

University of West Georgia
Graduate Programs Committee
Minutes
November 29, 2012, 9:00 -11:00 am
Education Annex 220

Members Present:

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| Debra Cobia (substitute chair for Mark Parrish) | Faculty COE |
| Barbara Ballentine | Faculty - COSM |
| Myrna Gantner | Administrator-Academic Affairs |
| Elizabeth Kramer | Senate-COAH |
| Kareen Malone | Faculty-COSS |
| Nancy Penco | Senate - COSM |
| Doug Turner | Faculty-RCOB |
| Susan Welch | Senate-Nursing |
| Carol Wilson | Faculty-Nursing |

Visitors:

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| Jeannie Pridmore | Faculty-RCOB |
| Nadya Popov | Faculty-History Dept. |
| John Ponder | COE Graduate Studies |
| Hope Udombon | RCOB Graduate Studies |

1. Minutes 10/25/2012
 - A. Any Changes, Additions, Modifications
Action: Approved
2. Course/Program Additions, Modifications, Deletions

A) College of Arts and Humanities

History Department

Course Changes:

1. Master of Arts in History, General
 - a. Course: HIST-5285 Special Topics in European History (Originator: D. Williams)
Request: Add
Rationale: The course catalog currently lists HIST 4485 / 5485 as our department's sole "Special Topics" course, so currently, all new courses that are introduced in our department on an experimental basis are offered as sections of HIST 4485 before they are added to the catalog as regular courses. In recent years, the history department has been offering multiple sections of HIST 4485 each semester, which has resulted in problems for students who want to register for more than one HIST 4485 / 5485 section. The registrar has also found it

difficult to appropriately categorize and process these HIST 4485 / 5485 courses in WolfWatch. To address these problems and reduce the number of HIST 4485 / 5485 sections offered each semester, we are introducing two new "Special Topics" courses - one for special topics in European history and another for special topics in world history. By offering some of our special topics courses under these new course designations, we will make it easier for the registrar to appropriately categorize the new special topics courses that are offered and we will reduce the number of registration problems that result when students attempt to register for more than one section of HIST 4485 / 5485. Because these are special topics courses whose subject matter, reading assignments, and course expectations will vary each semester, I have not submitted a sample syllabus.

Attachment: None

Action: Approved

b. Course: HIST-5385 Special Topics in World History (Originator: D. Williams)

Request: Add

Rationale: The course catalog currently lists HIST 4485 / 5485 as our department's sole "Special Topics" course, so currently, all new courses that are introduced in our department on an experimental basis are offered as sections of HIST 4485 before they are added to the catalog as regular courses. In recent years, the history department has been offering multiple sections of HIST 4485 each semester, which has resulted in problems for students who want to register for more than one HIST 4485 / 5485 section. The registrar has also found it difficult to appropriately categorize and process these HIST 4485 / 5485 courses in WolfWatch. To address these problems and reduce the number of HIST 4485 / 5485 sections offered each semester, we are introducing two new "Special Topics" course numbers - one for special topics in European history and another for special topics in world history. By offering some of our special topics courses under these new course designations, we will make it easier for the registrar to appropriately categorize the new special topics courses that are offered and we will reduce the number of registration problems that result when students attempt to register for more than one section of HIST 4485 / 5485. Because these are special topics courses whose subject matter, reading assignments, and course expectations will vary each semester, I have not submitted a sample syllabus.

Attachment: None

Action: Approved

Discussion: A number of faculty expressed concerns similar to those brought forward by the History Department. Specifically, the concern that multiple offerings under a special topics number resulted in Banner conflicts as it appears that students are enrolled in multiple sections of the same course. To rectify the situation, students now go to the registrar's office to be individually enrolled if they need to take more than one special topic course.

Action: Dr. Gantner will discuss the issue with the Registrar to determine whether there may be a technological solution for this conflict.

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

Sub-committees report on review progress:

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: Approved

5. Business

A. The COE Graduate Studies asked the GPC to investigate the “common practices/policies” related to the treatment of graduate grades that fall below the programs’ minimum level to maintain “good academic standing”, i.e., 3.0 GPA, grades of C or less, etc., and whether or not these courses are required to be “repeated”. It was suggested that all GPC members would provide the Chair with their current college/department/program practice/policy on academic standing and the requirement to repeat courses for their graduate students. This information will be presented/discussed at the 11/29/12 GPC meeting for discussion.

Discussion: a. There appears to be quite a bit of inconsistency among programs about how grades of C or less, or GPA below 3.0 are managed.

b. Some of the practices reported (Appendix A of this document) are also inconsistent with the academic standing policy.

Action: a. A sub committee was formed to gather data regarding current practices across Colleges and programs for grade replacement. Myrna Gantner, Kareen Malone, Nancy Penco, and John Ponder will serve on the committee. They will bring a report and possible recommendations for Grade Replacement Policy to GPC at the February meeting.

b. Dr. Gantner will communicate with the graduate directors to alert them to this finding and ask their assistance in working with programs to revise existing policies and practices to be consistent with the Academic Standing Policy; or, to submit a request through GPC and Senate to deviate from the Academic Standing Policy. Any approved deviation should appear in the catalog.

6. Other Business

Nadya Popov from the History department identified a significant problem with which others agreed regarding the communication between GPC and the graduate program directors across the University. She suggested that a list serve of program directors be created and that minutes of the GPC meetings be shared with these individuals through that list.

Jean Pridmore will replace Doug Turner on the GPC in January as the RCOB faculty representative. Doug Turner will notify Jeff Johnson of the change in membership.

7. Adjourn

8. 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 |

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 |
| 1/18/12 | 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 |

Appendix A

A. The COE Graduate Studies asked the GPC to investigate the “common practices/policies” related to the treatment of graduate grades that fall below the programs’ minimum level to maintain “good academic standing”, i.e., 3.0 GPA, grades of C or less, etc., and whether or not these courses are required to be “repeated”.

| School/ College | Policy (Yes/No) | Reported Policy/Practice | Reported by |
|-----------------|-----------------|---|--------------------|
| COAH | No | | Chantrice Copeland |
| Music | No | | Kevin Hibbard |
| History | Yes | <ul style="list-style-type: none"> • For students admitted as regular (rather than provisional) students, one C grade will have the student placed on probation. Two C grades or one F grade will result in automatic dismissal from the program. In exceptional cases, however, such a student may apply for re-admission after a year or so. • For students admitted into the program as provisional students, one C grade will result in automatic dismissal from the program. • Normally, students who have received one C grade do not have to retake the course, unless it is a required course for their particular major/minor area of study. • As far as I understand, in those instances, the new grade "replaces" the old one in the calculation of the student's GPA. | Nadejda Popov |
| COAH | Yes | No C's or F's allowed | Elizabeth Kramer |
| COE | Yes | <ul style="list-style-type: none"> • It is no longer required in COE. We now follow the general academic standing policy which went through the approval process last year. The policy focuses on maintaining a gpa of 3.00. If a candidate earns a “C” but maintains a 3.00, no retake is necessary. Of course, we just sent through the “f” policy of which you are already familiar. • The new grade is used in gpa calculations and old grade is not. You have to make a request to the Registrar’s Office the get this done. However, the old grade is still on the transcript. While there is no official policy on this matter, this was the suggested practice given to me by the Registrar’s Office. | John Ponder |
| Biology | Yes | <ul style="list-style-type: none"> • We do allow re-takes but it rarely occurs. • We average the old and new grade. • Students need to maintain a 3.0 or risk being thrown out of the program (although that may be a University policy?) | Barbara Ballentine |
| Nursing | Yes | <ul style="list-style-type: none"> • Any masters nursing course in which a student receives a C requires the student to retake the course. They can retake a single course only twice. • The repeated course grade replaces the previous course grade. • From Nursing 2012-13 Graduate Handbook: <ul style="list-style-type: none"> ○ A minimum grade of “B” is required in all nursing courses. Students who earn a grade of C, WF or U in any two courses, or who earn an F in any nursing | Susan Welch |

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| | | <p>course, will be dismissed from the program. Students who receive a "C", "WF" or "U" in any nursing course may repeat that course one time only.</p> <ul style="list-style-type: none"> ○ Students may apply for reinstatement after a period of no less than one semester. To appeal for reinstatement, the student must present to the School of Nursing a letter indicating the nature of the appeal and justification for reinstatement. | |
| Psychology | | <ul style="list-style-type: none"> ● We do not allow a student to re-take a course if there is a "C". ● Two Cs and you are removed from program. If I am wrong, I believe that any of the cced parties might correct me. | Kareen Malone |
| Business | Yes | <p>Masters of Business Administration:</p> <ul style="list-style-type: none"> ● In the MBA program students do not have to repeat a course that they have earned a C on, except the student wants to do so. A repeated course is allowed and is calculated in the GPA with the exclusion of prior course grade. ● The new course grade replaces the prior grade with department and VPAA approval. The new course grade is averaged into GPA and the prior grade is excluded, however, the old grade will still reflect on student transcript. <p>Masters of Professional Accounting Program:</p> <ul style="list-style-type: none"> ● Students in the MPAcc program are allowed to repeat a course in which they have earned a C, but are not required to do so. Only the most recent grade counts toward the graduate GPA. ● Students who earn an F in a course are dismissed from the program. If special circumstances exist (e.g., a student earns a WF in a course and is subsequently allowed back into the program), the student must retake the class. Again, only the most recent grade counts toward the graduate GPA. Students in the MPAcc program are also required to take all upper division undergraduate accounting courses, regardless of whether they have an undergraduate accounting degree or not. If a student has a D in any undergraduate accounting course, (s)he must retake the course until (s)he earns a C or better. Undergraduate courses do not count toward the graduate GPA. <p>Master of Education in Business Education:</p> <ul style="list-style-type: none"> ● There is no "D" grade; No "F" courses permitted--students have been dismissed from Graduate School per academic standards and probation policy as outlined in the Graduate Catalog. | Hope Udombon |

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| | | <ul style="list-style-type: none">• One (1) "C" grade is permitted in the specific program content courses without retaking the course; "C" permitted in courses not in content area if the student maintains an overall GPA of 3.0.• Averaged with prior grade or as outlined by the Graduate School academic standards to maintain a 3.0 OGPA <p>Any additional related practices/comments/suggestions will be appreciated!</p> <ul style="list-style-type: none">• Please review the current policy of assigning either an "S" or a "U" for student teaching internship. If a student receives a "U", should the "U" be treated as an "F" grade?• No way to average an "S" or "U". | |
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Appendix B. 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)