

University of West Georgia
Graduate Programs Committee
Meeting Minutes
September 20, 2012

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

Members in attendance:

Member	Represents
Ballentine, Barbara	Faculty - COSM
Barnhart, Anne	Faculty - Library
Cobia, Debra	Faculty - COE
Gantner, Myrna	Administrator - Academic Affairs
Kramer, Elizabeth	Senate - COAH
Malone, Kareen	Faculty - COSS
Parrish, Mark (Chair)	Senate - COE
Pencoe, Nancy	Senate - COSM
Thompson, Sandra	Senate - RCOB
Turner, Doug	Faculty - RCOB
Wilson, Carol	Faculty – Nursing

Guests in attendance:

Butler, Judy	COE Leadership and Applied Instruction
Morris, Robert	COE Leadership and Applied Instruction
Ponder, John	COE Graduate Studies
Pridmore, Jean	RCOB
Udombon, Hope	RCOB

1. Minutes 8/23/2012

A. Any Changes, Additions, Modifications

Action: The minutes from the August 23, 2012 were approved.

2. Course/Program Additions, Modifications, Deletions

A) College of Education

Leadership and Applied Instruction

Program Changes:

1. Program: Master of Arts in Teaching Major in Teacher Education (Originator: F. Butts)

Request: Modify

Add two courses (EDLE 6316 School Law, or EDLE 6322 Curriculum for Ed Leaders) as options to meet the requirement for item 7 on the program sheet.

Rationale: a. many initial certification graduate students aspire to become school leaders.

The optional courses would help meet "pre-service" requirements for the leadership

certificate in Georgia; b. the two additional optional courses would give students more

flexibility in both desired content and scheduling; c. both additional options, should they

select either path, contain content that would better prepare initial certification candidates to successfully navigate the grades 6-12 environment.

Attachment: Proposed Program & Advisement Sheets

Action: Approved

2. Program: Master of Education with a Major in Secondary Education(Originator: F. Butts)

Request: Modify

Rationale: a. The changes put the program in line with the 12 hour content specialization requirement for advanced programs as expected by the Georgia Professional Standards Commission; b. The change will allow candidates to complete their degree fully at UWG instead of having to use multiple universities to get their content specialization coursework. The change gives students flexibility. UWG does not currently offer enough advanced courses, for which these students are eligible, to allow candidates to complete the degree fully at UWG.

Attachment: Current and Proposed, Program and Advisement Sheets

Action: Approved

3. Program: Master of Education with a Major in Middle Grades Education (Originator: F. Butts)

Request: Modify

Rationale: a. The change reflects the content specialization expectations and minimum degree requirements of the Georgia Professional Standards Commission; b. the University of West Georgia does not currently offer enough advanced courses, for which these candidates are eligible, particularly middle-grades teachers, to allow candidates to complete the degree fully at UWG. This change would give students a better opportunity to complete their degree fully at UWG.

Attachment: Current and Proposed, Program and Advisement Sheets

Action: Approved

Course Changes:

- d) Doctorate in School Improvement

1. Course: EDSI 9901 Dissertation Mentoring 1 (Originator: M. Parrish)

Request: Modify

Rationale: EDSI 9901 course objectives have been modified to align to the original intent of the course & to better support preparation for dissertation research

Attachment: Proposed syllabus

Action: None... this is a "course objectives" modification request and should go directly to the Provost's office. Please see "Item 4" on the "UWG Shared Governance Procedures for Modifications to Academic Programs". A recent revision was made in the "Course and Program Submission" website (<https://apps.westga.edu/catalog/>) which added a box that indicates if the "senate approval is needed". The appropriate box should be "checked" by the originator so that the request goes directly to the Provost's office. This request has been

notified to the “originator” to modify the “senate approval needed box” to indicate that senate approval is not required.

2. Course: EDSI 9902 Dissertation Mentoring Section 2 (Originator: M. Parrish)

Request: Modify

Rationale: EDSI 9902 course objectives have been modified to align to the original intent of the course & to better support student preparation for dissertation research Attachment:

Proposed syllabus

Action: None... this is a “course objectives” modification request and should go directly to the Provost’s office. Please see “Item 4” on the “UWG Shared Governance Procedures for Modifications to Academic Programs”. A recent revision was made in the “Course and Program Submission” website (<https://apps.westga.edu/catalog/>) which added a box that indicates if the “senate approval is needed”. The appropriate box should be “checked” by the originator so that the request goes directly to the Provost’s office. This request has been notified to the “originator” to modify the “senate approval needed box” to indicate that senate approval is not required.

3. Course: EDSI 9903 Dissertation Mentoring Section 3 (Originator: M. Parrish)

Request: Modify

Rationale: EDSI 9903 course objectives have been modified to align to the original intent of the course & to better support student preparation for dissertation research

Attachment: Proposed syllabus

Action: None... this is a “course objectives” modification request and should go directly to the Provost’s office. Please see “Item 4” on the “UWG Shared Governance Procedures for Modifications to Academic Programs”. A recent revision was made in the “Course and Program Submission” website (<https://apps.westga.edu/catalog/>) which added a box that indicates if the “senate approval is needed”. The appropriate box should be “checked” by the originator so that the request goes directly to the Provost’s office. This request has been notified to the “originator” to modify the “senate approval needed box” to indicate that senate approval is not required.

e) Master of Early Learning and Childhood Education

Course changes:

1. 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: Tabled until future meeting per request by Dr. Harkins

2. Course: ECED 7262 Investigating Language Arts (Originator: B. Lewis)

Request: Modify

Rationale: As part of the revision of the M. Ed. in Early Childhood Education, the course description and objectives for this course were modified to better meet the needs of advanced candidates.

Attachment: Proposed "revised" and current syllabi

Action: None... this is a "course objectives" modification request and should go directly to the Provost's office. Please see "Item 4" on the "UWG Shared Governance Procedures for Modifications to Academic Programs". A recent revision was made in the "Course and Program Submission" website (<https://apps.westga.edu/catalog/>) which added a box that indicates if the "senate approval is needed". The appropriate box should be "checked" by the originator so that the request goes directly to the Provost's office. This request has been notified to the "originator" to modify the "senate approval needed box" to indicate that senate approval is not required.

3. Course: ECED 7264 Investigating Social Studies Methods (Originator: B. Lewis)

Request: Modify

Rationale: As part of the revision of the M. Ed. in Early Childhood Education, the course description and objectives for this course were modified to better meet the needs of advanced candidates.

Attachment: Proposed "revised" and current syllabi

Action: None... this is a "course objectives" modification request and should go directly to the Provost's office. Please see "Item 4" on the "UWG Shared Governance Procedures for Modifications to Academic Programs". A recent revision was made in the "Course and Program Submission" website (<https://apps.westga.edu/catalog/>) which added a box that indicates if the "senate approval is needed". The appropriate box should be "checked" by the originator so that the request goes directly to the Provost's office. This request has been notified to the "originator" to modify the "senate approval needed box" to indicate that senate approval is not required.

B) Richards College of Business

Program Change:

a) Master of Business Administration - (Originator: D. Turner)

Request: Modify

Rationale: The adoption and formalization of the MBA curriculum at the Douglasville campus completes the MBA distribution plan of the Richards College of Business. This design offers the MBA curriculum at three different, but reasonably accessible locations. The campuses are Carrollton, Newnan, and Douglasville. The Carrollton campus offers the complete MBA program in three semesters beginning in the fall of each year. The Newnan and Douglasville campuses offer the complete MBA program in a period of six semesters beginning in alternate spring semesters. The proximity of the three campus locations is critical to the competitive differentiation strategy to allow students the flexibility to alter their schedule, thus accelerating or slowing their rate of completion based on individual factors.

Douglas County is one of the most rapidly growing areas in the state. Based on the state Census Bureau more than 20 percent of the population had received their bachelor's

degree or a higher degree between 2000 and 2010. Offering an MBA program at the Georgia Highlands Douglasville campus will assist in meeting this demand and will enable the University of West Georgia to compete with other institutions in this market.

Attachment: Administrative Approval Request Form

Action: Approved

3. Policy Additions, Modifications, Deletions

A. College of Education

Department: Graduate Studies

Graduate Programs Policy (Originator: J. Ponder)

Request: Modify

Academic Standing policy for COE graduate programs

Rationale: Currently, good academic standing hinges on maintaining a grade point average of 3.00 or better. It does not specifically, however, address students who earn a grade of F. Consequently, students can earn a grade of F immediately after beginning a program and simply be placed on probation. In some cases, students can earn a grade of F and remain in good academic standing if their grade point average does not fall below a 3.00. Thus, a modification to the academic standings policy is warranted which will provide more serious consequences for earning a grade of F.

Attachment: See Appendices A, B & C

Action: Approved

4. Senate Curriculum Committee (GPC & UPC) Required Review

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: Dr. Cobia & Ann Barnhart will prepare response and forward to GPC Chair by 10/25/12.

2. RCOB

Program: MPAcc (Originator: J. Anderson)

Period: 2011/2012

Request: GPC Review & Respond by 10/12/12

Attachment: See email attachment

Action: Dr. Malone & Dr. Gantner will prepare response and forward to GPC Chair by 10/25/12.

5. Business

A. During the August 23, 2012 GPC meeting, there was further discussion and recommendations related to potential additional revisions to be made to the Graduate Faculty Approval Policy. Dr. Turner agreed to develop proposed revisions to the current policy,

and these were submitted to the GPC during this (September 2012) meeting. It was agreed that the committee would review these proposed revisions and place the discussion of the revisions on the October 2012 meeting agenda. It was additionally requested that Dr. Turner submit his draft which denotes the revisions he proposes. The draft was submitted to the committee chair and distributed to committee members via email.

6. Other Business

No additional business was introduced.

7. Meeting was adjourned.

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

Senate/Agenda Meeting Schedule... 2012/2013

Senate & Executive Committee Meeting Dates	Time/Location		Agenda Deadline
	Senate	Executive Committee	
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

Appendices

Appendix A. Proposed Policy Modification Memo

To: Dr. Jill Drake, Chair
COE Faculty Governance

From: Dr. John M. Ponder, Director
COE Graduate Studies

Date: August 13, 2012

Re: Proposal to modify Academic Standings Policy for COE

As the director of Graduate Studies in the College of Education, I would like to formally propose the following modification to the current COE policy concerning academic standing.

I propose that we approve the following modification of the current academic standings policy and that we include the following statement in the College of Education section of *General Academic Standards* (page 77 of the current graduate catalog draft).

Any student earning a grade of F, regardless of his/her academic standing, will be referred to his/her program and, at the discretion of the program, may be suspended or dismissed from the program.

As you know, new policies and procedures were adopted this past year in an attempt to streamline and create more efficient and manageable procedures. As such, the new academic standings policy was created to provide consistency across all programs. Currently, good academic standing hinges on maintaining a grade point average of 3.00 or better. It does not specifically, however, address students who earn a grade of F. Consequently, students can earn a grade of F immediately after beginning a program and simply be placed on probation. In some cases, students can earn a grade of F and remain in good academic standing if their grade point average does not fall below a 3.00. Thus, I believe a modification to the academic standings policy is warranted which will provide more serious consequences for earning a grade of F.

Thank you for considering my request. Please let me know if you have any questions.

B. COE Faculty Governance Approval

From: Jill Drake [<mailto:jreddish@westga.edu>]
Sent: Monday, September 10, 2012 2:44 PM
To: mparrish@westga.edu
Subject: Item for Graduate Programs Committee Agenda

Hi Mark,

COE Faculty Governance Council passed an item that needs to get on your next agenda. Due to the nature of the item, it does not go into the UWG Catalog Submission System. I wish there was a way these kinds of request could be done electronically as well. In any case, the item is below.

Policy or Procedure	Requested Action	Presenter	Recommendation	Date
Academic Standing policy for COE graduate programs	Modify	Dr. Ponder	Approved	8/24/12

Thanks,

Dr. Jill Drake
Professor
Department of Early Learning and Childhood Education
University of West Georgia
1601 Maple Street
Carrollton, GA 30118
tel: 1.678.839.6080
fax: 1.678.839.6063
e-mail: jdrake@westga.edu

Appendix C. Proposed Policy Revision

College, Department, or Program-Specific Academic Standards

General Academic Standards apply to all graduate programs, which include both degree and certification programs. Some colleges/school, departments, or programs have additional and/or different academic standards which govern a student's progress toward program completion. Additional and/or different college/school, department, or program-specific academic standards are listed in this section.

College of Arts and Humanities

Good Academic Standing for a student enrolled in a Non-Degree Initial Certification Program for teacher certification (Art, Foreign Languages, Music) is defined as a cumulative GPA of 2.7 or higher.

The following programs do not accept letter grades of C as part of a program of study in the College of Arts and Humanities. A student will be dismissed from the program if he or she earns two C's or one F.

- M.A. in English
- M.A. in History
- Certificate in Museum Studies
- Certificate in Public History

College of Education

Good Academic Standing for a student enrolled in a Non-Degree Initial Certification Program for teacher certification is defined as a cumulative GPA of 2.7 or higher.

A student will be dismissed from the following two programs if he or she earns two C's or one F.

- Ed.D. in School Improvement
- Ed.D. in Professional Counseling and Supervision

Any student earning a grade of F, regardless of his/her academic standing, will be referred to his/her program and, at the discretion of the program, may be suspended from the program.

Appendix D. Revised Shared Governance Procedures

The process of notification and approval for the creation/modification of academic programs and curriculum is outlined below:

1. The following are **actions items** by the Senate and appropriate Senate Subcommittees:
 - New academic programs and new courses (degrees, majors, minors, concentrations, certificates, etc...)
 - Changes to a course level (i.e. changing from 3000 to 4000 level)
 - Adding to or removing a course from the Core Curriculum
 - Changes to course prerequisites that span across colleges
 - Modifying the requirements to complete an academic program, including core curriculum
 - New or modified concentrations within a degree program

2. The following are **information items** for the Senate:
 - Modifications to XIDS courses (Action Item by the Committee)
 - Changes in admission standards for an academic program
 - Suspending (deactivating) or eliminating (terminating) academic programs
 - Offering an existing academic program more than 95% online
 - 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
 - Comprehensive Program Reviews
 - 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:
 - Modifications/additions/deletions to existing academic program learning outcomes, excluding core curriculum
 - Offering less than 25% or 25-50% of an academic program at an off-site location or online (separate notifications for each change)
 - Minor modifications to courses including : course name, description, course learning outcomes, and prerequisites within a college or school
 - Creation or modifications of assessment artifacts
 - Moving an approved course to online delivery (including both “D” and “N” sections)