

Graduate Programs Committee (GPC)

MINUTES

Date: Thursday, February 15, 2018
Location: Virtual Committee Meeting Using Qualtrics
Link to Meeting: https://westga.co1.qualtrics.com/jfe/form/SV_08mgk1yjsxZeju3b

Present: A. Austin; C. Berding; M. Bertau; C. Fain; J. Genz; R. Harrison; A. Khodkar; K. Skott-Myhre; S. Rogers; M. Varga; C. Vasconcellos; S.H. Webb

Absent: N/A

I. Approval of Minutes: [January 18, 2018 \(click/scroll to see minutes below\)](#)

Discussion: Changes/Modifications/Correction

Action: **Approved/Passed**

II. Course/Program Additions, Modifications, Deletions:

ACTION ITEMS:

A. College of Education

1. [Communication Sciences + Professional Counseling Department](#)

Originator: Julia Whisenhunt/Matt Varga

Program: [Master of Education with a Major in Professional Counseling – School Counseling Track \(click for program modification details\)](#)

Request: Modify Existing Program (Increase Credit Hours)

Action: **Approved/Passed**

Details:

The M.Ed. in Professional Counseling, School Counseling concentration, must transition from a 48-hour format to a 60-hour format in order to remain compliant with accreditation standards. The proposed modification will remove MEDT 6401 from the program and replace it with a counseling content course. The PSC standards previously met through MEDT 6401 will be addressed in CEPD 7121 and throughout the curriculum. The following course-level learning objective in CEPD 7121 specifically addresses technology in School Counseling: "Students will demonstrate a knowledge and understanding of the use of technology in school counseling, research, program delivery, and

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evaluation." This learning objective aligns with CACREP standards II.F.1.j. and II.F.5.e. and PSC standard 4.vii. The proposed modification will add 12 credit hours to the program. With the addition of these 12 hours and the removal of MEDT 6401, the following 15 hours will constitute new program courses: (a) CEPD 7153, Crisis Intervention, (b) CEPD 7134, Couples and Family Counseling, (c) CEPD 7155, Substance Abuse Counseling, (d) CEPD 7121, Special Topics in School Counseling, and (e) CEPD 7111, Diagnosis and Treatment of Mental and Emotional Disorders.

Rationale:

The Council for the Accreditation of Counseling and Related Educational Programs (CACREP) standard I.J. states that, "beginning July 1, 2020, all entry-level degree programs require a minimum of 60 semester credit hours or 90 quarter credit hours for all students." This standard applies specifically to all 48-hour CACREP accredited programs in the specialty area of School Counseling. The M.Ed. in Professional Counseling, School Counseling concentration, program at University of West Georgia is presently accredited by CACREP in a 48-hour format under the 2009 standards. The current program accreditation runs through October 31, 2023. However, regardless of current accreditation end dates, all CACREP accredited programs in School Counseling must transition to the 60-hour format no later than June 30, 2020. As such, the M.Ed. in Professional Counseling, School Counseling concentration, program at UWG needs to transition from a 48-hour format to a 60-hour format with full implementation no later than June 30, 2020 in order to remain compliant with current accreditation standards. The program faculty are seeking early conversion, with implementation in Spring 2019, to remain competitive with similar CACREP accredited School Counseling programs that have already transitioned to the 60-hour format and to ensure that the program is fully compliant prior to the June 30, 2020 deadline.

2. [Communication Sciences + Professional Counseling Department](#)

Originator: Julia Whisenhunt
Program: [CEPD 7121 – Special Topics in School Counseling](#)
(click for new course details)
Request: Add (New Course)
Action: **Approved/Passed**
Details:

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This course provides an introduction to various professional issues, current topics, and trends related to the profession of school counseling. Emerging issues in the field, such as those identified by CACREP and the PSC, will serve as a foundation for this course. Relevant topics may include, but are not limited to, the role of addiction in school counseling, strategies for school-based consultation and collaboration, instructional technologies relevant to school counseling, career and college readiness, differential instruction, and data-informed school counseling programming procedures.

Rationale:

The Council for the Accreditation of Counseling and Related Educational Programs (CACREP) is transitioning to a 60-credit hour School Counseling program requirement, effective June 30, 2020. As such, the M.Ed. in Professional Counseling, School Counseling concentration, program needs to transition from a 48-hour format to a 60-hour format no later than June 30, 2020. In reviewing CACREP and Professional Standards Commission (PSC) standards and comparing those standards to our existing curriculum, it is evident that the program should create a course that addresses special topics and current trends in the school counseling profession. With that in mind, the proposed course is meant to accomplish three primary goals: (1) provide a curricular vehicle through which to address trends and issues in the profession as they emerge and change; (2) enhance student understanding and ability to apply mainstream professional counseling topics (e.g., crisis and trauma, addiction, family therapy, etc.) to the school counseling environment; and (3) foster student comprehension and skill related to the role of technology in school counseling. This course will be a new academic requirement for students who enroll in the 60-hour School Counseling concentration, which the program faculty will imminently submit for approval.

INFORMATION ITEMS:

A. Division for Academic Affairs

1. Graduate School

Originator:	Denise Overfield
Policy:	GRE Score Policy (Click for Policy Information)
Request:	Add (Catalog Description)
Details:	Approved/Passed

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The only official reports of Graduate Record Examination (GRE) scores are those issued by ETS and sent directly to the University of West Georgia using our school code: 5900. Scores obtained from other sources or sent in other formats will not be accepted. Scores must be current, taken within 5 years of the application deadline date for the specific program of study. Academic programs may offer an exemption or waiver for the GRE under specific circumstances that must be outlined in the graduate catalog. Please consult the program of study's admission criteria for more information. Once received, the University of West Georgia will not issue or release GRE scores to students, applicants, or other institutions in any format.

2. Graduate School

Originator: Denise Overfield
Policy: *Admission as a UWG Undergraduate-Graduating Senior (Click for Policy Information)*

Request: Modify (Catalog Description)

Action: **Approved/Passed**

Details:

Admission as a UWG Undergraduate-Graduating Senior: A UWG undergraduate senior within 8 hours (instead of 6) of completing requirements for a bachelor's degree may be permitted to enroll in courses for master's degree (from graduate) credit provided that (remove he or she meets) the following conditions are met:

1. The UWG student must obtain the permission of the Department Chair and Graduate Program Director that schedule and/or provide advising for the master's degree graduate course/s. Permission must also be given by the Dean of the college or school of the undergraduate major.
2. The UWG student is qualified for admission to master's degree graduate study except for the award of the undergraduate degree.
3. The UWG student registers for no more than twelve (12) (from 9 hours) semester credit hours. For example, a student who needs eight (8) hours (from 6) to complete the baccalaureate degree could register for those eight (8) (from 6) undergraduate hours plus an additional four (4) hours (from 3) of master's degree (was graduate) credit. The graduate credit would apply to a master's (was graduate) degree, essentially accelerating the student's completion of a master's degree after

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admission to a UWG master's program. Under no circumstances may a course be used for both graduate and undergraduate credit.

B. College of Social Sciences

1. [Political Science Department](#) (Click for CSS Submission)

Originator: Sooho Lee

Program: [Master of Public Administration](#) (Click for Program Information)

Request: Modify Existing Program (Admission Requirements)

Action: **Approved/Passed**

Details:

The MPA program requests the following changes in the MPA admission policy:

1. GPA

- Current: GPA of at least 2.5
- New: A minimum 2.5 cumulative grade average (GPA) equivalent on a 4.0 scale

2. GRE Requirement

- Current: Official GRE total score of 291 (combining verbal and quantitative)
- New: A minimum total score of 291 (combining Verbal and Quantitative) on the Graduate Record Examination (GRE). However, the following are eligible for a GRE Waiver:

- Applicant with an earned graduate degree from an accredited institution
- Applicant with an earned undergraduate degree with an overall GPA of 3.0 or higher from an accredited institution
- Applicant with an earned undergraduate degree with an overall GPA of 2.75 from an accredited institution and at least 3 years professional, full-time, public sector or nonprofit career experience
- Applicant with a public or nonprofit work experience of at least 7 or more years in a full-time, relevant supervisory position

3. Letters of Recommendation

- Current: 3 letters of recommendation
- New: Two letters of recommendation from former professors or from job supervisors.

4. Personal Statement

- Current: not required

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- New: A personal statement of about 1,000 words that describes the applicant's work experience, professional goals, the reasons they have chosen this program, why they want to attend UWG, and how the MPA program will help the applicant achieve the goals.

5. Resume

- Current: Not required
- New: A current resume

6. Transfer credit

- Current: 6 credit hours
- New: Applicants may transfer up to 6 semester hours of graduate work from other accredited institutions. To be transferred, course work from other institutions must correspond to UWG's MPA curriculum. Applicants should provide syllabi and detailed course descriptions and the amount of credit granted will be determined by the program director. Such transferred course work may be no more than five years old.

Rationale:

The detailed rationale and background are explained in the attached file.

1. **GPA:** The new change provides a better clarification.
2. **GRE:** The Program requires GRE for all applicants, while many other accredited institutions, especially the institutions (Kennesaw State, Georgia State, and Georgia College & State) near our campus, have a waiver policy for this requirement (see IV. Appendix: Admission Policy Comparison). The waiver policies ease the burden of preparing the admission requirements for applicants and expedite the overall admission process. In particular, in-service professionals in public & nonprofit organizations and students who have a high GPA often inquire of a GRE waiver. With a waiver policy, the program will be more competitive. This new waiver policy will reduce some burden for future applicants and improve application rate, particularly good for aspiring in-service applicants who decide to apply close-to-deadline and cannot get a GRE take in time. The change will be beneficial for a competitive edge. In addition, recent studies do not find that GRE has criterion validity in estimating students' academic performance in MPA programs

3. **Letters of Recommendation:** Two recommendation letters will reduce the burden for applicants to prepare their admission

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documents. Kennesaw State, require only two. Recommendation letters also have weak validity in the estimation of student performance.

4. Personal Statement: Currently the Program does not require any personal statement or essay for the admission. An essay or personal statement about professional plan and goal is necessary for better mentoring students through their coursework. One of the new policies that the MPA program has launched is Student Learning Portfolio in which identifying students' career plan and goal in the early stage of their study is extremely important. With a reduction of the recommendation letters, the Program can better accommodate their needs by adding this goal statement essay. By doing this, the Program can better guide/accommodate their needs and goals while they are pursuing the degree. This is a necessary part of Student Learning Portfolio. In addition, it will give the Program an idea of their writing skill.

5. Resume: Currently a current resume is not required. However, it is necessary to see applicants' entire track of experiences, achievements, and potentials, for accurate admission evaluation and advisement after their admissions.

6. Transfer Credit Limit: The Program allows a maximum of 6 credit hours for applicants to transfer their earned credits from other institutions. To be transferred, course work from other institutions must correspond to UWG's MPA curriculum. This policy also prevents some applicants who want to transfer from other institutions. This new rule will also improve our competitiveness in the admission process.

C. Richards College of Business

1. [Accounting + Finance Department](#) (Click for CSS Submission)

Originator: Adrian Austin
Program: *Master of Professional Accounting (MPAcc)*
Request: Modify Existing Program (**New Retake Policy**)
Action: **Approved/Passed**

Details:

A minimum cumulative GPA of a 3.0 is required for all MPAcc students. Only courses in which a student previously earned a grade lower than a "B" may be repeated. Students may repeat no more than two graduate courses. Only one repeat per course is allowed. The new grade will not

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replace the previously earned grade; instead, the grade received in the second attempt will be averaged into the student's overall GPA calculation. If a student's cumulative GPA drops below a 3.0, the University's policies on academic probation, suspension, and dismissal apply (see Academic Standards in the General Academic Policies section of the catalog).

Rationale:

To institute a policy on requirements and GPA calculation for repeated graduate classes in order to provide consistency and remain competitive with other MPAcc programs offered at other universities.

2. [Management Department](#) (Click for CSS Submission)

Originator: Adrian Austin

Program/Course: *Master of Business Administration (MBA)*

Request: Modify Existing Program (**New Retake Policy**)

Action: **Approved/Passed**

Details:

A minimum cumulative GPA of a 3.0 is required for all MBA students. Only courses in which a student previously earned a grade lower than a "B" may be repeated. Students may repeat no more than two graduate courses. Only one repeat per course is allowed. The new grade will not replace the previously earned grade; instead, the grade received in the second attempt will be averaged into the student's overall GPA calculation. If a student's cumulative GPA drops below a 3.0, the University's policies on academic probation, suspension, and dismissal apply (see Academic Standards in the General Academic Policies section of the catalog).

Rationale:

To institute a policy on requirements and GPA calculation for repeated graduate classes in order to provide consistency and remain competitive with other MBA programs offered at other universities.

3. [Management Department](#) (Click for CSS Submission)

Originator: Adrian Austin

Program/Course: [Master of Business Administration \(MBA\)](#) (Click to See Policy Details)

Request: Modify Existing Program (**Admissions Policy**)

Action: **Approved/Passed**

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Details:

When considering UWG GPA as part of an application for a GMAT waiver, we will use the institutional GPA instead of overall GPA.

Rationale:

This is to ensure that grades are reflective of the quality of work at the University of West Georgia.

D. College of Education

1. Dean's Office – Graduate Studies

Originator: Michelle Frazier Trotman Scott

Program: [College of Education - Graduate Programs](#) (click for program modification details)

Request: Modify Existing Program (New Catalog Description)

Action: **Approved/Passed**

Details:

Catalog description (click on link above) is new. Students will be able to understand policies and information specific to: (1) M.A.T. students, (2) unsatisfactory grades, (3) students enrolled in comprehensive exam courses, (4) doctoral students, (5) limited course withdrawals, and (6) repeating a course to replace a grade.

Rationale:

The rationale is to provide relevant information about academic standing for COE graduate students.

2. [Communication Technology + Professional Counseling Department](#)

Originator: Julia Whisenhunt

Program: **Master of Education with a Major in Professional Counseling – College Student Affairs Track**

Request: Modify Existing Program (Admission Requirements)

Action: **Approved/Passed**

Details:

We are removing the GRE requirements from the admissions criteria. The new criteria is as follows:

- GPA
- Two Letters of Recommendation
- Transcripts
- Resume
- Interview with Faculty

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- Personal Statement

Rationale:

This has become limiting to our program in terms of recruitment and we are following the trend in our field for not requiring the GRE.

III. Old Business

- A. Questions about **UWG Service Learning Designated Courses (Graduate)**. S. Webb asked T. Olgetree for more information about service learning designations. Olgetree is on sabbatical so J. Farmer sent an email from the Fall 2017 semester that provided more detail. ([click here to review email about service learning designations](#)).

IV. New Business

- A. Any questions, discussion, or information from the “floor.”

IV. Adjournment

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Faculty Senate – Graduate Programs Committee... 2017-2018 Member List

Senate Members		
Webb, Susan Hall (Chair)	swebb@westga.edu	Senate—RCOB (2018)
Varga, Matt	mvarga@westga.edu	Senate--COE (2018)
Bertau, Marie Cecile	mbertau@westga.edu	Senate—COSS (2020)
Khodkar, Abodollah	akhodkar@westga.edu	Senate—COSM (2020)
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Austin, Adrian	aaustin@westga.edu	RCOB (2019)
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Genz, Janet	jgenz@westga.edu	COSM (2019)
Harrison, Rebecca	rharriso@westga.edu	COAH (2019)
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Overfield, Denise	doverfie@westga.edu	Administrator – Dean, Graduate School (Associate VP)
Jenks, David	djenks@westga.edu	Administrator- Associate VP for Academic Affairs
Student		
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