

GRADUATE COMMITTEE MINUTES

Chair: Dr. Jill Lockwood

Graduate Committee Meeting Date – November 8, 2007

Present: Dr. Timothy Mack, COGS; Dr. Cindi Chance, Dean COE, [Academic Affairs]; Dr. Jill Lockwood, COBA; Ms. Debra Skinner, Library; Dr. Diana Sturges, CHHS; Dr. Kari Fitzmorris, JPHCOPH; Dr. Jonathan Metzler, CHHS; Dr. Vladan Jovanovic, CIT; Dr. Yan Wu, COST; Dr. Robert Vogel, JPHCOPH; Dr. Hsiang-Jui Kung, CIT; Dr. Richard Flynn, CLASS; Dr. Robert Fernekes, Library; Dr. Barbara Mallory (for Dr. Kenneth Clark), COE; Dr. Dick Diebolt, COGS; Ms. Belinda Lucas, COGS

Absent with Notification: Dr. Mary Hadley, CLASS; Dr. Margaret LaMontagne, COE; Dr. Kenneth Clark, COE

Absent without Notification: Dr. Lixin Li, CIT; Dr. Barry Balleck, CLASS; Dr. Bill Yang, COBA

Guests: Mr. Wayne Smith, Registrar; Ms. Candace Griffith, VPAA; Dr. Randy Carlson; COE; Dr. Gregory Harwood, CLASS; Dr. Jennie Rakestraw, COE

I. CALL TO ORDER

Dr. Jill Lockwood called the meeting to order on Thursday, November 8, 2007 at 9:00 AM.

II. APPROVAL OF AGENDA

The agenda was approved as written.

III. GRADUATE COMMITTEE CHAIR REMARKS – DR. JILL LOCKWOOD

Dr. Lockwood stated that she had no remarks.

IV. A. OLD BUSINESS – see Curriculum Committee Report

B. SUBCOMMITTEE REPORTS & UPDATES:

- i. **Academic Standards & Policies Committee** – Dr. Fernekes (Academic Standards sub-committee) asked Dr. Mack to review the graduate enrollment figures distributed to the committee. Dr. Jill Lockwood indicated that what she had envisioned for the committee was to expand the program enrollment spreadsheet to include the number of students who apply, the number accepted, the program admission standards and test score minimum, the average student test score, and the average time it takes a student to complete the degree.
- ii. **Curriculum Committee** – Dr. Vladan Jovanovic reported that the committee met and had suggestions for the curriculum items that were submitted. He announced that the Music department justifications were accepted; however, they proposed minor changes to the wording. Dr. Vladan proposed to discuss and vote on the Music curriculum items at this meeting. He made a motion to open the items up for discussion during this meeting.

Dr. Harwood clarified that the items would add a Conducting Option to the Music Degree. This addition would add students to the Music program. Dr. Chance expressed concern as to whether this would create another low enrollment program. Dr. Harwood said that this would not create another concentration; this option is being added as an effort to increase enrollment.

The committee made the motion to accept the changes submitted by the Music Department. The motion was passed.

- iii. **Program Review, Assessment & Strategic Planning Committee** – Richard Flynn stated that Mary Hadley was elected as the Chair of the Program Review, Assessment, and Strategic Planning Subcommittee. He announced that the committee has been working on a Mission Statement and Guiding Principles. He handed out the new version (3.0) at meeting. Dr. Mack stated that he will have these posted on the COGS website. Dr. Lockwood suggested that the Mission Statement and Guiding Principles first be reviewed and discussed at the next Graduate Committee Meeting. Dr. Mack stated that the vision statement should be only one sentence, it should inspire, and be a statement that one can remember easily. He said that the guiding principles are very similar to those that have been in place in the College for quite some time. After some discussion, the committee agreed that they would like the Graduate Program Director's input in the Mission Statement and Guiding Principles before these were published. Dr. Wu suggested that the text be changed from "Student-Centered" to "Student Achievement Centered".

V. NEW BUSINESS

A. PROGRAMS:

i. College of Health & Human Sciences

Program Revision:

MS – Kinesiology – Add Physical Education Emphasis

Justification: With the elimination of the M.Ed. in Health and Physical Education, there is a need for a masters program for the Health and Physical Education teachers in the area. Because the majority of the program will be online, it will be easier for public school teachers to complete the program.

MOTION: Dr. Jovanovic asked for the Program title to be clarified and the justification to be adequately stated as well. Dr. Czech stated that the Department of Health & Kinesiology has several specialties in the MS Kinesiology and would like to include this emphasis. He reiterated that this is a hybrid program, so during the fall and spring semesters, the courses would be taught online. During the summer, the classes would be taught on campus, since public school teachers can attend during this time. This will help ensure that teachers will be able to complete the program. He also stated that the department has done something similar with the Coaching Education emphasis and it has caused an increase in enrollment. Dr. Lockwood said that, in the justification, she would like to see some figures and numbers so that the committee can expedite the approval process. Dr. Jonathan Metzler moved to approve the Program Revision as amended (change to 'concentration' rather than 'emphasis') for the College of Health & Human Sciences. Dr. Flynn provided the second. The motion to approve the Program Revision was passed.

ii. College of Education – All Programs

Program Revision:

Admissions to COE Graduate Programs by completion of 50% of the required program course work

TO: Graduate Committee

FROM: Dr. Jennie F. Rakestraw, Associate Dean
College of Education

SUBJECT: Graduate degree policy proposal

DATE: August 24, 2007

The College of Education proposes the adoption of a policy that states the following:

Students must be admitted to the graduate degree program for which they intend to earn a degree by the completion of half of the required program course work. Any courses taken beyond that point will not apply to the degree program.

Rationale:

There are two primary reasons for establishing this policy. First, for COE accreditation and, in the interest of implementing best practice, we need to monitor our students' progress in the program. Students in our programs must complete a series of performance assessments and their progress is tracked at identified transition points. Assessment data is collected and used for student feedback and for program evaluation annually. If graduate students can be admitted into the degree program in a timely manner, the assessment, monitoring, and advisement processes can occur more effectively.

Second, non-degree graduate students seem to be more likely to self-advise and therefore may take degree courses out of sequence or take inappropriate content courses for the degree program. If students enter the degree program at a reasonable point, communication with students through the advisement process can be enhanced and unnecessary delays in graduation prevented.

Third, the COE occasionally has graduate students who take an excessive number of courses as non-degree students and then wish to enter a program belatedly to receive the degree. Since graduate students cannot be admitted into a program and receive the degree in the same semester, this policy will encourage them to apply and be admitted in a more timely manner and, again, avoid a delayed graduation.

iii. College of Education – Department of Leadership, Technology, & Human Development

Program Revisions:

1. Instructional Technology - Revised Programs of Study:
 - M.Ed. ITEC, Students Not Seeking Certification
 - M.Ed. ITEC, Students Seeking Certification
 - ITEC Add-On Program of Study, Master's Degree Required
 - ITEC Add-On Program of Study, Master's and T-4 Required
2. M.Ed. in Educational Leadership

Justification: All educational leadership programs in Georgia will sunset in summer 2008. The Georgia Board of Regents adopted new Educational Leadership Program Standards, referred to as the BOR Principles, and the revised Program of Study in Educational Leadership is aligned to the new BOR Principles. This change does not affect Track Two – Non-Certification.

3. Ed.S. in Educational Leadership

Justification: All educational leadership certification programs in Georgia will sunset summer 2008. The Georgia Board of Regents adopted new Educational Leadership Program Standards, referred to as the BOR Principles, and the revised Program of Study for the EDS in Educational Leadership is aligned to the new BOR Principles. This revision does not affect the Higher Education Administration concentration.

4. Endorsement Program – New Educational Leadership Teacher Leader Endorsement Program

iv. College of Education – Teaching & Learning Department

Program Revisions:

MAT Program of Study

MOTION: Dr. Mack expressed some concern about ITEC 7538 – Instructional Technology for School Leaders and it’s statement that “upon completion of this course students will be able to (29 items). He stated that “will” was too strong of a word and suggested that it be replaced with “should” or “could”. He was concerned that the current wording may create a liability for the instructor if a student was unable to perform all 29 items. Dean Chance stated that these were instructional technology standards set by the state and the wording must be included as is because it is performance-based education. Dr. Mack also expressed concern about the legal & ethical issues course in that the catalog states “democracy centered school leaders”. He felt that the term: “democracy centered” was considered jargon and asked that it be taken out of the catalog description. **The Curriculum Subcommittee made the motion to approve all items from the College of Education. No second was needed. The motion was approved.**

B. COURSES:

i. College of Health & Human Sciences

Course Revisions:

HLTH 8430

- Title Change, Catalog Description, Prerequisites

MOTION: Dr. Jovanovic stated that the subcommittee had lengthy discussion about this revision. They concluded that substantive information was not justified and that the revision should be submitted as a new course. The subcommittee did not support the revision and proposed that this item be postponed and discussed at the next meeting once the title change form was submitted as a new course.

New Courses:

KINS 7110 – Multicultural Issues in Physical Education

KINS 7111 – Action Research in Physical Education

KINS 7535 – Fitness and Wellness Education

KINS 7536 – Assessment and Technology in Physical Education

MOTION: Dr. Jovanovic stated that the subcommittee approved the Course Proposals. The motion to approve was passed.

ii. College of Education

a. Department of Curriculum, Foundations, & Reading

For Information only:

Prefix for CFR Courses Offered for Franchise Programs

MOTION: The Committee considered this to be an “information item only” and not an item that required action. It was agreed that this item be passed on to the Registrar’s office.

New Course:

EDUF – Learning, Cognition, and Curriculum

b. Department of Leadership, Technology, & Human Development

For Information only:

Prefix for ITEC Franchise Courses

New Courses:

ITEC 7538 – Instructional Technology for School Leaders

EDLD 7530 – The Democracy-centered School Leader

EDLD 7531 – Legal and Ethical Issues in School Leadership

EDLD 7532 – Empowering Human Resources

EDLD 7533 – Mobilizing Communities

EDLD 7534 – Leading Innovation and Change

EDLD 7535 – Using Data in Leadership for Learning

EDLD 8630 – Planning for Change
EDLD 8631 – Implementing Change
EDLD 8632 – Organizational Culture
EDLD 8633 – Curriculum and Instructional Leadership
EDLD 8634 – Managing Operations and Processes
EDLD 8635 – Leading School Renewal
EDLD 8737 – Residency I
EDLD 8738 – Residency II

Course Revision:

EDLD 8739

- Title Change to Residency III, Catalog Description, Credit Hours

c. Department of Teaching & Learning

New Courses:

ESED 6739 – M.A.T. Internship I

MSED 6130 – Introduction to the Middle and Secondary School

MSED 7130 – Middle and Secondary School Colloquium

Revised Courses:

MGED 6131 – Curriculum and Methods for the Middle Grades

SCED 6131 – Curriculum and Methods for Secondary Education

MOTION: Dr. Jovanovic and the Curriculum Subcommittee recommended that all of the Course Proposals and the Course Revisions submitted by the College of Education be passed. No second was needed. The motion to approve was passed.

VI. ROUND TABLE DISCUSSION – Dr. Barbara Mallory discussed and clarified the earlier concern about the 29 standards required in the ITEC course. She stated that the instructors were able to observe many standards during the performance of students.

Dr. Jovanovic suggested that data be included on the enrollment spreadsheet that indicates when each program began. Candace Griffith indicated that the Provost office has much of this data and it was agreed that she would send this information to Dr. John Diebolt.

Dr. Lockwood thanked Dr. Jovanovic and his subcommittee for their time and hard work with the curriculum items.

Dr. Jennie Rakestraw suggested that, since a student could be enrolled in program and also in an endorsement within a particular program, concentrations and emphasis areas need to be put into BANNER (to indicate both the program and the concentration). She stated that this would be quite helpful in determining whether or not the concentration is viable. Also, because this information is not available, correct headcount data is difficult to obtain.

The Committee made a motion to ask for the help from the Registrar's office to ask if this concentration information can be made available in BANNER.

VII. DEAN'S UPDATE – Dr. Mack discussed the Conference Room and indicated that he is requesting new furniture in the College's year end request. He announced that yesterday was the GSU Graduate Fair. He encouraged departmental participation because a lot of our undergraduate students attend the fair and may be taken by other colleges and universities. Dean Mack would like for this event to be larger and include all graduate programs. He stated that this Friday at 1:00 will be the Graduate Open House. Graduate Program Directors and Coordinators have been given information about the students who will be attending that are interested in their program. Dr. Mack also brought up the Graduate Assistant insurance and gave some background as to the issue that occurred this semester. He stated that a \$175 credit was added to each Graduate Assistant's WINGS account in order to help defer the cost of the mandatory insurance.

Two months later \$175 was taken out of each GA's payroll check (43% of income). Even students who waived the insurance were affected by this incident. He informed the committee that he met with the Assistant Controller, Cam Reagin, and they discussed ways to prevent this issue from reoccurring. Dr. Mack expressed his concern that the deadline dates for submission of Graduate Assistant PA's were being ignored. He said that the varying start and end dates as well as differing dollar amounts cause the Budget office and Payroll to have to manually enter each PA. Dr. Mack announced that from now on, PAs must be received by the indicated dates or else written justification must be included with PAs. Dr. Mack gave the committee the submission deadlines for Spring and Summer semesters. He stated that this issue sent a negative message to our students.

Dr. Mack announced that the Blueprint for Graduate Education was submitted and approved by the Dean's Council. It is now going to President Grube for his review.

VIII. ANNOUNCEMENTS – Dr. Lockwood announced that she will not be able to attend the upcoming Faculty Senate Meeting and asked that Dr. Richard Flynn or Dr. Kari Fitzmorris answer those questions that arise concerning the Graduate Committee.

Dr. Jonathan Metzler stated that he and Dan Czech took students to a sport psychology conference and was awarded "best display". The committee applauded them for this achievement.

Dr. Fernekes thanked Dr. Mack for publicizing the library workshops useful to graduate students in the *Graduate Education News*, Oct 2007.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned on November 8, 2007 at 10:19 AM.

Respectfully submitted,

Belinda Lucas, Recording Secretary

Minutes were approved on November 25, 2007 by electronic vote of Committee Members
