Graduate Programs Committee (GPC)
Agenda for 10/2/14 meeting at 3:00pm (SON Room #200)

In attendance: Dawn McCord, Lama Farran, Anja Remshagen, Kareen Malone, Jeannie Pridmore, Hema Ramanathan, Shirley Lankford, Myrna, Gantner, and Toby Ziglar (guest: Jessica Bucholz)
1. Minutes: 9/4/14
Any Changes, Additions, Modifications
Action: Approved with modification noted to area 3B (Graduate student library privileges subcommittee)

2. Course/Program Additions, Modifications, Deletions:
A. Richards College of Business
      1. Course Modification:
            a. Department of Management
                i. Course: MGNT 6681 Strategic, Ethical, and Global Management (Originator Pridmore, Jeannie). A study of total enterprise at the executive level applying a set of decisions and actions which result in the formulation and implementation of plans and strategies that achieve the mission and goals of the enterprise with special consideration of the effects of globalization, ethics, and corporate accountability.
Request: Modify (pre-requisites of MKTG 6815 and FINC 6532)
Rationale: Students who attempt to take MGNT 6681 without these prerequisites are not prepared to complete the class successfully.
Attachment: None (See *https://apps.westga.edu/catalog/*)
Action: Approved with the following prerequisite statement noted:

Prerequisites: MKTG 6815, FINC 6532. Class must be taken within 15 hours of graduation.

    B. College of Education
      1. Program Modification
         a. Department of Learning and Teaching
            i. Program: Specialist in Education with a Major in Special Education (Originator Bucholz, Jessica). Modification details: The proposed changes consist of eliminating the electives, adding a required course on diversity, and adding 1-credit hour to the three research courses to reflect the level of work required in these courses. This will change the program from nine courses to eight courses, allowing students to take two courses a semester

and finish the program in in four semesters. In order for the sequence of courses to be offered to best meet the needs of the program (including IRB approval for the research study) candidates will only be able to enter the program in the fall and spring semesters. We request changes to the admissions requirements to include that all students must have a clear renewable professional certificate or equivalent in special education and a MEd in special education or a related field. Additionally, students must have a GRE score of at least 150 Verbal, 144 Quantitative, and 3.5 Analytical Writing. The change in admission requirements is to increase the quality of our applicants. <u>Rationale:</u> rationale is same as the modification details. Attachment: None (See *https://apps.westga.edu/catalog/*)

Action: Approved

3. Unfinished business from 2013-14 GPC

A. Electronic Submission of Theses and Dissertations via ProQuest Subcommittee

Susan Welch informed the committee that Jane Simpson was in agreement that a ProQuest agreement with the university is not necessary. Ms. Simpson recommended that Lisa Elliott from purchasing be contacted regarding whether or not a 3rd party agreement with ProQuest is necessary. Susan Welch contacted Ms. Elliott and is awaiting a response.

Previously, the committee approved the plan to pilot ProQuest submissions of Electronic Dissertations and Theses (EDTs) this summer with College of Education students. The subcommittee—consisting of Hema Ramanathan, Susan Welch, and Lara Willox—will work with UWG Auxiliary Services to ensure proper processing of any contractual agreements required for setting up the free EDT Administrator System with ProQuest. They will also be revising the Dissertation and Theses policies published at www.westga.edu/gradstudies.

Action: ongoing

B. Graduate Student Summer Library Privileges Subcommittee

Lynn Anderson, Chair of the Graduate Summer Library Privileges Subcommittee, distributed and reviewed the subcommittee's recommendations of June 6, 2014. The committee voted unanimously for recommendations one, two, and three of the Graduate Student Summer Library Privileges Subcommittee Recommendations to move forward to the UWG Policy committee as a Senate item for a new policy creation.

Action: Approved.

A. Senate – Graduate Programs Committee… 2014-2015 Members List

	Senate Members	
Welch, Susan **(Chair)**	swelch@westga.edu	Senate – SON (2015)
Hall, Susan	sehall@westga.edu	Senate – RCOB (2015)
McCord, Dawn	dmccord@westga.edu	Senate-COAH (2017)
Farran, Lama	lfarran@westga.edu	Senate- COE (2017)
Remshagen, Anja	anja@westga.edu	Senate- COSM (2017)
	Faculty Members	
Payne, Greg	gpayne@westga.edu	Faculty – COSM (2015)
Malone, Kareen	kmalone@westga.edu	Faculty- COSS (2016)
Anderson, Lynn	landerso@westga.edu	Faculty- COAH (2015)
Pridmore, Jeannie	jpridmor@westga.edu	Faculty – RCOB (2015)
Ramanathan, Hema	hramanat@westga.edu	Faculty – COE (2015)
Berding, Christy	cberding@westga.edu	Faculty- SON (2016)
Lankford, Shirley	slankfor@westga.edu	Faculty- Library (2016)
	Administrator	

Gantner, Myrna	mgantner@westga.edu	Administrator - Academic Affairs (2015)
Ziglar, Toby	tziglar@westga.edu	Administrator- Director of Graduate & International Admissions
	Student	
Vacant		
GPC Email list: swelch@westga.edu, sehall@westga.edu, dmccord@westga.edu, lfarran@westga.edu, anja@westga.edu, gpayne@westga.edu, kmalone@westga.edu, landerso@westga.edu, jpridmor@westga.edu, hramanat@westga.edu, cberding@westga.edu, slankfor@westga.edu, mgantner@westga.edu, tziglar@westga.edu		

B. GPC/Senate Agenda Meeting Schedule… 2014-2015

GPC Meetings (Thursdays)	GPC Location/Time	Senate Agenda Deadline	Senate & Exec. Committee Meetings	Senate Meetings Location/ Time	Executive Committee

Dates	SON 200	Dates	Dates	Location TBA	Location /Time Location TBA
9/4/14	3:00 – 5:00	9/5/14	9/12/14	3:00pm	2:00pm
10/2/14	3:00 – 5:00	10/3/14	10/10/14	3:00pm	2:00pm
11/6/14	3:00 – 5:00	11/7/14	11/14/14	3:00pm	2:00pm
*11/20/14	3:00 – 5:00	11/21/14	12/5/14	3:00pm	2:00pm
1/15/15	3:00 – 5:00	1/16/15	1/23/15	3:00pm	2:00pm
2/19/15	3:00 – 5:00	2/20/15	2/27/15	3:00pm	2:00pm
3/12/15	3:00 – 5:00	3/13/15	3/27/15	3:00pm	2:00pm
4/16/15	3:00 – 5:00	4/17/15	4/24/15	3:00pm	2:00pm
6/11/15	3:00 – 5:00	6/12/15	6/19/15	3:00pm	2:00pm
7/9/15	3:00 – 5:00	7/10/15	7/17/15	3:00pm	2:00pm
*Note: This meeting will be confirmed based upon any open agenda items as of Wednesday, 11/19/14.					

C. In order to review program related submissions, please go to:

Graduate Programs Review Site: https://apps.westga.edu/catalog/
· Use Your Email login…
· Select:
o Programs
o Query Submittals
o Status Drop-down
§ Pending

o   From the list, Click on the "View" link of each program you wish to review.

D. Revised 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)