

## GRADUATE COMMITTEE MINUTES

Chair: Dr. Jill Lockwood

### Graduate Committee Meeting Date – April 10, 2008

Present: Dr. Cindi Chance, Dean COE, [Academic Affairs]; Dr. Jill Lockwood, COBA; Dr. Lixin Li, CIT; Ms. Debra Skinner, Library; Dr. Diana Sturges, CHHS; Dr. Jonathan Metzler, CHHS; Dr. Vladan Jovanovic, CIT; Dr. James Stephens, JPHCOPH; Dr. Robert Vogel, JPHCOPH; Dr. Robert Fernekes, Library; Dr. Mary Hadley, CLASS; Dr. Dick Diebolt, COGS; Mrs. Audie Graham, COGS; Dr. Timothy Mack, Dean COGS;

Absent with Notification: Dr. Kari Fitzmorris, JPHCOPH; Dr. Yan Wu, COST

Absent without Notification: Dr. Barry Balleck, CLASS; Dr. Maggie LaMontagne, COE; Dr. Bill Yang, COBA; Dr. Kenneth Clark, COE

Guests: Dr. Dan Czech, CHHS; Mr. Wayne Smith, Registrar; Ms. Candace Griffith, VPAA; Ms. Dawn Lipker, Admissions

#### I. CALL TO ORDER

Dr. Jill Lockwood called the meeting to order on Thursday, April 10, 2008 at 9:02 AM.

#### II. APPROVAL OF AGENDA

The agenda was approved as written.

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

Dr. Lockwood announced that she will not be teaching short term in May 2008 and asked if a committee member would volunteer to stand in as Chair in the May Graduate Committee Meeting. Dr. Jonathan Metzler agreed to stand in as Chair.

#### IV. A. OLD BUSINESS – No old business was discussed.

#### B. SUBCOMMITTEE REPORTS & UPDATES:

##### i. Academic Standards & Policies Committee

a. **New Graduate Student Handbook-** Dr. Robert Fernekes began by distributing the third revision of the New Graduate Student Handbook. He explained that the subcommittee attempted to structure a document that would give the reader specific information, which in some cases is already available on GSU web pages. The subcommittee wanted to present a one page web page with different links for the committee's approval. Some changes were discussed as to the format of the document. A discussion of plagiarism was brought up by one committee member. The concern was if an item should be added to the Handbook focusing on plagiarism in Thesis writing. It was decided that the current Academic Dishonesty Policy should be reviewed and edits could be suggested if needed. A motion to approve the plan was passed, with the understanding that other changes would be made to the Handbook and then presented at a later meeting for the committee's approval.

ii. **Curriculum Committee** – Dr. Robert Vogel reported that the committee met 'virtually' and discussed the program and course proposal items. He announced that the committee found the College of Health and Human Science items to be acceptable.

iii. **Program Review, Assessment & Strategic Planning Committee** – The subcommittee had no news to report.

C. **RESIDENCE REQUIREMENTS FOR MASTER'S STUDENTS-** Dr. Mack passed out two handouts to the committee members. One was the proposed definition of Residency and the other was Residency Requirements. The committee discussed changes in the wording of the Requirements. It was decided that a committee should be formed to edit

this document and recommendations presented to the Graduate Committee for consideration. This committee would consist of Dr. Lockwood, Mr. Wayne Smith, Dr. Dick Diebolt, Dean Cindi Chance, Dr. Mack and possibly some faculty members from different Colleges. A motion to postpone wording on Residency Requirements was passed.

- D. SCHEDULE FOR 2008-2009 GRADUATE COMMITTEE MEETINGS-** Dr. Mack distributed the schedule for the 2008-2009 Academic Year Graduate Committee Meetings. A number of committee members had concerns regarding the May 2009 Meeting, which would take place when some members would not be on campus. There was a motion to eliminate the May 2009 Meeting and add an August 2008 Meeting to the schedule. The motion was passed, with the understanding that the August Meeting would be to elect a new Chair and subcommittee as well as any unfinished business from the May 2008 Meeting.

**V. NEW BUSINESS –**

**A. PROGRAMS:**

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

Program Revisions:

M.S. Kinesiology Physical Education Concentration

Curriculum Subcommittee Recommendation: Dr. Robert Vogel stated that the Curriculum Committee discussed the proposals via electronic communication and recommended approval. He stated, however, that the Program of Study in the M.S. Kinesiology Physical Education Concentration shows that HLTH 8430 will be removed from the program but no course deletion curriculum amendment form had been submitted. Dr. Dan Czech assured the committee that if the modified program was passed then the appropriate paperwork would be submitted at the next meeting to delete HLTH 8430. Dr. Vogel offered a friendly amendment in which he moved that the MS Kinesiology Physical Education concentration proposal be approved contingent upon the department submitting a curriculum amendment to delete HLTH 8430 to be reviewed at the May 2008 Graduate Committee meeting. The motion to approve the program of study change and the new course HLTH 7130 was passed.

**B. COURSES:**

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

New Courses:

HLTH 5195S- International Studies Abroad in Health and Kinesiology

HLTH 7130 - Issues and Trends in School Health

Curriculum Subcommittee Recommendation: Move to approve HLTH 5195S. Dr. Dan Czech reported that graduate students would be required to do extra work to receive graduate credit for HLTH 5195S. He stated that this could be some kind of research, but it will be up to the instructor to decide what the extra workload would be for the students. The motion to approve the course was passed, with the understanding that the instructor would submit the extra work requirement to the Graduate Committee at the next meeting.

- VI. ROUND TABLE DISCUSSION –** Dr. Lockwood began a discussion of online programs within different Colleges. She stated the importance of keeping up with other Universities with the variety of online programs available to Graduate Students. A concern among the committee members was the security of testing in these programs. Different ideas were discussed as to how faculty would monitor if the student signed up for the course is really the one taking the test. Another concern was the University's technology. A committee member mentioned that Information Technology Services was not as responsive as desired. When a site was down they tried calling IT Help Desk and could not speak with anyone. The voice mail did not give adequate

information of when someone would be available to assist callers with web problems. It was agreed within the committee that this issue is a priority when dealing with online programs.

**VII. DEAN'S UPDATE** – Dr. Mack announced that Graduate Appreciation Week will be April 22<sup>nd</sup> through April 25<sup>th</sup>. He invited the committee members to attend any part of the week that they would like, and encouraged them to tell faculty members and graduate students within their departments. He explained that the Keynote Speaker, Marc Prensky, is an internationally known and very engaging speaker who is an expert on K-12 learning and educational technology. He then stated that there have been 69 presentations submitted for the Graduate Research Symposium on Wednesday April 23<sup>rd</sup>. He explained that the furniture request for the Conference Room was not approved as a year-end item, but indicated that this could be submitted again next year. He then opened the floor for discussion on the committee's opinion of the Blueprint. Dr. Skinner stated that there was nothing mentioned about the Library. She then distributed a handout with information about the current level of funding for the Library.

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

**IX. ADJOURNMENT**

There being no further business, the meeting was adjourned on April 10, 2008 at 10:35 AM.

Respectfully submitted,

Audie Graham, Recording Secretary

Minutes were approved on April 21, 2008 by electronic vote of Committee Members
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