GRADUATE COMMITTEE MINUTES
Graduate Committee Meeting Date – March 9, 2017

Present: Dr. Mujibur Khan, CEIT; Dr. Dustin Anderson, CLASS; Dr. Constantin Ogloblin, COBA; Dr. Bill Yang, COBA; Dr. Meca Williams-Johnson, COE; Dr. Ming Fang He, COE; Mr. Lili Li, Library; Mr. Jeffrey Mortimore, Library; Dr. Thomas Koballa, Dean, COE [Academic Affairs]; Dr. Yunfeng Chen, [Alternate] CEIT; Dr. Manuela Caciula, [Alternate] CHHS; Dr. Li, [Alternate] CHHS; Dr. Eric Gato, [Alternate] COSM; Dr. Samuel Opoku, [Alternate], JPHCOPH; Dr. Diana Cone, VPAA/COGS; Mrs. Audie Graham, COGS

Guests: Ms. Candace Griffith, VPAA; Mrs. Naronda Wright, COGS; Mrs. Randi Sykora-McCurdy, COGS; Mrs. Wendy Sikora, COGS; Ms. Cindy Groover, Institutional Effectiveness; Mr. Wayne Smith, Registrar's Office; Ms. Doris Mack, Registrar's Office; Dr. Tracy Linderholm, COE; Dr. Christine Ludowise, Dr. Brian Koehler, COSM; Dr. Lance McBrayer, COSM; Dr. David Williams, CEIT; Dr. Dan Bauer, CLASS; Dr. Jessica Brooks, CLASS

Absent: Dr. Gustavo Molina, CEIT; Dr. Gavin Coquilitt, CHHS; Dr. Brandonn Harris, CHHS; Dr. Richard Flynn, CLASS; Dr. Scott Kersey, COSM; Dr. Colton Magnant, COSM; Dr. Bill Mase, JPHCOPH; Dr. Evans Afriyie-Gyawu, JPHCOPH

I. CALL TO ORDER
Dr. Dustin Anderson called the meeting to order on Thursday, March 9, 2017 at 9:00 AM.

II. APPROVAL OF AGENDA
Dr. Ming Fang He made a motion to approve the agenda as written. A second was made by Dr. Constantin Ogloblin and the motion to approve the agenda was passed.

III. CHAIR’S UPDATE
A. Comprehensive Program Review – Dr. Anderson stated all rubric scores for the Comprehensive Program Reviews have been received, and they have all either met or met with recommendations. Dr. Anderson said he has received four out of the seven reports, and he will normalize them and include them in the April Graduate Committee agenda. This will allow members to read the reports in advance and questions will be addressed during the April meeting.

IV. NEW BUSINESS
A. College of Education
Dr. Tracy Linderholm presented the agenda item for the College of Education.

Department of Teaching and Learning
Information Item:
Collaborative MAT Program
JUSTIFICATION:
Disband the collaborative online MAT program with Columbus State University, Valdosta State University, and Georgia Southern University.

No action required for information only item.

B. College of Liberal Arts and Social Sciences
Dr. Dan Bauer presented the agenda items for the Department of Writing and Linguistics.

Department of Writing and Linguistics
New Course:
WRIT 5231G - Advanced Screenwriting
JUSTIFICATION:
WRIT/LING has proposed changing WRIT 4232 to WRIT 5231 to make the course consistent with the numbering of the other “Advanced” courses offered in our Creative Writing emphasis. Proposing a 5231G course brings further consistency to the Creative Writing offerings and allows students to take the course for graduate credit.
Dr. Anderson asked for clarification of the catalog description regarding the additional coursework graduate students will be responsible for completing. Dr. Bauer said it depends on the student, and the catalog description was vague because the department did not want to limit the instructor. Dr. Bauer suggesting altering the sentence in the description to read as “Graduate students will do work in addition to undergraduates to further enrich and develop their projects”.

MOTION: Dr. Meca Williams-Johnson made a motion to approve the agenda item submitted by the Department of Writing and Linguistics, with the revision to the catalog description. A second was made by Dr. He. The motion to approve the New Course was approved.

Dr. Jessica Brooks presented the agenda items for the Department of Psychology.

**Department of Psychology**

Course Revision(s):

PSYC 7235 - Group & Family Therapy

**JUSTIFICATION:**
Changes are being proposed in response to feedback from practicum supervisors and internship directors to improve student preparation for clinical work.

PSYC 7433 - Foundations & Skills II

**JUSTIFICATION:**
Changes are being proposed in response to feedback from practicum supervisors and internship directors to improve student preparation for clinical work.

Program Revision:

Clinical Psychology Psy.D.

**JUSTIFICATION:**
Changes are being proposed in response to feedback from practicum supervisors and internship directors to improve student preparation for clinical work. The revision also updates the dissertation credit hours, which were incorrectly listed in the current catalog.

Dr. Anderson stated he spoke with Dr. Thresa Yancey and she stated the Program and Course Revisions have to do with accreditation. He asked for clarification from the Registrar’s Office if the effective date for these items can be changed to Fall 2017, rather than Fall 2018. Mr. Wayne Smith stated the Registrar’s Office approved of the effective date change.

MOTION: Dr. He made a motion to approve the agenda items submitted by the Department of Psychology, with the understanding that the effective date be changed to Fall 2017 due to accreditation. A second was made by Dr. Ogloblin. The motion to approve the Course Revisions and Program Revision was approved.

**C. Jack N. Averitt College of Graduate Studies**

Mrs. Naronda Wright presented the agenda item for the Jack N. Averitt College of Graduate Studies.

**Information Item:**
International Transcript Evaluations

Mrs. Naronda Wright stated the College of Graduate Studies (COGS) has been completing international transcript evaluations in-house for the past three to four years. Mrs. Wright said the workload for this has steadily increased and the college is not staffed to continue to support this service. She said due to the increased workload and increase of applications COGS will no longer perform the transcript evaluations in-house. Students will be required to have their transcripts evaluated by a member of the National Association of Credential Evaluations Services, Inc. (NACES).

Dr. Ogloblin asked what if the applicant is not using credentials from one of the institutions they have attended. Mrs. Wright said we require transcripts from all universities attended. Dr. Diana Cone stated this is a SACSCOC policy, both undergraduate and graduate level applicants are required to show proof of all institutions they have attended.

Dr. Cone said while this change is due to the workload issue, it also is a process to send a staff member for additional training to ensure transcript evaluations are being performed correctly.
Dr. Anderson asked how this would impact our international applications. Mrs. Wright stated she did not think there would be much of a change. She said a lot of students already submit the transcript evaluations, because they are applying to multiple schools.

Ms. Candace Griffith stated another advantage to this is when a Georgia Southern student becomes a graduate teaching assistant, she has to request official transcripts as well as external evaluations for foreign degrees. In the past, Ms. Griffith was able to accept a copy of the external evaluations submitted to COGS. She said when COGS did not have the external evaluation, the student would then have to pay to have this done.

Dr. Eric Gato asked if students will be required to go through WES for the transcript evaluations. Mrs. Wright said anyone who is NACES accredited will be acceptable.

No action required for information only item.

V. OLD BUSINESS

A. Prior Learning Assessment – Dr. Thomas Koballa asked the committee to think about the PLA policy in two pieces. One would be the policy, and the other would be the funding associated with it. Dr. Koballa stated the Graduate Committee and Faculty Senate has never engaged in setting tuition or fee rates. He asked the committee to separate the two areas as they continue the PLA discussion. Dr. Koballa distributed a handout of the current transfer credit policy that is listed in the graduate catalog, which states there is a maximum of six credit hours. Dr. Koballa said the proposed PLA policy lists nine hours as the maximum, and he suggested amending the number of credit hours listed in the PLA policy to six.

Dr. Koballa said two areas of funding has been discussed by the committee. One is the income associated with the evaluation charge, and the second is how faculty get paid for conducting the assessment. Dr. Koballa said Mr. Rob Whitaker has recommended the language “evaluation charge” be used in the PLA policy, rather than “fee”. Dr. Koballa stated he would argue against setting the evaluation charge the same as the tuition rate. He referred to another handout with the proficiency exam section from the undergraduate catalog. Dr. Koballa said the fee listed in proficiency exam policy is only $15.00. Dr. Koballa said if the PLA policy is approved, then the President and President’s Cabinet would need to address the funding. Dr. Koballa explained why he would argue against charging the tuition rate. He said faculty effort related to assessment is different than teaching a course. Dr. Koballa encouraged the committee to allow the President and the President’s Cabinet to evaluate the evaluation charge and what options are available to provide appropriate compensation to faculty.

There was a brief discussion of transfer courses and how they relate to PLA credit. If a student receives PLA credit it would remain on their transcript and would be listed as “K” credit.

Dr. David Williams asked how you deal with the credentials of the instruction. Dr. Koballa said you would not deal with the credentials, you would focus on the evidence that the student brings forward.

Dr. Gato suggested having a committee conduct the assessment, rather than one faculty member.

Dr. Koballa said if the PLA policy is supported by the Graduate Committee, then there is a possibility that the Undergraduate Committee may choose to revisit the proficiency exams section.

Dr. Koballa reviewed the PLA policy and procedures. After a brief discussion the following revisions were recommended for the committee’s consideration.

1) Change maximum credit hours from 9 to 6 credit hours.

2) Revise Item #6 of the procedures to read as “The student will receive notification of performance results within a timeframe established by the program.”

MOTION: Mr. Jeffrey Mortimore made a motion to approve the Prior Learning Assessment policy with the suggested amendments listed above. A second was made by Dr. Ogloblin, and the motion was approve.

B. Discussion of Degree Description – Dr. Lance McBrayer stated the College of Science and Mathematics (COSM) would like for degrees to reflect a thesis degree versus a non-thesis degree. He said the college would like to add a description to the transcript to better reflect what the student actually did. Dr. McBrayer explained how other institutions add the title of the thesis to the transcript so that any reviewer of the transcript would have an idea what the research component was over.
Dr. Anderson asked if the idea is to enhance student's marketability across the board, or for one side or the other. Dr. McBrayer said it would be across the board, and that adding the title as the description would be the most beneficial to the students.

Dr. Khan asked if description would be on the diploma. Dr. McBrayer said no, the description would only be on the transcript.

There was a brief discussion of whether Master of Arts would be an option, rather than the Master of Science. Ms. Griffith said she was not sure if it would be feasible to rename degrees, because of the approval process and workload.

Ms. Griffith said as a reviewer of faculty transcripts, she finds it extremely helpful to have non-thesis or thesis description added.

Dr. McBrayer said he spoke to the Department Chairs and Program Directors in their college and all of them are in support of this. He said they would have to work with the Registrar’s Office to see what the stipulations would be to add the descriptions.

Mr. Wayne Smith suggested the committee make the request and then the Registrar’s Office would review and determine what will be needed to make this change.

Dr. Anderson suggested that each college who is interested in this undertake the same approach as COSM has.

**MOTION:** Mr. Mortimore made a motion to approve a degree description be added to the COSM student's transcripts. A second was made by Dr. Williams-Johnson. The motion to approve the request by COSM was passed.

Dr. Anderson stated Dr. McBrayer will work with the Registrar’s Office to have the descriptions added.

Dr. Anderson asked Dr. McBrayer if he could come back with a follow up of how the process went, because it might expedite the process for other colleges. Dr. McBrayer agreed.

**C. Curriculum Inventory Management Update** – Ms. Doris Mack stated there was no updates at this time for CIM.

**VI. ANNOUNCEMENTS**

Dr. Anderson thanked Randi Sykora-McCurdy for working with the Deans and Associate Deans on disseminating information to Program Directors about changes to federal financial aid.

Dr. Anderson reminded everyone to watch for announcements on the upcoming Research Symposium in April.

Mrs. Audie Graham stated the deadline to submit nominations for the Averitt Awards is March 14.

**VII. ADJOURNMENT**

There being no further business, the meeting was adjourned on March 9, 2017 at 9:58 AM.

Respectfully submitted,

Audie Graham, Recording Secretary

Minutes were approved March 20, 2017 by electronic vote of Committee Members