

## GRADUATE COMMITTEE MINUTES

Chair: Dr. Jill Lockwood

### Graduate Committee Meeting Date – March 13, 2008

Present: Dr. Jill Lockwood, COBA; Ms. Debra Skinner, Library; Dr. Diana Sturges, CHHS; Dr. Jonathan Metzler, CHHS; Dr. Yan Wu, COST; Dr. Robert Fernekes, Library; Dr. Mary Hadley, CLASS; Dr. Bill Yang, COBA; Dr. Maggie LaMontagne, COE; Dr. Kari Fitzmorris, JPHCOPH; James Stephens, JPHCOPH; Dr. Hisang- Jui Kung, CIT; Dr. Bede Mitchell, Library; Dr. Dick Diebolt, COGS; Mrs. Audie Graham, COGS; Dr. Timothy Mack, Dean COGS

Absent with Notification: Dr. Robert Vogel, JPHCOPH; Dr. Cindi Chance, Dean COE, [Academic Affairs]; Dr. Vladan Jovanovic, CIT

Absent without Notification: Dr. Lixin Li, CIT; Dr. Barry Balleck, CLASS; Dr. Kenneth Clark, COE

Guests: Mr. Wayne Smith, Registrar; Ms. Candace Griffith, VPAA; Ms. Dawn Lipker, Admissions; Dr. Mohammad Davoud, COST; Dr. Shahnam Navaee, COST

#### I. CALL TO ORDER

Dr. Jill Lockwood called the meeting to order on Thursday, March 13, 2008 at 9:00 AM.

#### II. APPROVAL OF AGENDA

The agenda was approved as written.

#### III. GRADUATE COMMITTEE CHAIR REMARKS – DR. JILL LOCKWOOD

Dr. Lockwood made an announcement stating that she will be out of town for the Faculty Senate Meeting on March 26, 2008. She said that Dr. Mary Hadley has agreed to attend this meeting and present her report. She then stated that she will not be teaching short term in May 2008, and asked the committee members if anyone would be available to stand in as Chair in the May Graduate Committee Meeting.

#### IV. NEW BUSINESS –

##### A. PROGRAMS:

##### i. College of Science & Technology

##### New/Revised Programs:

##### **GRADUATE CERTIFICATE IN ENGINEERING AND MANUFACTURING MANAGEMENT**

Justification: Georgia Southern University, through the Master of Technology (MT) program, has served the region by preparing advanced level technical-management personnel for business, education, industry, and government positions by conferring master's degrees in a variety of areas of specialization. It is clear that there are increasing demands for academic institutions to provide structured programs of study leading to graduate certificates that enhance the academic training of individuals through a set of specialized courses on a topic. In an effort to address that need, this proposal sets forth to establish a graduate level certificate specifically in Engineering and Manufacturing Management.

The findings of a limited study of other schools in the University System of Georgia, the Southeast, and Georgia Southern's peer and aspirational institutions showed there are no institutions or programs that offer Masters degrees or study options in Engineering & Manufacturing Management. A graduate certificate in Technology Management was found at the University of South Florida. The certificate requires a total of 15 hours and includes electives in the human resources and finance areas. Jacksonville State University (Alabama) offers an online master's degree in Manufacturing Systems Technology but no graduate certificates.

A review of Georgia Department of Labor occupational outlook information found that the projection for new or replacement personal, for the period 2002-2012, was estimated at 550 positions annually for Industrial Production Managers, Engineering Managers, and

Industrial Engineers. These positions traditionally include responsibility for managing engineering and manufacturing operations in the public and private sectors. A related degree or post-secondary and/or graduate academic preparation and/or industrial experience in these areas are highly desirable or required.

A graduate certificate allows the non-traditional and traditional student alike to take courses in an area of specialization, reaching a reasonable milestone with appropriate recognition. With time students may build upon their graduate certificate, completing the remaining courses within the curriculum of a master's degree.

Graduate Certificates are awarded to demonstrate proficiency in a focused concentration of courses, while not completing all degree requirements. Typically, certificates are awarded for 9-12 credits of related or topical study. Traditionally, there have been two types of certificates. The first type is awarded by Colleges of Continuing Education while the second type is awarded by Colleges of Graduate Study. This proposal seeks a certificate program to be awarded by the College of Graduate Studies.

The proposed method of course delivery and instruction will be structured to meet the needs of the region's non-traditional students. This includes offering evening courses with extended sessions (meeting only once a week) and utilizing technology appropriate to on-line and distance learning. On-line graduate certificate courses have the possibility of significantly extending Georgia Southern's regional influence, and if properly advertised could make in-roads into the Atlanta market and beyond.

All courses offered for the certificate program by the Department of Mechanical and Electrical Engineering Technology will be available for online study. Other academic units that offer courses used as electives in the graduate certificate are encouraged to convert their courses to online delivery in order to meet the needs of students pursuing certificates. Thus, the regional impact of Georgia Southern will be greatly increased.

NOTE: The program page for this graduate certificate program is submitted separately.

#### **GRADUATE CERTIFICATE IN OCCUPATIONAL SAFETY AND ENVIRONMENTAL COMPLIANCE**

Justification: Georgia Southern University, through the Master of Technology (MT) program, has served the region by preparing advanced level technical-management personnel for business, education, industry, and government positions by conferring master's degrees in a variety of areas of specialization. It is clear that there are increasing demands for academic institutions to provide structured programs of study leading to graduate certificates that enhance the academic training of individuals through a set of specialized courses on a topic. In an effort to address that need, this proposal sets forth to establish a graduate level certificate specifically in Occupational Safety and Environmental Compliance.

The findings of a limited study of schools in the University System of Georgia, the Southeast, and Georgia Southern's peer and aspirational institutions showed there are no institutions or programs that offer Masters degrees or study options in Occupational Safety & Environmental Compliance. One graduate certificate program in Safety Management was found at the University of South Florida. This certificate required 14 total hours and is focused on the management and administration of safety/health programs and does not specifically address environmental compliance issues.

A review of Georgia Department of Labor occupational outlook information found that the projection for new or replacement personnel, for the period 2002-2012, was estimated at 630 positions annually for Industrial Production Managers, Engineering Managers, Health and Safety Engineers, Environmental Engineers, and Industrial Engineers. These positions traditionally include responsibility for occupational safety and environmental compliance in the public and private sectors. Although a degree in safety or environmental compliance is not typically required in such positions, post-secondary and/or graduate academic preparation and/or industrial experience in these areas is highly desirable or required.

A graduate certificate allows the non-traditional and traditional student alike to take courses in an area of specialization, reaching a reasonable milestone with appropriate recognition. With time students may build upon their graduate certificate, completing the remaining courses within the curriculum of a master's degree.

Graduate Certificates are awarded to demonstrate proficiency in a focused concentration of courses, while not completing all degree requirements. Typically, certificates are awarded for 9-12 credits of related or topical study. Traditionally, there have been two types of certificates. The first type is awarded by Colleges of Continuing Education while the second type is awarded by Colleges of Graduate Study. This proposal seeks a certificate program to be awarded by the College of Graduate Studies.

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All courses offered for the certificate program by the Department of Mechanical and Electrical Engineering Technology will be available for online study. Other academic units that offer courses used as electives in the graduate certificate are encouraged to convert their courses to online delivery in order to meet the needs of students pursuing certificates. Thus, the regional impact of Georgia Southern will be greatly increased.

NOTE: The program page for this graduate certificate program is submitted separately.

#### **MASTER OF SCIENCE TECHNOLOGY (PROGRAM NAME CHANGE)**

Justification: A comprehensive review of the Master of Technology degree program, which included a study of peer, aspiration, and regional programs, was conducted by a committee within the Department of Mechanical and Electrical Engineering Technology. The committee concluded that the current program title, Master of Technology, had become colloquial. It was determined that the title Master of Science in Applied Engineering would better represent the true nature of the program and help to identify the curriculum offered. The program currently offers concentrations in Mechatronics and Engineering Management. These concentrations capitalize on faculty expertise, resources, and regional needs. The new program name signifies a renewed commitment to provide a graduate program that will make a significant contribution to Georgia Southern's regional mission and aligns the program with the recent reclassification of Georgia Southern as a Doctoral Research University. (A full report by the Graduate Committee regarding background findings is available for review.)

#### **B. COURSES: i. College of Science & Technology**

##### New Courses:

BIOL 5549G – Deep Sea Environments  
TMAE 5133G – Production Planning and Facilities Design  
TMAE 5134G – World Class Manufacturing

**MOTION: Dr. Yan Wu made the motion to approve the Program Revisions and New Courses submitted by the College of Science and Technology. Dr. Mary Hadley provided the second. The motion to approve the Programs and Courses was passed.**

##### Course Revisions:

BIOL 7895 – Research (grade mode change)

##### Selected Topics Announcements:

BIOL 5099G – Chemical Ecology  
BIOL 5099G – Natural History Collections  
GEOL 5090G – Discovering the Evolutionary History of Dolphins and Porpoises

**MOTION: Dr. Shahnam Navaee stated that GEOL 5090G will not be offered as a graduate course and requested that the course be withdrawn from the list of Selected Topics Announcements. Dr. Yan Wu made a motion to approve the Course Revisions submitted by the College of Science and Technology. Dr. Mary Hadley provided the second. The motion was passed.**

- V. A. **OLD BUSINESS** – No old business was discussed.
- B. **SUBCOMMITTEE REPORTS & UPDATES:**
- i. **Academic Standards & Policies Committee** – Dr. Robert Fernekes made an announcement that the subcommittee will still meet over the Spring Break holiday to discuss the New Graduate Student Handbook. He then stated that the subcommittee hopes to have the Handbook completed in time to be presented again in the April Meeting.
  - ii. **Curriculum Committee** – The subcommittee had no news to report.
  - iii. **Program Review, Assessment & Strategic Planning Committee** – The subcommittee had no news to report.
- C. **BLUEPRINT DISCUSSION** – Dr. Mack began by discussing some feedback he had received from some of the members after the last meeting. One committee member indicated that he was very supportive of the concept of new Career Services position for graduate students, which is listed in the Blueprint. Dr. Mack again asked for emails to be sent to him regarding recommendations for improvement to the Blueprint.

VI. **NEW BUSINESS** –

i. **College of Health & Human Sciences**

New Courses:

HLTH 5195S – International Studies Abroad in Health and Kinesiology

**MOTION: Dr. Diana Sturges made a motion to postpone consideration of the HLTH 5195S until the April Meeting, since a department representative was not at the meeting to discuss the course proposal. Dr. Fernekes provided the second. The motion was passed to postpone the submitted Course due to not having enough information about the course.**

ii. **College of Business Administration**

Information Only:

Master of Science in Applied Economics

This is an announcement that the delivery of this program will be online.

- VII. **ROUND TABLE DISCUSSION** – Dr. Lockwood stated in order to have a discussion and vote properly on an issue people must provide the committee with adequate information. She also said if a College submits an item to be put on the Agenda then there should be someone present at the meeting to give further explanation if needed.
- VIII. **DEAN'S UPDATE** – Dr. Mack stated that after his meeting with the Graduate Program Directors he withdrew the proposed Annual Review of Graduate Students process. He then discussed the report he received from the Registrar's Office regarding the number of courses still in the catalog that had not been taught in the previous five years. There were 282 such courses. He would like within the next nine to twelve months for each department to begin assessing whether or not these courses should be deleted.
- The number of transferable credits for a graduate student from another institution was also discussed. Dr. Mack asked if the committee would begin to think about the number of credits a new graduate student could transfer in for graduate credit. The current number is six credits, which is low compared with peer Graduate Schools across the country. Some Graduate Schools allow up to 50% of graduate credits to be transferred from elsewhere, and SACS accreditation also allows this. Some discussion ensued. A question was raised about how many students transfer credits and Dr. Diebolt indicated that this was a common practice. Dr. Mack indicated that if we change this rule that it could be changed to enable departments to make the decision regarding how many credits a student could transfer into a program, up to a maximum amount. Dr. Mack indicated that this was a discussion that would likely continue until the fall.

The final issue addressed was the dates for the next Academic Year Graduate Committee Meetings. It was agreed within the committee that the second Thursday of every month would continue to be the date of the Meetings.

**IX. ANNOUNCEMENTS** – There were no announcements discussed.

**X. ADJOURNMENT**

There being no further business, the meeting was adjourned on March 13, 2008 at 10:11 AM.

Respectfully submitted,

Audie Graham, Recording Secretary

Minutes were approved on March 25, 2008 by electronic vote of Committee Members
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