University of West Georgia
Graduate Programs Committee
Minutes
October 25, 2012

The GPC held October 2012 meeting at 9AM in the Education Annex room 220 with Mark Parrish presiding.

Members in attendance:

Member	Represents
Barnhart, Anne	Faculty - Library
Cobia, Debra	Faculty – COE (Rebecca Stanard attended on behalf of Debra Cobia)
Gantner, Myrna	Administrator - Academic Affairs
Kramer, Elizabeth	Senate - COAH
Masters, Josh	Faculty - COAH
Parrish, Mark (Chair)	Senate - COE
Turner, Doug	Faculty - RCOB
Welch, Susan	Senate-Nursing
Wilson, Carol	Faculty – Nursing

Guests in attendance:

Cooper, Meg	COE Department of Clinical and Professional Studies
Harkins, Donna	COE Department of Learning and Teaching
Pridmore, Jean	RCOB

1. Minutes 9/20/2012
   A. Any Changes, Additions, Modifications
      Action: The minutes from September 20, 2012 were approved.

2. Course/Program Additions, Modifications, Deletions
   A) College of Education

   Program Changes:
   Department of Clinical and Professional Studies (formerly Collaborative Support and Intervention)
   1. Program: Master of Education with a Major in Special Education and Teaching (General Curriculum) (Originator: M. Cooper)
      Request: Modify
      Rationale: There is more and more demand from students for teacher preparation programs to be delivered online. The program attracts students from a wide geographical range and the faculty has been focusing more on online instruction and would like to offer the program at least 85% online.
      Attachment: Proposed Program & Advisement Sheets
      Action: Approved

Department of Learning and Teaching

2. Program: Master of Education with a Major in Early Childhood Education (Originator: B. Lewis)

Request: Modify

Rationale: Ongoing evaluative feedback from university faculty, public school personnel, and students has resulted in the proposed modification of the M. Ed. program in Early Childhood Education. The proposed changes will strengthen advanced candidates' knowledge and skills, and will facilitate positive learning outcomes for P-5 students.

Attachment: Current and Proposed Program, Plan of Study and Advisement Sheets, and Rationale for the Modification.

Action: Approved

Course Changes:

Department of Learning and Teaching

1. Master of Early Learning and Childhood Education

a. Course: ECED 7271 Diversity and the Classroom for Early Grades P-5 (Originator: B. Lewis)

Request: Add

Rationale: As part of the revision of the M. Ed. in Early Childhood Education, this course was added as a program required course to ensure that advanced candidates examine issues related to cultural pluralism, global perspectives, and equitable education of diverse P-5 student populations.

Attachment: Proposed syllabus

Action: Approved

b. Course: ECED 7273 Family/Community Involvement for School Improvement (Originator: B. Lewis)

Request: Add

Rationale: As part of the revision of the M. Ed. in Early Childhood Education, this course was added as an option for advanced candidates to acquaint them with areas of parent and community involvement for school improvement and to familiarize them with techniques for working with and involving families and communities.

Attachment: Proposed syllabus

Action: Approved

B) College of Arts and Humanities

History Department

Course Changes:

1. Master of Arts in History, General

   a. Course: HIST-5285 Special Topics in European History (Originator: D. Williams)

   Request: Add

   Rationale: The course catalog currently lists HIST 4485 / 5485 as our department's sole "Special Topics" course, so currently, all new courses that are introduced in our department on an experimental basis are offered as sections of HIST 4485 before they are added to the catalog as regular courses. In recent years, the history department has been offering multiple sections of HIST 4485 each semester, which has resulted in problems for students who want to register for more than one HIST 4485 / 5485 section. The registrar has also found it difficult to appropriately categorize and process these HIST 4485 / 5485 courses in WolfWatch. To address these problems and reduce the number of HIST 4485 / 5485 sections offered each semester, we are introducing two new "Special Topics" courses - one for special topics in European history and another for special topics in world history. By offering some of our special topics courses under these new course designations, we will make it easier for the registrar to appropriately categorize the new special topics courses that are offered and we will reduce the number of registration problems that result when students attempt to register for more than one section of HIST 4485 / 5485. Because these are special topics courses whose subject matter, reading assignments, and course expectations will vary each semester, I have not submitted a sample syllabus.

   Attachment: None

   Action: Tabled… No representative available

   b. Course: HIST-5385 Special Topics in World History (Originator: D. Williams)

   Request: Add

   Rationale: The course catalog currently lists HIST 4485 / 5485 as our department's sole "Special Topics" course, so currently, all new courses that are introduced in our department on an experimental basis are offered as sections of HIST 4485 before they are added to the catalog as regular courses. In recent years, the history department has been offering multiple sections of HIST 4485 each semester, which has resulted in problems for students who want to register for more than one HIST 4485 / 5485 section. The registrar has also found it difficult to appropriately categorize and process these HIST 4485 / 5485 courses in WolfWatch. To address these problems and reduce the number of HIST 4485 / 5485 sections offered each semester, we are introducing two new "Special Topics" course numbers - one for special topics in European history and another for special topics in world history. By offering some of our special topics courses under these new course designations, we will make it easier for the registrar to appropriately categorize the new special topics courses that are offered and we will reduce the number of registration problems that result when students attempt to register for more than one section of HIST 4485 / 5485. Because these are special topics courses whose subject matter, reading assignments, and course expectations will vary each semester, I have not submitted a sample syllabus.

Attachment: None
Action: Tabled… No representative available

3. Senate Curriculum Committee (GPC & UPC) Required Review
   Sub-committees report on review progress:
   A. UWG Comprehensive Program Reviews
      1. RCOB
         Program: MBA (Originator: J. Anderson)
         Period: 2011/2012
         Request: GPC Review & Respond by 10/25/12
         Attachment: See email attachment
         Action: Not completed… sub-committee will submit at November meeting

      2. RCOB
         Program: MPAcc (Originator: J. Anderson)
         Period: 2011/2012
         Request: GPC Review & Respond by 10/12/12
         Attachment: See email attachment
         Action: Approved… Chair submitted to J. Anderson

5. Business
   A. Review of recommendations related to potential additional revisions to be made to the *Graduate Faculty Approval Policy* per Dr. Turner's draft (**see Appendix A**) which denotes the revisions he proposes.
   Request: GPC Review & make recommendation to revise the Graduate Faculty Approval Policy of 4/20/2012.
   Attachment: See Appendix A
   Action: Approved

6. Other Business
   A. Dr. Barnhart discussed the research related services offered by the Library and requested assistance in email/listserv resources for notification to graduate students. Committee members offered access to specific program email lists/listservs. The GPC will continue to assist the Library in disseminating resource information.

   B. The COE Graduate Studies asked the GPC to investigate the "common practices/policies" related to the treatment of graduate grades that fall below the programs' minimum level to maintain "good academic standing", i.e., 3.0 GPA, grades of C or less, etc., and whether or not these courses are required to be "repeated". It was suggested that all GPC members would provide the Chair with their current college/department/program practice/policy on academic

standing and the requirement to repeat courses for their graduate students. This information will be presented/discussed at the 11/29/12 GPC meeting for discussion.

7. The meeting was adjourned.

8. 2012/2013 Meeting Schedule:

A. Graduate Programs Committee Meetings… 2012/2013

Date	Day	Time	Location		Date	Day	Time	Location
8/23/12	Thursday	9:00 – 11am	EA 220		1/24/13	Thursday	9:00 – 11am	EA 220
9/20	Thursday	9:00 – 11am	EA 220		2/28	Thursday	9:00 – 11am	EA 220
10/25	Thursday	9:00 – 11am	EA 220		3/28	Thursday	9:00 – 11am	EA 220
11/29	Thursday	9:00 – 11am	EA 220		4/25	Thursday	9:00 – 11am	EA 220

B. Senate/Agenda Meeting Schedule… 2012/2013

Senate & Executive Committee Meeting Dates	Time/Location Senate	Time/Location Executive Committee	Agenda Deadline
9/12/12	3:00pm / TLC 1-303	2:00pm / TLC 1-301	9/14/12
10/19/12	3:00pm / TLC 1-303	2:00pm / TLC 1-301	10/12/12
11/16/12	3:00pm / TLC 1-303	2:00pm / TLC 1-301	11/9/12
12/7/12	3:00pm / TLC 1-303	2:00pm / TLC 1-301	11/30/12
1/18/12	TBD		1/11/13
2/15/12	TBD		2/8/13
3/8/12	TBD		3/1/13
4/19/12	TBD		4/12/13
6/21/12	TBD		6/12/13
7/19/12	TBD		7/12/13

8. Adjourn

Appendices

Appendix A. Proposed Policy Revisions to…

Graduate Faculty Approval Policy

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(Appropriate) respective academic administrator – Immediate academic supervision of the faculty to include department chairs, program directors (such as the WebMBA by the RCOB graduate director).

Appropriate Dean of the respective college/school – Some UWG graduate programs utilizes an Assistant Dean or Associate Dean to officiate graduate operations, and not the college or school Dean.

(The) Dean of a college/school – The Dean of an academic unit as defined in the faculty handbook as a Dean directly reporting to the University Provost.

GRADUATE FACULTY APPOINTMENT

The Graduate Faculty shall consist of tenure-track and tenured members of the General Faculty with the rank of assistant professor, associate professor and/or professor, who have been recommended for appointment by their respective academic administrator (i.e. department chairs, academic program directors and heads), academic deans and approved by the appropriate Dean of the their respective college/school.

Requisites for appointment shall normally be as follows:

Regular Graduate Faculty Appointment

   ☐ Full-time tenured/tenure track faculty status with a rank of at least assistant professor

   ☐ Current/Up-to-Date curriculum vitae

   ☐ Earned doctorate or equivalent

   ☐ Published works and/or recognized accomplishments in research and/or teaching

   ☐ Recommendation for appointment by the appropriate respective academic administrator department/program head or academic dean

   ☐ Approval of *Regular Graduate Faculty* appointment is given by the appropriate Dean of the respective college/school

Limited-Term Graduate Faculty Appointment

   ☐ Part-time, one-year, emeritus, Web MBA, or visiting with a rank of at least assistant professor

   ☐ Current/Up-to-Date curriculum vitae

   ☐ Earned doctorate or equivalent

   ☐ Published works and/or recognized accomplishments in research and/or teaching

   ☐ Statement describing the special expertise that the faculty member brings to the graduate program and the faculty members qualifications that contribute to the work and progress of graduate students

   ☐ Recommendation for *Limited-Term Graduate Faculty* appointment by the appropriate respective academic administrator department/program head or academic dean

   ☐ Approval of *Limited-Term Graduate Faculty* appointment is given by the appropriate Dean of the respective college/school

   ☐ Faculty in this category may serve as a member or as a co-chair, but not as chair, on graduate student committees (dissertation, thesis, or similar) and teach graduate courses

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Permission to Teach (Does not constitute Graduate Faculty Appointment)

☐ Non-tenure track full-time faculty (ranked, lecturer, senior lecturer), part-time faculty, and adjunct faculty may be reviewed for permission to teach a graduate class(es)

☐ Current/Up-to-Date curriculum vitae

☐ No earned terminal degree

☐ In-lieu-of a terminal degree the candidate must demonstrate 1) exceptional scholarly activity or professional experience, 2) experience teaching graduate level classes, or 3) high potential for effective teaching at the graduate level as evidenced by undergraduate teaching record, scholarly activity or professional experience in a particular area related to the course or other assignment

☐ In accordance with SACS 3.7.1.e., justification must be given for any faculty member who does not meet eligibility criteria for *Regular Appointment*. The justification must address the following:

    o Department/program need

    o Special expertise that the faculty member brings to the graduate program

    o Qualifications that contribute to the work and progress of graduate students

    o Expected duties of the candidate

☐ Recommendation for *Permission to Teach* by the appropriate respective academic administrator department/program head or academic dean

☐ Approval for *Permission to Teach* is given by the appropriate Dean of the respective college/school

Process

1. Timeline

a. A request for *Regular Graduate Faculty Appointment* is submitted with appointment; renewal is automatic upon award of tenure or completion of post-tenure review

b. A request for *Limited-Term Graduate Faculty Appointment* is submitted with appointment and renewed annually

c. Upon recommendation from the respective academic administrator department/program head or academic dean, the appropriate Dean of the college/school holds authority to rescind graduate faculty status as appropriate

d. Requests for *Permission to Teach* are to be submitted annually and/or prior to the semester in which the faculty member will be teaching a graduate course

2. The respective academic administrator department/program head or academic dean recommends faculty members for *Regular Graduate Faculty Appointment, Limited-Term Graduate Faculty Appointment,* or *Permission to Teach* by completing the standardized "Request for Appointment in the Graduate Faculty" form and supplying appropriate supportive documents, including:

☐ Current/Up-to-Date curriculum vitae

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☐ Justification of special expertise or qualifications as indicated

☐ Other information as requested above

3. The ~~appropriate respective academic administrator~~ ~~department/program head or academic dean~~ forwards the request form and supporting documentation to the ~~appropriate~~ Dean of the appropriate college/school

4. Upon recommendation of the ~~appropriate respective academic administrator~~ ~~department/program head or academic dean~~, the ~~appropriate~~ Dean of the College/School considers each faculty member's materials and renders a decision for approval or disapproval for *Regular Graduate Faculty Appointment, Limited-Term Graduate Faculty Appointment,* or *Permission to Teach*

☐ Should there be a question concerning the applicant's recommendation ~~by the Dean of the appropriate college/school~~, ~~the~~ ~~that~~ Dean ~~may~~ ~~will~~ forward the request form and supporting materials to the Graduate Programs Committee for review and recommendation

☐ Each College/School will send approved request forms and supporting documentation to Faculty Records in the Provost's Office for archiving