

MINUTES

Graduate Studies Committee

December 9, 2011 meeting

The meeting of the Graduate Studies Committee was called to order by Dr. Ken Snowden at 10:00 a.m. in MHRA 1607.

Members Present: Jacob Babb, Cheryl Buehler, Bill Carroll, Vincent Francisco, Byoungho Jin, Michael Kane, Ken Klase, Lynne Lewallen, Paul Mazgaj, Ken Snowden, David Teachout, and Barbara Tookey.

Excused Absence: Laura Chesak, Bill Harden, Matina Kalcounis-Rueppell, Todd Lewis, Kelly Rowett-James, and Bill Wiener.

APPROVAL OF MINUTES

Minutes from the November 18, 2011 meeting were approved as written.

REPORT OF THE CHAIR - DR. SNOWDEN

The University Program Review Committee (UPRC) had suggested a procedure to use to review academic programs. The procedure consists of the committee answering three yes or no questions for each program on campus. The questions are as follows:

1. Does the unit report provide adequate evidence that the program has either exceptionally strong or weak quality?
2. Does the unit report provide adequate evidence that the program has exceptional, strong or weak demand or function?
3. Does the UPRC recommend to the Administration the program research base be reviewed further?

A short explanatory comment field will be provided at the end if further discussion is needed. The procedure was approved by the Chancellor, Provost, and Faculty Senate. In addition, the UPRC has provided an opportunity for faculty, staff, and students to provide any additional feedback that is not reflected on the individual reports through a comment form, which is located on the Provost's website for a limited time.

Dr. Snowden also reported that he proposed a resolution to the faculty senate this past Wednesday to make a change in our composition to include a representative from the registrar and the library and that student member's would be voting members on all issues, except student appeals. He or Nancy Hodges will be returning in the spring to the faculty senate to correct the student voting issue (it should be on all matters, including student appeals), and to include the Nanoscience representative addition. Also in the spring, a separate resolution will also be written to include that any changes to policy and procedures that show up in the faculty senate bylaws will be presented to the faculty senate as a resolution.

REPORT OF THE DEAN - DR. WIENER

No report.

REPORT OF THE CURRICULUM SUBCOMMITTEE – DR. CARROLL

ROUTINE COURSE CHANGE REQUESTS (Form D)

The following were approved:

1. **CSC 594: Directed Study in Computer Science** - Change grading method from Standard Letter Grade to Satisfactory/Unsatisfactory. CSC 593 will remain Standard Letter Grade to offer the department more flexibility - Effective Spring 2012
2. **DCE 560: The Dancer's Body** – Change frequency of offering from every third summer to every fourth summer – Effective Fall 2012

3. **DCE 581: Dance on Video** - Change term offered from Spring to Fall or Spring – Effective Fall 2012
4. **DCE 654:** - Bulletin correction. 654 is listed three times in the 2011-2012 bulletin with different course descriptions. Leave 1st DCE 654 as is. Change 2nd DCE 654 to DCE 655. Change 3rd DCE 654 to DCE 656. These courses were approved last year. – Effective Fall 2012
5. **MUP 566: Orchestration** – Change course number to MUP 655 – Effective Fall 2012
6. **MUS 640: Electroacoustic Music Composition** – Delete from curriculum. This course has been moved to Music Performance-now MUP 650 – Effective Spring 2012
7. **PSY 515, 519, 602, 604, 608-612, 614, 617, 622-626, 640, 643-645, 647, 650,-652, 655, 661, 662, 681, 721, 724, 745** – Change “permission of the instructor” prerequisite to “graduate standing in UNCG psychology programs, or permission of the instructor.” – Effective Fall 2012

NEW AMENDED COURSE PROPOSALS (FORM A)

The following were approved with minor revisions:

1. **BIO 607: Seminar in Environmental Health Science** – Effective Spring 2012
2. **SOC 552: Sociology of Science and Technology** – Effective Spring 2012
3. **PSY 624: ~~Research Methods in Clinical Psychology~~ Research Methods in Psychology**, change pre/corequisites from PSY 622, STA 661, STA 662 and permission of the instructor to PSY 609, PSY 610 and permission of the instructor. Change course description from “Broad-based methodological perspective on approaches to research in clinical psychology; personality, psychopathology, psychotherapy, epidemiology, behavioral medicine, and clinical child psychology” to “Broad-based philosophical and methodological perspectives on conducting and interpreting psychological research; considers basic, applied, and translational research, laboratory-and field-based research, and experimental, quasi-experimental, correlational, and longitudinal research designs.” – Effective Sp 2013

CONCENTRATION, SECOND ACADEMIC CONCENTRATION (SAC), AND/OR MINORS (Form F)

The following were approved:

1. **M. Ed in Teacher Education** – Discontinue concentration in Chemistry Education, Teacher Leadership Track – Effective Fall 2012
2. **M. Ed in Teacher Education** – Discontinue concentration in Middle Grades Education: Teacher Leadership Track – Effective Fall 2012

PROGRAM REVISIONS (Form G)

The following were approved:

1. **MA in English** – Eliminating the Writing and Editing Plan. – Effective Fall 2012
2. **MA in Psychology, General Experimental Psychology and MA/PHD in Psychology, Cognitive, Developmental, Social, or General Experimental Psychology** - add PSY 624 as a required credit course and reduce the number of required General Core Course credit hours from 12 to 9. – Effective Fall 2012
3. **M.Ed. in Teacher Education, Add-on Licensure in Reading** – Change TED 617B and 614 from being optional choices to required. Remove TED 619 from Current Optional Choices. – Effective Fall 2012
4. **M.Ed. in Teacher Education, Middle Grades Education: Classroom Practice Track** – Adding TED 622 with advisor approval as an optional course under the Pedagogical Expertise Requirement – Effective Fall 2012
5. **M.Ed. in Teacher Education, Reading Education Teacher Leadership** – Add TED 614 as a required Pedagogical Expertise course. Remove TED 628 from Pedagogical Expertise and add as a Professional Development/Leadership course. Hours required (39) do not change. – Effective Fall 2012
6. **Ph.D. in Human Development and Family Studies** – Request to add specificity to 9 of the 18 elective hours in the doctoral specialization hours. Students will be required to take one course in each of three target areas: development, family studies, and sociocultural context. – Effective Fall 2012
7. **Ph.D. in Information Systems** – Update the progression requirements for doctoral students without appropriate IS and business backgrounds. The change involves removing all 1.5 credit hour courses from

the Leveling Courses/Prerequisites requirement and adding previously approved 3 credit hour courses that are now under the revised MSITM and MBA curriculum. – Effective Fall 2011

8. **Ph.D. Minor in Information Systems** – Remove all 600-level 1.5 credit hours courses and the 700-level course options required for a minor. Replace with 600-level 3 credit hours options. This change is to reflect the new courses that are now under the revised MSITM curriculum. – Effective Fall 2011
9. **PM Certificate and MSN in Adult/Gerontological Nurse Practitioner** – Change title of concentration in the PM Certificate and MSN to Adult/Gerontological Nurse Practitioner – Primary Care – Effective Fall 2011

The following were tabled:

1. **Master of Library and Information Studies** – Changing the number of Required Core Courses from five to four by deleting LIS 610: Collection Management – Effective Fall 2012
2. **M.Ed. in Teacher Education, Science Education: Classroom Practice Track** – Remove 15 hours of content from the Pedagogical Expertise requirement and add TED 561, 632, and 1 approved three-hour content course in College of Arts and Sciences. Correct the number of hours required under the Professional Development/Leadership requirement from 9 to 12. The minimum number of hours required changes from 39 to 36. – Effective Fall 2012
3. **M.Ed. in Social Studies Education: Teacher Leadership Track** – Change title to Middle/Secondary Social Studies – Effective Fall 2012
4. **M.Ed. in Science Education: Teacher Leadership Track** – Change title to Middle/Secondary Science Education – Effective Fall 2012

CERTIFICATE/LICENSURE PROGRAM PROPOSAL (Form J)

The following were approved:

NC Teach Program – Effective Spring 2012

REPORT OF THE POLICIES AND PROCEDURES SUBCOMMITTEE – DR. KLASE

Dr. Ken Klase reported that the subcommittee met briefly and would like to discuss in more detail the grade appeals policy and dismissal appeals. The subcommittee feels like these two items should be treated separately and is focusing on suggested policy changes to the bulletin and suggested procedures that would go into the Graduate Director's notebook that would affect these two appeals processes.

There are two issues needing to be addressed within grade and dismissal appeals; time frame for initiation of the appeal and whether or not the approved appeal needs to be reviewed for final approval at the level of the Dean of the Graduate School. The current time frame of a grade appeal is “a currently enrolled student may appeal a grade within one year of the date the grade was posted.” The subcommittee is considering shortening the time a student has to submit their appeal to 90 days after the grade has been originally posted. This timeframe would also be assigned to dismissal appeals.

Another possibility the subcommittee is considering is issuing a time frame for each step within the process. For example, once the grade appeal has been received, the instructor will have 30 days to review and make a decision. The student will then have 30 additional days to appeal to the chair of the department. 30 day response intervals will take place until the appeal has been granted or it has reached the level of the Dean of the Graduate School.

The consensus of the subcommittee is that if the grade appeal has already been approved at the faculty or academic dean level, the final approval by the Dean of the Graduate School could be eliminated from the procedure. However, as dismissal appeals are more serious in nature, the Dean of the Graduate School would continue to submit final approval.

These policies and procedures will be discussed in more detail and the subcommittee hopes to have a recommendation to submit at next month's meeting.

REPORT OF THE STUDENT AFFAIRS SUBCOMMITTEE – DR. MAZGAJ

Dr. Snowden reported that there were no request for discontinuation or moratorium of a program for this month but should see quite a few in the spring. The Student Affairs subcommittee did have one student appeal this past month.

REPORT OF THE SENATE REPRESENTATIVE – DR. ARRINGTON

No report.

ADJOURNMENT

With no further business, the meeting adjourned.