

University of West Georgia  
Graduate Programs Committee  
Minutes  
February 28, 2013, 9:00 -11:00 am  
Education Annex 220

Members Present:

Myrna Gantner	Administrator-Academic Affairs
Kareen Malone (replaced by Robert Schaeffer)	Faculty-COSS
Josh Masters	Faculty - COAH
Mark Parrish (Chair)	Senate - COE
Nancy Penco	Senate - COSM
Jeannie Pridmore	Faculty-RCOB
Sandra Thompson	Senate - RCOB
Doug Turner	Faculty-RCOB
Hope Udombon	RCOB Graduate Studies
Susan Welch	Senate-Nursing
Carol Wilson	Faculty-Nursing

Visitors:

Adel Abunawass, Computer Science  
Jessica Bucholz, COE  
William Kenyon, COSM  
Salvador Lopez, RCOB  
Heather Mbaye, COSS  
Shea L. Rose, COSM  
Jeong Seong, COSM

1. Minutes 1/24/2013
  - A. Any Changes, Additions, Modifications  
Action: Approved with revision of the "attendees" from 1/24/13
2. Course/Program Additions, Modifications, Deletions (***following requests can be reviewed at:***  
***(<https://apps.westga.edu/catalog/>)***)

A. College: College of Social Sciences

Course Changes:

(1) Department: Anthropology

a. Course: ANTH 5130 Medical Anthropology

Request: Add

Originator: Lisa Gezon

Rationale: There has been interest expressed in this course being available to graduate students. Subject matter is appropriate to graduate study.

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

b. Course: ANTH 7885 Special Topics

Request: Add

Originator: Lisa Gezon

Rationale: There has been a demand for anthropology courses at the 7000 level, particularly from the Psychology Department. The syllabus will be determined by the individual professor. A sample syllabus has been uploaded.

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

(2) Department: Political Science Department... **Heather Mbaye...Next 12 Items**

a. Course: POLS-5405 Politics in the European Union

Request: Add

Originator: Mbaye, Heather

Rationale: In order to better serve graduate students in many programs, including the MPA program and a forthcoming graduate certificate in EU Studies program, the department of Political Science is offering to cross list many of its 4000 level classes with 5000 level classes. This expands our graduate offerings without expanding our faculty.

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

b. Course: POLS-5406 British Politics

Request: Add

Originator: Mbaye, Heather

Rationale: In order to better serve graduate students in many programs, including the MPA program and a forthcoming graduate certificate in EU Studies program, the department of Political Science is offering to cross list many of its 4000 level classes with 5000 level classes. This expands our graduate offerings without expanding our faculty.

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

c. Course: POLS-5407 European Environmental Policy

Request: Add

Originator: Mbaye, Heather

Rationale: In order to better serve graduate students in many programs, including the MPA program and a forthcoming graduate certificate in EU Studies program, the department of Political Science is offering to cross list many of its 4000 level classes with 5000 level classes. This expands our graduate offerings without expanding our faculty.

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

d. Course: POLS-5408 EU Science & Technology Policy

Request: Add

Originator: Mbaye, Heather

Rationale: In order to better serve graduate students in many programs, including the MPA program and a forthcoming graduate certificate in EU Studies program, the department of Political Science is offering to cross list many of its 4000 level classes with 5000 level classes. This expands our graduate offerings without expanding our faculty.

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

e. Course: POLS-5411 Federalism and Multilevel Governance in the EU

Request: Add

Originator: Mbaye, Heather

Rationale: In order to better serve graduate students in many programs, including the MPA program and a forthcoming graduate certificate in EU Studies program, the department of Political Science is offering to cross list many of its 4000 level classes with 5000 level classes. This expands our graduate offerings without expanding our faculty.

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

f. Course: POLS-5412 Democracy and the EU

Request: Add

Originator: Mbaye, Heather

Rationale: In order to better serve graduate students in many programs, including the MPA program and a forthcoming graduate certificate in EU Studies program, the department of Political Science is offering to cross list many of its 4000 level classes with 5000 level classes. This expands our graduate offerings without expanding our faculty.

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

g. Course: POLS-5413 Social Policy in Europe

Request: Add

Originator: Mbaye, Heather

Rationale: In order to better serve graduate students in many programs, including the MPA program and a forthcoming graduate certificate in EU Studies program, the department of Political Science is offering to cross list many of its 4000 level classes with 5000 level classes. This expands our graduate offerings without expanding our faculty.

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

h. Course: POLS-5414 History of European Integration

Request: Add

Originator: Mbaye, Heather

Rationale: In order to better serve graduate students in many programs, including the MPA program and a forthcoming graduate certificate in EU Studies program, the department of Political Science is offering to cross list many of its 4000 level classes with 5000 level classes. This expands our graduate offerings without expanding our faculty.

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

i. Course: POLS-5507 US-EU Relations

Request: Add

Originator: Mbaye, Heather

Rationale: In order to better serve graduate students in many programs, including the MPA program and a forthcoming graduate certificate in EU Studies program, the department of Political Science is offering to cross list many of its 4000 level classes with 5000 level classes. This expands our graduate offerings without expanding our faculty.

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

j. Course: POLS-5508 European Economic and Monetary Union

Request: Add

Originator: Mbaye, Heather

Rationale: In order to better serve graduate students in many programs, including the MPA program and a forthcoming graduate certificate in EU Studies program, the department of Political Science is offering to cross list many of its 4000 level classes with 5000 level classes. This expands our graduate offerings without expanding our faculty.

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

k. Course: POLS-5509 EU Law & Legal Systems

Request: Add

Originator: Mbaye, Heather

Rationale: In order to better serve graduate students in many programs, including the MPA program and a forthcoming graduate certificate in EU Studies program, the department of Political Science is offering to cross list many of its 4000 level classes with 5000 level classes. This expands our graduate offerings without expanding our faculty.

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

l. Course: POLS-5510 Foreign Policy & the EU

Request: Add

Originator: Mbaye, Heather

Rationale: In order to better serve graduate students in many programs, including the MPA program and a forthcoming graduate certificate in EU Studies program, the department of Political Science is offering to cross list many of its 4000 level classes with 5000 level classes. This expands our graduate offerings without expanding our faculty.

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

(3) Department: Psychology Department...

a. Course: PSYC-7810a Tutorial

Request: Add

Originator: Malone, Kareen R.

Rationale: **The current course number, 7810, is used for a number of special topics courses. Banner cannot handle the same course number with separate sections, causing extra paperwork for Department and Registrar. Solution follows example of Music Department. Thus we have added a letter to a sequence of the courses to allow a number of offerings.**

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

b. Course: PSYC-7810b Tutorial

Request: Add

Originator: Malone, Kareen R.

Rationale: **This course number is used for a number of special topics courses. Banner cannot handle the same course number with separate sections, causing extra paperwork for Department and Registrar. Solution follows example of Music Department.**

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

c. Course: PSYC-7810c Tutorial

Request: Add

Originator: Malone, Kareen R.

Rationale: This course number is used for a number of special topics courses. Banner cannot handle the same course number with separate sections, causing extra paperwork for Department and Registrar. Solution follows example of Music Department.

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

d. Course: PSYC-7810d Tutorial

Request: Add

Originator: Malone, Kareen R.

Rationale: This course number is used for a number of special topics courses. Banner cannot handle the same course number with separate sections, causing extra paperwork for Department and Registrar. Solution follows example of Music Department.

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

e. Course: PSYC-7810e Tutorial

Request: Add

Originator: Malone, Kareen R.

Rationale: This course number is used for a number of special topics courses. Banner cannot handle the same course number with separate sections, causing extra paperwork for Department and Registrar. Solution follows example of Music Department.

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

f. Course: PSYC-7810f Tutorial

Request: Add

Originator: Malone, Kareen R.

Rationale: This course number is used for a number of special topics courses. Banner cannot handle the same course number with separate sections, causing extra paperwork for Department and Registrar. Solution follows example of Music Department.

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

g. Course: PSYC-7810g Tutorial

Request: Add

Originator: Malone, Kareen R.

Rationale: This course number is used for a number of special topics courses. Banner cannot handle the same course number with separate sections, causing extra paperwork for Department and Registrar. Solution follows example of Music Department.

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

B. College: College of Education

Program Changes:

(1) Department: Clinical and Professional Studies

a. Program: Master of Arts in Teaching (MAT)

Request: Modify

Originator: Bucholz, Jessica

Rationale: Adding a special education track to the existing MAT program. The Georgia Board of Regents (BOR) has defined Master of Education (M.Ed.) degree programs as advanced programs. Thus all M.Ed. programs offering initial certification must be reconfigured into a Master of Arts in Teaching (MAT) degree program which the BOR defines as a program that leads to initial teacher certification. Since we will continue to offer our M.Ed. in Special Education for candidates already holding certification, we are asking to modify the existing M.A.T. program to include a track for Special Education for candidates seeking initial certification in Special Education. We have tried to reflect important aspects of the current MAT programs, as well as components to best meet the needs of candidates, children, and all stakeholders involved in public P-12 education. Special education is still a high-need field and currently school systems have no choice but to hire some personnel who only hold temporary (provisional) certificates in this field. This program can meet the needs of those teaching on provisional certificates, as well as offering a vehicle for those who wish to enter this area of education.

Attachment: Program Sheet, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

(2) Department: Leadership and Instruction

a. Program: Master of Education with a Major in Secondary Education

Request: Modify

Originator: Frank Butts

Rationale: This request is to modify the existing Master of Education with a Major in Secondary Education by removing two concentration options: Economics Concentration and Political Science Concentration. This action is the result of consistently low or no enrollment in these concentrations. Both are supported by the respective Deans.

Attachment: None

Action: Approved

C. College: College of Science and Mathematics

Program Changes:

(1) Department: Geosciences

a. Program: Post-Baccalaureate Certificate in Geographic Information Systems

Request: Modify

Originator: Jeong Seong

Rationale: The Department of Geosciences proposes changing the geographic information systems certificate program (GISCP) to be delivered from face-to-face to 100% online method because of the following reasons:

(1) The GISCP has been offered mainly targeting field professionals who need up-to-date skills in geospatial technology. They can benefit from taking courses via online because of their work schedule and remote locations.

(2) This proposal is for legitimating the current GISCP course delivery method which is 100% online.

Attachment: none

Action: Approved

Course Changes:

(2) Department: Biology Department

Course: BIOL-5728 Bacterial Pathogenesis

Request: Add

Originator: Kenyon, William

Rationale: Bacterial Pathogenesis has been taught for several semesters as a special topics course in biology at both the undergraduate and graduate levels (BIOL 4985/6985 Special Topics in Biology). The course has proven to be very popular among M.S. students in biology planning careers in medicine or fields in the biomedical sciences. The course is a forerunner of what students typically encounter in medical school microbiology courses. The number of medically-related, graduate-level biology courses offered each semester is currently limited. This forces some of our M.S. students interested in the medical field to take other courses in order to complete the course requirements for the M.S. degree (10 courses for non-thesis track students and 7 courses for thesis-track students). For that reason, Bacterial Pathogenesis is a critical course for many of our graduate students interested in medicine and the clinical sciences. Furthermore, the addition of Bacterial Pathogenesis (BIOL 4728/5728) will create a series of graduate-level courses in medical/clinical microbiology to also include Essentials of Immunology (BIOL 5727), Medical Virology (BIOL 5729), and Emerging Pathogens (BIOL 5730). As a requirement of the course, graduate students enrolled in BIOL 5728 must complete an oral PowerPoint presentation based on an article from the Morbidity and Mortality Weekly Report (MMWR) published by the Centers for Disease Control and Prevention (CDC). Graduate students will also draw relevant background information from other sources such as review articles and book chapters and incorporate that information into their MMWR presentation. An online, virtual laboratory component is planned which will familiarize students with laboratory techniques routinely used to isolate, culture, and identify bacterial pathogens from clinical specimens.

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

D. College: College of Arts and Humanities

Course Changes:

(1) Department: English and Philosophy Department

a. Course: ENGL-5295 Young Adult Literature

Request: Add

Originator: Newton, David W.

Rationale: The department currently offers ENGL 4295 (Young Adult Literature), but there is no equivalent 5000-level section of the course that graduate students can take. The College of Education has requested that the department create a 5000-level section so that graduate students enrolled in the Language Arts M.A.T. program can take it as part of the required content area courses. Graduate students in the M.A. English program who are interested in teaching will also be able to take this course.

Attachment: Rationale/Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

E. College: Richards College of Business

Course Changes:

(1) Department: Economics

a. Course: ECON-6400 Surv of Economics for Teachers

Request: Delete

Originator: Boldt, David J.

Rationale: The Economics Department has no plans to offer the course in the future.

Attachment: None

Action: Approved

b. Course: ECON-6410 Consumer Economics for Teachrs

Request: Delete

Originator: Boldt, David J.

Rationale: The Economics Department has no plans to offer the course in the future.

Attachment: None

Action: Approved

c. Course: ECON-6470 Ethical Foundations of Capitalism

Request: Add

Originator: Boldt, David J.

Rationale: This course has proved to be very popular when offered as a special topics course. Plans are to offer this course once a year as an elective in the MBA program.

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

F. College: School of Nursing

Courses Changes:

(1) Department: Nursing

a. Course: NURS-9008 Educational Theory and Philosophical Foundations of Education

Request: Add

Originator: Duke, Karen

Rationale: This is a required course in the new Ed in Nursing Education program.

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

b. Course: NURS-9009 Curriculum: Theory and Practice,

Request: Add

Originator: Duke, Karen

Rationale: This is a required course in the new Ed in Nursing Education program.

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

c. Course: NURS-9010 Nursing Research Seminar,

Request: Add

Originator: Duke, Karen

Rationale: This is a required course in the new Ed in Nursing Education program.

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

d. Course: NURS-9011 Ethics in Educational Leadership,

Request: Add

Originator: Duke, Karen



Rationale: This is a required course in the new Ed in Nursing Education program.  
Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)  
Action: Approved

e. Course: NURS-9012 Nursing Education Practicum  
Request: Add  
Originator: Duke, Karen  
Rationale: This is a required course in the new Ed in Nursing Education program.  
Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)  
Action: Approved

f. Course: NURS-9013 Nursing Education Leadership for Diversity for the 21st century  
Request: Add  
Originator: Duke, Karen  
Rationale: This is a required course in the new Ed in Nursing Education program.  
Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)  
Action: Approved

g. Course: NURS-9014 Directed Readings  
Request: Add  
Originator: Duke, Karen  
Rationale: This is a required course in the new Ed in Nursing Education program.  
Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)  
Action: Approved

h. Course: NURS-9015 Dissertation  
Request: Add  
Originator: Duke, Karen  
Rationale: This is a required course in the new Ed in Nursing Education program.  
Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)  
Action: Approved

i. Course: NURS-6101 Theoretical Foundations of Nursing Practice,  
Request: Add  
Originator: Duke, Karen  
Rationale: **The School of Nursing (SON) at the University of West Georgia (UWG) recognized the need for intense curricular revision for all Masters of Nursing tracks based on revised American Association of Colleges of Nursing (AACN) Masters Essentials and a change in the focus in nursing education on quality and safety as recommended by the Institute of Medicine.**  
Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)  
Action: Approved

j. Course: NURS-6102 Role of the Caring Healthcare Professional  
Request: Add  
Originator: Duke, Karen  
Rationale: **The School of Nursing (SON) at the University of West Georgia (UWG) recognized the need for intense curricular revision for all Masters of Nursing tracks based on revised American Association of Colleges of Nursing (AACN) Masters Essentials and a change in the focus in nursing education on quality and safety as recommended by the Institute of Medicine.**

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

k. Course: NURS-6103 Health Promotion & Advanced Health Assessment

Request: Add

Originator: Duke, Karen

Rationale: **The School of Nursing (SON) at the University of West Georgia (UWG) recognized the need for intense curricular revision for all Masters of Nursing tracks based on revised American Association of Colleges of Nursing (AACN) Masters Essentials and a change in the focus in nursing education on quality and safety as recommended by the Institute of Medicine.**

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

l. Course: NURS-6104 Scholarly Inquiry and Data Analysis in Nursing

Request: Add

Originator: Duke, Karen

Rationale: **The School of Nursing (SON) at the University of West Georgia (UWG) recognized the need for intense curricular revision for all Masters of Nursing tracks based on revised American Association of Colleges of Nursing (AACN) Masters Essentials and a change in the focus in nursing education on quality and safety as recommended by the Institute of Medicine.**

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

m. Course: NURS-6105 Leadership for Quality, Safety, and Health Policy

Request: Add

Originator: Duke, Karen

Rationale: **The School of Nursing (SON) at the University of West Georgia (UWG) recognized the need for intense curricular revision for all Masters of Nursing tracks based on revised American Association of Colleges of Nursing (AACN) Masters Essentials and a change in the focus in nursing education on quality and safety as recommended by the Institute of Medicine.**

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

n. Course: NURS-6106 Pathopharmacology I

Request: Add

Originator: Duke, Karen

Rationale: **The School of Nursing (SON) at the University of West Georgia (UWG) recognized the need for intense curricular revision for all Masters of Nursing tracks based on revised American Association of Colleges of Nursing (AACN) Masters Essentials and a change in the focus in nursing education on quality and safety as recommended by the Institute of Medicine.**

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

o. Course: NURS-6114 Introduction to Health Systems Leadership

Request: Add

Originator: Duke, Karen

Rationale: **The School of Nursing (SON) at the University of West Georgia (UWG) recognized the need for intense curricular revision for all Masters of Nursing tracks based on revised American Association of Colleges of Nursing (AACN) Masters Essentials and a change in the focus in nursing education on quality and safety as recommended by the Institute of Medicine.**

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

p. Course: NURS-6115 The Business of Healthcare: Financial and Economic Evidence  
Request: Add

Originator: Duke, Karen

Rationale: **The School of Nursing (SON) at the University of West Georgia (UWG) recognized the need for intense curricular revision for all Masters of Nursing tracks based on revised American Association of Colleges of Nursing (AACN) Masters Essentials and a change in the focus in nursing education on quality and safety as recommended by the Institute of Medicine.**

Attachment: Syllabus, see Catalog Submission System, (<https://apps.westga.edu/catalog/>)

Action: Approved

### 3. Other Business

#### A. SACS “Principles” Review and feedback for Jon Anderson

- i. The GPC is tasked with reviewing and providing the Provost’s Office with feedback on “9 SACS Principles”.
- ii. **Due date: March 25, 2013**
- iii. Suggestion: The GPC develops 5 SACS review sub-committees of 2 member each to review and provide feedback to the GPC Chair for “2 principles” each.

Work Groups	SACS Principles to be Reviewed	
Anne & Barbara	2.7.4 – Core requirement	3.12.1-Comprehensive Standard <b>(Not yet available!)</b>
Josh & Elizabeth	3.4.1-Comprehensive Standard	3.4.10-Comprehensive Standard
Susan & Carol	3.4.7-Comprehensive Standard	3.4.8-Comprehensive Standard
Mark & Debra	3.6.1-Comprehensive Standard	3.6.2-Comprehensive Standard
Doug & Hope	3.6.3-Comprehensive Standard	3.6.4-Comprehensive Standard
Nancy & Kareen	4.8.1-Federal Requirement	4.8.2-Federal Requirement
Sandra & Jeannie	4.8.3-Federal Requirement	

- iv. Once the SACS review is complete, please email your revisions/feedback to M. Parrish by 3/25/13.

Discussion: Assignments discussed & made. All work groups were notified via email on 2/18/13 by Chair.

#### B. Senate ... MSP

- i. Feedback on “deactivation” Senate/Executive Committee meeting, 2/15/13
- ii. Senate soliciting feedback from academic programs’ on considering adopting a university-wide policy of “+/- grading”.

#### C. Time Limits to Complete a Graduate Degree (see Appendix B) – Dr. Gantner

Dr. Adel Abunawass, the department chair and program director of the Applied Computer Science master's program wants to decrease the number of years that a student has to complete

the degree. The rationale provided in Appendix C is very clear.

C. College: College of Science and Mathematics

Policy Changes:

(1) Department: Computer Science

a. Policy: Time Limits to Complete a Graduate Degree

Request: Modify

Originator: Adel Abunawass

Rationale: The M.S. in Applied Computer Science is a 100% online program with a cohort matriculation model; students must enter in the Fall semester and may complete the program in two years (6 consecutive semesters including summers). The prerequisite structure of the program requires students to take courses in a specific order. Students failing to complete a course or choosing not to take a course according to the cohort rotation will fall behind and must wait an entire year before they are able to continue their matriculation in the program. This structure, as well as, the frequency of change in specific course content necessary to remain current with the field, necessitates that students progress through the program with continuity and according to the rotation. It is important, as an online program with no face-to-face interaction among students, that students progress along with their cohort peers to maintain the community necessary for student retention and effective completion of various group-oriented assignments and projects. Furthermore, shortening the duration from six to three years will align the program with national benchmark standards of similar online programs.

A 3-year time limit will benefit students by encouraging them to stay engaged and complete the program in a timely manner. This will improve graduation rates and help the department to effectively plan for resource needs to support the program.

Attachment: Appendix C.

Action: Approved

D. Sub-committee report on "Grade Replacement Policy" review. (Myrna Gantner, Kareen Malone, Nancy Penco, and John Ponder)

Discussion: Myrna explained that due to "Banner", grade replacement for graduate programs must be consistent with the "undergraduate policy" however, programs may still have different policies. If programs have a different policy, their grade replacement must be manually handled by contacting the Registrar. This process will not change; however, each program is encouraged to review their program's policy to assure consistency with its application to students.

E. Introduced topic: Receipt of Transcripts by Schools/Colleges

Discussion: The topic of "receipt of transcripts" by the colleges was introduced by Doug. He expressed concern that when the schools/colleges receive transcripts (which should go directly to the Registrar) that they are not always marked as "transcripts", so they are inadvertently being opened which is in conflict with university policy. It is believed that the decentralization of the graduate school functions which moved the transcript receipt and review process responsibility to the Registrar's office has compounded this problem. Myrna expressed that this topic would be a discussion point at the next Dean's meeting in order to investigate an acceptable alternative.

4. Meeting Adjourned at 10:20am

5. 2012/2013 Meeting Schedule:

A. Graduate Programs Committee Meetings... 2012/2013

Date	Day	Time	Location		Date	Day	Time	Location
1/24/13	Thursday	9:00 – 11am	EA 220		June 2013	TBD		
2/28	Thursday	9:00 – 11am	EA 220		July 2013	TBD		
3/28	Thursday	9:00 – 11am	EA 220					
4/25	Thursday	9:00 – 11am	EA 220					

B. 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
1/18/13	3:00pm / TLC 1-303	2:00pm / TLC 1-301	1/11/13
2/15/13	3:00pm / TLC 1-303	2:00pm / TLC 1-301	2/8/13
3/8/13	3:00pm / TLC 1-303	2:00pm / TLC 1-301	3/1/13
4/19/13	3:00pm / TLC 1-303	2:00pm / TLC 1-301	4/12/13
6/21/13	TBD		6/14/13
7/19/13	TBD		7/12/13

## Appendix A. 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)

## Appendix B. Time Limits to Complete a Graduate Degree

### Time Limits to Complete a Graduate Degree (Draft revision for February 28, 2013, GPC)

#### Existing Text:

Degree programs in the College of Education must be completed within seven years.

The Ph.D. in Psychology: Consciousness and Society program must be completed within eight years.

All other graduate degree programs must be completed within six years.

It is expected that a student will complete the degree program with reasonable continuity. A student called into military service or a student with extraordinary circumstances may apply for an extension of time. The student should submit the **Degree Time Limit Extension Form** and a letter of appeal to the director of his/her graduate degree program. The time limit exception must be approved by both the Program Director and Director of Graduate Studies in the college or school.

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#### Revised Text:

Degree programs in the College of Education must be completed within seven years.

The Ph.D. in Psychology: Consciousness and Society program must be completed within eight years.

**The M.S. in Applied Computer Science program must be completed within three years.**

All other graduate degree programs must be completed within six years.

It is expected that a student will complete the degree program with reasonable continuity. A student called into military service or a student with extraordinary circumstances may apply for an extension of time. The student should submit the **Degree Time Limit Extension Form** and a letter of appeal to the director of his/her graduate degree program. The time limit exception must be approved by both the Program Director and Director of Graduate Studies in the college or school.

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Request for Specific Time Limit for the M.S. in Applied Computer Science Program  
2/4/2013

The Department of Computer Science requests that the Graduate Catalog policy, "Time Limits to Complete a Graduate Degree" be modified to stipulate **"The M.S. in Applied Computer Science program must be completed within three years.**

#### Rationale:

The M.S. in Applied Computer Science is a 100% online program with a cohort matriculation model; students must enter in the Fall semester and may complete the program in two years (6 consecutive semesters including summers). The prerequisite structure of the program requires students to take courses in a specific order. Students failing to complete a course or choosing not to take a course

according to the cohort rotation will fall behind and must wait an entire year before they are able to continue their matriculation in the program. This structure, as well as, the frequency of change in specific course content necessary to remain current with the field, necessitates that students progress through the program with continuity and according to the rotation. It is important, as an online program with no face-to-face interaction among students, that students progress along with their cohort peers to maintain the community necessary for student retention and effective completion of various group-oriented assignments and projects. Furthermore, shortening the duration from six to three years will align the program with national benchmark standards of similar online programs.

A 3-year time limit will benefit students by encouraging them to stay engaged and complete the program in a timely manner. This will improve graduation rates and help the department to effectively plan for resource needs to support the program.