

Graduate Programs Committee (GPC)
Minutes--Approved March 9, 2016
Wednesday, February 17, 2016, 1:30 PM, SON Room #200

GPC Members present: Christy Berding, Lama Farran, Ann McCleary, Dawn McCord (Chair), Denise Overfield, Doug Turner (substitute for Jeannie Pridmore), Jessica Renard, Shea Rose, Matt Varga, Susan Webb, Toby Ziglar

GPC Members absent: Frances Chumney, Shirley Lankford, Anja Remshagen, Kathy Skott-Myre

Guests: Janet Gubbins (Academic Affairs, Extended Learning, UWG Online/Distance Education)

1. Minutes: January 22, 2016

Any Changes, Additions, Modifications

Action: Approved with attendance correction

2. Course/Program Additions, Modifications, Deletions:

A. College of Social Sciences

1. Course Proposals:

a. Political Science

1. Course: POLS 5216 Gun Policy (Originator Fleming, Anthony). Gun control policy is one of the most contentious policy issues in not just the United States, but in other advanced democracies of the world. This class is designed to analyze and assess why gun control policy exists in its current state. The course will explore a variety of arguments for the current state of gun control policy. By the end of the semester students should be able to analyze and evaluate how culture, agenda setting and formulation, institutions and policy making, interest groups, the media, parties, elections, public opinion, and other factors shape gun control policy in the United States. (See <https://apps.westga.edu/catalog/>)

Request: Add

Rationale: Gun policy serves as an excellent case study on public policy and will fit in nicely as an elective in the MPA program.

Action: Approved

Discussion:

- Originator Fleming will be asked to add credit hours to the syllabus.
- Question about whether or not this is a cross-listed course. Representative was not available to answer that question but since it was not listed as such, course was approved.

2. Program Proposals:

- a. Program: Masters in Public Administration--Certificate in Disaster/Emergency Management (Originator Fleming, Anthony). (See <https://apps.westga.edu/catalog/>) Add graduate certificate in Disaster/Emergency Management to the Masters of Public Administration Program.

Request: Add

Rationale: The graduate certificate for Disaster/Emergency Management is an online and face to face collaborative, cross discipline certificate between the Department of Political Science and the Department of Criminology. The certificate is designed for students whose goal is to work with local disaster management organizations to state and federal organizations GEMA, FEMA, and Homeland Security. Through the Disaster/Emergency Management Certificate, students will receive training in how to effectively create, recommend, and implement disaster/emergency management strategies.

Action: Return for Revision

GPC Discussion: Several questions were raised and there was no representative to respond. The questions raised included the following: 1) one of the courses, 6204, for the certificate is also required for the MPA; would that be counted for both MPA and

the certificate or would candidate need to select another course, 2) there is an internship with the certificate, would candidates do both the certificate internship as well as another internship; If the certificate is embedded into the MPA which requires a 6 hour internship and the certificate requires 3 hours would they have to do 2 internships. 3) wording, “online and face to face embedded certificate within the Masters of Public Administration Program” was not clear for the purpose of what a candidate can expect for course availability if seeking a 100% online delivery. Will all courses be offered on both platforms so that students could complete the program in a reasonable amount of time.

C. Richards College of Business

1. Course Proposals:

a. Marketing and Real Estate

1. Course: MKTG 5810 Social Media and Online Marketing (Originator Talpade, Salil M.). This course will examine the impact of social media and the internet on marketing strategy. Topics will include an exploration of social media technologies and applications such as Facebook, blogs, Twitter, wikis, YouTube, etc. Students will learn how to develop an online presence, leverage these technologies and use the power and impact of Web 2.0 in implementing successful marketing strategies. (See <https://apps.westga.edu/catalog/>)

Request: Add

Rationale: This is a new elective course for business graduate students designed to give them exposure to the rapidly growing field of Social Media and Online Marketing.

Action: Approved

GPC Discussion: Include credit hours in the syllabus.

2. Course: MKTG 6850 Analytical Methods in Marketing (Originator Talpade, Salil M.). Designed to meet the rapidly growing need for a systematic approach to data

analysis. Analytical methods used include an understanding of the more commonly-used statistical methods and the use of SPSS – a software package which is helpful in the analysis of marketing data. Skill sets developed include the processing, analysis, and interpretation of data and information, and presentation of the results orally and in writing.

(See <https://apps.westga.edu/catalog/>)

Request: Add

Rationale: This is a new elective course for business graduate student, designed to meet the rapidly growing need in business for a systematic approach to data analysis.

Action: Approved

GPC Discussion: Originator will be asked to review the course outcomes and find ways to rephrase the outcomes for the purpose of being measurable statements.

2. Program Proposals:

- a. Program: Master of Business Administration (MBA) (Originator Pridmore, Jeannie, Doug Turner representing). (See <https://apps.westga.edu/catalog/>) The course requirements will be modified:

A Concentration in Business Intelligence and Cyber Security (BICS) will require a student to complete a total of 33 credit hours made up of 6 Core MBA Courses, 4 Concentrations Courses, and 1 Free Elective. The required 4 concentration courses for BICS are the follows:

1. CISM 5330 – Enterprise Architecture
2. CISM 5390 – Business Intelligence
3. CISM 5355 – Cyber Security
4. CISM 6331 – Strategic Management of Information Technology

Request: Modify

Rationale: Based on student demand, the Richard's College of Business will begin to offer an MBA with a Concentration in Business Intelligence and Cyber Security to help students differentiate themselves in the market place.

Comments: The current MBA program requires 30 credit hours, 6 core courses and 4 electives.

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- 1.CISM 5330 – Enterprise Architecture
- 2.CISM 5390 – Business Intelligence
- 3.CISM 5355 – Cyber Security
- 4.CISM 6331 – Strategic Management of Information Technology

Action: Returned for Revision

GPC Discussion: Concerns raised pertaining to the credit hours varying between the degree program (30 hours) and the concentration (33 hours). Dr. Turner will share this with department and college so that they can get feedback from the Board of Regents.

Information items

A. None

3. New Business

- A. Janet Gubbins presented information on processes for publishing online graduate programs.

Marketing Graduate Online Programs Via the Web

Programs need to be have *more than 50% of required credit hours available online and go through the processes outlined below, in order to be marketed as online via any web site. Further, the marketing and the information provided to students before enrollment and registration should be very clear (per SACS) in regards to any on-campus required meetings or possible additional costs to students (for example, if students are required to travel to Carrollton for exams or pay exam proctoring fees which can be as high as \$50 per exam).

The process for approval and marketing:

(Step 1) Notice to Faculty Senate (required):

According to

http://www.westga.edu/assetsDept/vpaa/UWG_Shared_Governance_Procedures_for_Modifications_to_Academic_Programs_Final_Adopted_by_the_senate_9Mar_ch2012.pdf

The following are information items for the Senate:

- o Offering an existing academic program more than 95% online
- o Offering an approved academic program more than 50%, but less than 95% online

(Step 2) After campus approval or notice is given, the VPAA's office then sends notice to the BOR and Dr. Cathi Jenks office is also notified.

(Step 3) After UWG Online (JGubbins) receives confirmation from Dr. Gantner that the BOR has accepted notice (required): Courses and the program can be marketed here: <http://uwgonline.westga.edu>, <http://www.westga.edu/gradstudies/>, <http://www.georgiaonline.org>, in the SREC (Southern Regional Electronic Campus database) <http://www.electroniccampus.org/>, and we can discuss other marketing/program needs with which we could possibly assist. For example, we might be able to provide banners and table cloths for conference displays, as well as rack cards or other items. In addition, we work closely with University

Communications and Marketing to promote our online offerings via Google adwords, Pandora ads, and more.

The process flow for updating the above websites is as follows:

- a. UWG Online updates www.westga.edu sites ASAP and trains leads to update: If the program information already exists here <http://uwgonline.westga.edu/masters-degrees.php> then UWG Online staff update the Instructional Method description, check a "distance ed" box in the UWG websites' program database, and the program then appears on <http://uwgonline.westga.edu>. *This information is database driven - the beauty of which is that program leads or administrators only need to update a single database and then every website where the program information is embedded instantly updates. This is the same way in which UWG's new web site will work. Therefore, it would benefit program leads to use the database and embed the database-driven content into their own website rather than recreate the wheel and have to make updates in two or three places.* UWG Online staff can train online program lead representatives on how to update their own database-driven website information and can also make changes if needed. Updating is as easy as using MS Word.
- b. UWG Online initiates presence on www.GeorgiaOnMyLine.org and trains leads to update: UWG Online copies the information from the UWG websites' program database to the USG's database that populates their searchable website here: <http://www.georgiaonmyline.org>, so that they can get the bulk of the work done for the program leads. UWG Online then waits for the GOML web admin to approve and publish the program's page, as well as set up the program lead's accounts (this is where we currently are with multiple recently approved programs). Then UWG Online contacts the program lead to review the work, let them know of any immediate changes needed (they can make them), and set up an appointment to train the program lead on how to update the information. They can still assist with updates, as needed.
- c. UWG Online initiates presence on www.electroniccampus.org and updates as requested by leads: In order to get the programs on the SREB's SREC (Southern Regional Electronic Campus database) <http://www.electroniccampus.org/>, UWG Online submits the necessary BOR form to Dr. Crafton for signature and then submits to the USG (http://www.usg.edu/academic_programs/external) to send to the SREB. Once approved by the SREB, UWG Online copies the information from UWG websites' program database, so that they can get the bulk of the work done for the program leads to review. Program leads do not have their own accounts or ability to make updates on the SREC

site; updates must be sent to Janet Gubbins, UWG Online (jgubbins@westga.edu/ 678-839-0630), to complete.

In addition to marketing and updating websites, there are other important aspects to offering an online program:

(1) Review the Program Planning Checklist: <http://tinyurl.com/z4trpqk> and UWG Quality Assurance in Online Courses: <http://tinyurl.com/hwjpgkk>

(2) Dr. Jason Huett and his instructional design/ faculty development team, led by UWG Online Assoc. Director of Faculty Development, Dr. Beth Roepnack, are available for program planning, instructional design consultation, faculty development, and other related tasks. The team can customize training for your program needs. As funding allows, we may be able to sponsor QM certification or similar opportunities. Email broepnac@westga.edu or call 678-839-5289, for more details.

(3) Be aware of DE State Authorization requirements which may mean that you will not be able to enroll residents of certain states. Even though UWG just recently became part of NC-SARA (National Council for State Authorization Reciprocity Agreements), we must still complete individual state applications or exemption paperwork in non-SARA states. Additionally, SARA has no impact on state professional licensing requirements. Distance education programs in nursing, education, social work, counseling, allied health professions, etc. may require additional approval from separate licensing boards, depending on the state. This is important, as our geographical reach is expanding quickly. In Fall 2015, we had 1987 students enrolled exclusively in fully online courses; they come from 38 US states, 4 countries, and 104 Ga counties. Consult with me (jgubbins@westga.edu/ 678-839-0630) for information and assistance.

(4) UWG Online can help facilitate test proctoring, so that students from anywhere can enroll, if needed. See <http://uwgonline.westga.edu/exams.php>

UWG Online Contact: Director, Janet Gubbins (jgubbins@westga.edu/ 678-839-0630)

* Regarding the "more than 50% online" rule and whether that would include core courses for undergrad programs, a 11/4/2015 email from Dr. Gantner indicates:

- Per Linda Noble (USG), it was not the BOR's intent that eCore participation would mean that all undergraduate programs are automatically offered more than 50% online.

- The BOR expects that program faculty make the decision to provide their programs more than 50% online and that their decision is based on choices related to pedagogies, assessments, advising, student demand, etc.
- The BOR expects that faculty decisions to provide programs more than 50% online will be made through our campus faculty governance processes, ending with the Senate.
- The UWG Provost's office should continue to notify the BOR after the Senate step is completed for each program that chooses to go more than 50% online. There is no blanket notification for all undergraduate programs.

4. Old Business

A. Comprehensive Program Reviews (CPR)

- a. *Process*: All reviews should be prepared, reviewed, and receive a response within one academic year. The schedule follows:
 - i. Departments will submit the review to the Dean's office no later than December 1st of the review year
 - ii. Deans will submit their review to the Provost's office no Later than February 1st of the review year
 - iii. The Provost's office will coordinate the review by committees of the faculty senate (GPC and UPC), which will be complete by April 1st of the review year.
 - iv. The Response from the Provost's office will be complete and the review posted to the institution's web site no later than June 30th of the review year.
- b. *Spring 2016 CPR Assignments*. Note: With the increase in the number of programs, attempts to avoid having members review their own program, and the vacant seat, some groups may be oddly formed. That said, requests for changes in assignment are welcome.

Early Childhood Education – MED

Christy Berding

Susan Webb

Early Childhood Education – EDS

Frances Chumney

Ann McCleary

MAT (Special Education

Lama Farran

Jeannie Pridmore

Special Education and Teaching – MED

Shirley Lankford

Anja Remshagen
 Special Education – EDS
 Kathy Skott-Myhre
 Shea Rose

Reading Instruction – MED
 Ann McCleary
 Matt Varga

Speech- Language Pathology – MED
 Christy Berding
 Susan Webb

Professional Counseling – MED
 Frances Chumney
 Dawn McCord

Professional Counseling – EDS
 Lama Farran
 Jeannie Pridmore

Professional Counseling and Supervision – EDD
 Shirley Lankford
 Anja Remshagen

School Improvement – EDD
 Kathy Skott-Myhre
 Matt Varga
 Shea Rose

- c. *Files:* [CPRs Files](#)
- d. *Due Date:* March 9 (March GPC meeting); Upload Review to the [CPRs Files](#) folder adding “GPC Review” to the title

4. Announcements

- A. The deadline for the first catalogue proof is March 01, 2016. Course or program additions, deletions, or modifications approved by the Faculty Senate after this date will be entered in the catalogs as time allows based upon publishing deadlines.

5. Adjournment

ADDENDUM

A. Senate – Graduate Programs Committee... 2015-2016 Members List:

	Senate Members	
McCord, Dawn (Chair	dmccord@westga.edu	Senate-COAH (2017)
Farran, Lama	lfarran@westga.edu	Senate- COE (2017)
Remshagen, Anja	anja@westga.edu	Senate- COSM (2017)
Varga, Matt	mvarga@westga.edu	Senate--COE (2018)
Webb, Susan	swebb@westga.edu	Senate--RCOB (2018)
	Faculty Members	
Kathy Skott-Myhre	kskott@westga.edu	COSS (2016)
Berding, Christy	cberding@westga.edu	SON (2016)
Lankford, Shirley	slankfor@westga.edu	Library (2016)
Rose, Shea	srose@westga.edu	COSM (2017)
Chumney, Frances	fchumney@westga.edu	COE (2017)
McCleary, Ann	amcclear@westga.edu	COAH (2017)
Pridmore, Jeannie	jpridmor@westga.edu	RCOB (2017)
	Administrator	
Overfield, Denise	doverfie@westga.edu	Administrator - Academic Affairs (2016)

Ziglar, Toby	tziglar@westga.edu	Administrator-Director of Graduate & International Admissions (2016)
	Student	
Jessica Renard	jrenard1@my.westga.edu	COE
GPC Group Email: fs-gp-list@westga.edu		

B. GPC Charge and Membership

Purpose: to recommend policy and procedures concerning graduate programs, curriculum, admissions, transfers, admission to candidacy eligibility for graduation, petitions and appeals, and graduate faculty; and to approve all additions and deletions of graduate courses and programs and reorientations of existing programs.

Membership: five senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the Dean of the Graduate School and one appointed by the Provost; one student, appointed by the Dean of the Graduate School. (Total: 15)

C. GPC/Senate Agenda Meeting Schedule... 2015-2016:

Location: Tanner School of Nursing Room 200

Duration: Goal is to complete work in one hour but additional time may be needed

Schedule: Wednesday, Feb 17, 2016, 1:30 PM

Wednesday, Mar 9, 2016, 1:30 PM

Friday, Apr 15, 2016, 10:00 AM

Friday, Jun 17, 2016, 10:00 AM

Friday, July 15, 2016, 10:00 AM

D. In order to review program related submissions, go to Catalog Submission System:

<https://apps.westga.edu/catalog/>

- Use Your Email login...
- Select:
 - o Programs OR Courses
 - o Pending

E. Shared Governance Procedures:

The process of notification and approval for the creation/modification of academic programs and curriculum is outlined below (*this describes the areas of responsibility of the Graduate Programs Committee (GPC)*):

1. **The following are *actions items* by the Senate and appropriate Senate Subcommittees:**
 - o New academic programs and new courses (degrees, majors, minors, concentrations, certificates, etc...)
 - o Changes to a course level (i.e. changing from 3000 to 4000 level)
 - o Adding to or removing a course from the Core Curriculum
 - o Changes to course prerequisites that span across colleges
 - o Modifying the requirements to complete an academic program, including core curriculum
 - o New or modified concentrations within a degree program
2. **The following are *information items* for the Senate:**
 - o Modifications to XIDS courses (Action Item by the Committee)
 - o Changes in admission standards for an academic program
 - o Suspending (deactivating) or eliminating (terminating) academic programs
 - o Offering an existing academic program more than 95% online
 - o 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***
 - o Comprehensive Program Reviews
 - o 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:**

- o Modifications/additions/deletions to existing academic program learning outcomes, excluding core curriculum
- o Offering less than 25% or 25-50% of an academic program at an off-site location or online (separate notifications for each change)
- o Minor modifications to courses including : course name, description, course learning outcomes, and prerequisites within a college or school
- o Creation or modifications of assessment artifacts
- o Moving an approved course to online delivery (including both “D” and “N” sections)