."

2. Course: CISM 5355 Cyber Security  
(Originator Gainey, Thomas; Jeannie Pridmore presenting). Business and government are facing a rapidly expanding need for information security managers. This course surveys information security program design, networking and application security, the implementation of information security safeguards and information security auditing, disaster recovery, policy development, identity management, and effective threat assessment.

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

Request: Add

Rationale: This is one of three courses that will be required for an MBA concentration in "Business Intelligence and Cyber Security". Same as CISM 4355, but with different requirements for MBA students.

Action: Approved

Comments: Originator will asked to edit the wording, "additional requirements to read "different

requirements.” Syllabus should preface the Common Language URL with wording that reflects the content of the linked document rather than “Rights and Responsibilities.”

3. Course: CISM 5390 Business Intelligence and Data Mining (Originator Gainey, Thomas; Jeannie Pridmore presenting). This course will teach the fundamental concepts of business intelligence and several data mining software tools (SAS Enterprise Miner and SAS Visual Analytics) that enable organizations to strive for business intelligence. The course will be hands-on and the emphasis will be placed on learning how to derive business value from large amounts of data using data mining tools. Students also explore issues and trends in data mining and visualization.

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

Request: Add

Rationale: This is one of three courses that will be required for an MBA concentration in "Business Intelligence and Cyber Security". Same as CISM 4390, but with different requirements for MBA students.

Action: Approved

Comments: Originator will asked to edit the wording, “additional requirements to read “different requirements.” Syllabus should preface the Common Language URL with wording that reflects the content of the linked document rather than “Rights and Responsibilities.”

#### **b. Marketing and Real Estate**

1. Course: MKTG 5818 Marketing Metrics (Originator Talpade, Salil M.). Going beyond the technical aspects of web development, students will learn concepts related to planning, developing, managing, and implementing business web sites by studying Web usability, multimedia, and Web 2.0 applications.

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

Request: Add

Rationale: This is a new course being offered as an elective in the MBA program. It addresses the growing need for students to be familiar with web design and strategies for business.

Action: Approved

Comments: Originator will asked to edit the wording, “additional requirements to read “different requirements.” Syllabus should preface the Common Language URL with wording that reflects the content of the linked document rather than “Rights and Responsibilities.” Some of the links in the syllabus are not active.

## Information items

### A. College of Social Sciences

- i. Program: Master of Arts with a Major in Gerontology (Department--None, submitted by the COSS Dean’s Office; Originator Smallwood, Amber). (See <https://apps.westga.edu/catalog/>)  
Request: Terminate  
Rationale: The MA in Gerontology was deactivated years ago and now needs to be terminated. No students are enrolled or active in the program.

### B. College of Education

- i. Program: Master of Arts (MAT: Special Education) (Department--Learning and Teaching; Originator Bucholz, Jessica; Katy Green representing). (See <https://apps.westga.edu/catalog/>) Addition of a zero credit course to the program sheet to allow students to register for the comprehensive exam that they must take at the end of their program.  
Request: Modify  
Rationale: This zero credit course will allow students to know when they must take their comprehensive exam. It

will allow the special education faculty members to know how many students each semester need to complete this exam. Currently, students are required to email to register for this exam, which has not been an efficient process.

- ii. Program: Specialist in Education with a Major in Special Education (Department--Learning and Teaching; Originator Bucholz, Jessica). (See <https://apps.westga.edu/catalog/>) Addition of a zero credit course to the program sheet to allow students to register for the comprehensive exam that they must take at the end of their program. Currently, students are required to email to register for this exam, which has not been an efficient process. Program is also changing one aspect of the admission criteria from an interview to a 300 word statement of purpose. Finally, the program is moving to over 95% online.

Request: Modify

Rationale: Currently, students are required to email to register for this exam, which has not been an efficient process. Having students register for their comprehensive exam should make this process easier for students and faculty. The change to the statement of purpose rather than an interview is also designed to make it easier for potential students to apply to and be accepted to our program. The interview process is much more time consuming to set up, which delays notification to students of acceptance or denial. Finally, our courses are offered 100% online so we are changing the delivery to more than 95% online.

Comments: Adding a zero credit course to the program sheet to allow students to register for the comprehensive exam that they must take at the end of their program.

Currently, students are required to email to register for this exam, which has not been an efficient process.

Modification is also changing one aspect of the

admission criteria from an interview to a 300 word statement of purpose. Finally, modification is moving the program to over 95% online.

### 3. New Business

- A. Update on Definition of Assistantships--Denise Overfield
  - a. current....<http://www.westga.edu/graposting/>
  - b. possible revisions
- B. Graduate GPA for Graduation--Denise Overfield
  - a. Catalogue may not be clear on how the GPA is calculated, e.g., program courses GPA or all courses GPA

### 4. Old Business

- A. Graduate Catalogue error--This item is will be addressed at a future meeting.
  - a. Practice
    - i. On p. 56 of the graduate catalog, under Academic Dismissal, it says that if a student's application for reinstatement after a term suspension is denied by the college or school which houses the student's graduate program, the student will be academically dismissed from **the university**.
    - ii. This is not the current practice. The suspension may be dismissed from the program but not from the university.
    - iii. Students have switched to another program of study when not reinstated in the program of study from which they have been denied reinstatement.
- B. Comprehensive Program Reviews (CPR)
  - a. *Process*: All reviews should be prepared, reviewed, and receive a response within one academic year. The schedule follows:

- i. Departments will submit the review to the Dean's office no later than December 1st of the review year
  - ii. Deans will submit their review to the Provost's office no later than February 1st of the review year
  - iii. The Provost's office will coordinate the review by committees of the faculty senate (GPC and UPC), which will be complete by April 1st of the review year.
  - iv. The Response from the Provost's office will be complete and the review posted to the institution's web site no later than June 30th of the review year.
- b. *Spring 2016 CPR Assignments*. Note: With the increase in the number of programs, attempts to avoid having members review their own program, and the vacant seat, some groups may be oddly formed. That said, requests for changes in assignment are welcome.

Early Childhood Education – MED

Christy Berding

Susan Webb

Early Childhood Education – EDS

Frances Chumney

Ann McCleary

MAT (Special Education

Lama Farran

Jeannie Pridmore

Special Education and Teaching – MED

Shirley Lankford

Anja Remshagen

Special Education – EDS

Kathy Skott-Myhre

Shea Rose

Reading Instruction – MED

Ann McCleary

Matt Varga

Speech- Language Pathology – MED

Christy Berding

Susan Webb

Professional Counseling – MED

Frances Chumney

Dawn McCord

Professional Counseling – EDS

Lama Farran  
Jeannie Pridmore  
Professional Counseling and Supervision – EDD  
Shirley Lankford  
Anja Remshagen  
School Improvement – EDD  
Kathy Skott-Myhre  
Matt Varga  
Shea Rose

- c. *Files:* [CPRs Files](#)
- d. *Due Date:* March 9 (March GPC meeting); Upload Review to the [CPRs Files](#) folder adding “GPC Review” to the title

#### **4. Announcements**

- A. The deadline for the first catalogue proof is March 01, 2016. Course or program additions, deletions, or modifications approved by the Faculty Senate after this date will be entered in the catalogs as time allows based upon publishing deadlines.

#### **5. Adjournment**

Meeting adjourned at 11:35 AM.

# ADDENDUM

**A. Senate – Graduate Programs Committee... 2015-2016 Members List:**

	<b>Senate Members</b>	
McCord, Dawn (Chair	dmccord@westga.edu	Senate-COAH (2017)
Farran, Lama	lfarran@westga.edu	Senate- COE (2017)
Yang, Li (Fall 2015) Remshagen, Anja	anja@westga.edu	Senate- COSM (2017)
Varga, Matt	mvarga@westga.edu	Senate--COE (2018)
Webb, Susan	swebb@westga.edu	Senate--RCOB (2018)
	<b>Faculty Members</b>	
Kathy Skott-Myhre	kskott@westga.edu	COSS (2016)
Berding, Christy	cberding@westga.edu	SON (2016)
Lankford, Shirley	slankfor@westga.edu	Library (2016)
Rose, Shea	srose@westga.edu	COSM (2017)
Chumney, Frances	fchumney@westga.edu	COE (2017)
McCleary, Ann	amcclear@westga.edu	COAH (2017)
Pridmore, Jeannie	jpridmor@westga.edu	RCOB (2017)
	<b>Administrator</b>	
Overfield, Denise	doverfie@westga.edu	Administrator - Academic Affairs (2016)

Ziglar, Toby	tziglar@westga.edu	Administrator-Director of Graduate & International Admissions (2016)
	<b>Student</b>	
Jessica Renard	jrenard1@my.westga.edu	COE
GPC Group Email: <a href="mailto:fs-gp-list@westga.edu">fs-gp-list@westga.edu</a>		

### B. GPC Charge and Membership

*Purpose:* to recommend policy and procedures concerning graduate programs, curriculum, admissions, transfers, admission to candidacy eligibility for graduation, petitions and appeals, and graduate faculty; and to approve all additions and deletions of graduate courses and programs and reorientations of existing programs.

*Membership:* five senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the Dean of the Graduate School and one appointed by the Provost; one student, appointed by the Dean of the Graduate School. (Total: 15)

### C. GPC/Senate Agenda Meeting Schedule... 2015-2016:

Location: Tanner School of Nursing Room 200

Duration: Goal is to complete work in one hour but additional time may be needed

Schedule: Friday, Jan 22, 2016, 10:00 AM

Wednesday, Feb 17, 2016, 1:30 PM

Wednesday, Mar 9, 2016, 1:30 PM

Friday, Apr 15, 2016, 10:00 AM

Friday, Jun 17, 2016, 10:00 AM

Friday, July 15, 2016, 10:00 AM

### D. In order to review program related submissions, go to Catalog Submission System:

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

- Use Your Email login...
- Select:
  - o Programs OR Courses
  - o Pending

## E. 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)