

## **MINUTES**

### **Graduate Studies Committee**

February 28, 2014 meeting

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

Members Present: David Ayers, Bruce Banks, Laura Chesak, Tony Cuda, Vince Francisco, Stephen Holland, Ken Klase, Sam Miller, Angela Newman, Jodi Pettazzoni, Kelly Rowett-James, Susan Walcott, and William Wiener.  
Also present: Beth Bernhardt and Barbara Tookey.

Absent with Notice: Dennis Askew and Steven Cramer.

Absent without Notice: Karen Katula

### **APPROVAL OF MINUTES**

Upon motion duly made and seconded, the minutes from the January 31, 2014 meeting were approved.

### **REPORT OF THE CHAIR - Dr. Kenneth Klase**

Submitted summary report of issues and topics seen by GSC in Fall 2013.

### **Report of the Senate Representative – Dr. David Ayers**

- 1) One resolution was passed regarding parameters of General Education courses.
- 2) A resolution was passed allowing the Faculty Senate Chair reports to the Board of Trustees on a regular basis.
- 3) A resolution was passed allowing each campus can comment on proposed changes to strategic 5-year plan.

### **REPORT OF THE DEAN – Dr. William Wiener**

Met with Chancellor, and it seems that a distribution of budget cuts may be less than originally thought.

Each academic unit will decide if they want to continue academic credentialing through NACES or The Graduate School. This will direct the admissions specialist on which way to proceed.

GA has given a requirement to provide data on Teaching Assistants. This includes data on credentialing, teaching contracts, numbers of Teaching Assistants in classrooms and labs, evaluation in each course a Teaching Assistant is instructor of record and accessibility of the evaluation, and evidence that faculty are supervising, observing, and evaluating beyond student report.

GA has put together a small team of Graduate Deans to establish an accountability dashboard for reporting on: graduation rate by program, time to degree by CIP code, first placement after graduation, student satisfaction, student debt, and quality of instruction.

A survey will be sent to users of Academic Analytics to determine if it has been helpful or not.

There are policies under consideration, specifically language changes that could be made soon. Regarding residency requirements for online doctoral programs, there could be a one day required orientation, required visit in the middle of the program to view a dissertation defense, and required visit at the end for the student's own dissertation defense. There could also be a change in definition of full-time status from 6 hours to 9 hours. If this change is made, the requirement for assistantship appointments would remain at 6 hours. The last policy discussion involves multiple authorship on dissertation chapters.

### **REPORT OF THE CURRICULUM SUBCOMMITTEE – Dr. Samuel Miller**

## ROUTINE CHANGES (Form D - No enclosures)

### Approved:

1. **LIS 614: Public Documents Information Sources** – *Pr. LIS 600, LIS 620, or permission of instructor.*
2. **LIS 622 682: Seminar in Advanced Information Sources and Services** – Application of sophisticated tools and techniques to the solution of information problems. Emphasis on academic and large public libraries, and special collections. **Exploration of advanced topics in information sources and services with an emphasis on library and information agencies.**
3. **LIS 629: Business Information Sources and Services** – *Pr. LIS 620 or permission of instructor.*
4. **LIS 633: Telecommunications and the Internet** – Delete course.
5. **LIS 641: Cataloging and Classification** – *Pr. LIS 640 or permission of instructor.*
6. **LIS 644: Digital Libraries** - Survey of library, archival, and museum collections served by digital information sources, including an introduction to digitization, managing electronic resources, and maintenance of electronic collections. **Introduces processes, procedures, and systems for the collection development of unique digital resources in libraries, archives, and museums. Includes basics of digitization, standards for different formats, and curation of electronic materials.**
7. **LIS 652 685: Seminar in Library Administration and Management Seminar** - Topical approach examines current management issues in an in-depth manner. **Exploration of advanced topics in library administration and management with an emphasis on library and information agencies.**
8. **LIS 653: The School Library** – *Pr. LIS 600, LIS 615, LIS 620, LIS 640, LIS 650, or permission of instructor.*
9. **LIS 654: School Library Media Specialist and Curriculum** – *Pr. LIS 600, LIS 650, LIS 653, or permission of instructor.*
10. **LIS 661: Library and Information Science Research** – *Pr. LIS 600, LIS 615, LIS 620, LIS 640, LIS 650, or permission of instructor.*
11. **LIS 663: Library Services for Young People** – *Pr. LIS 617 or LIS 618 or permission of instructor.*
12. **LIS 666: Information Ethics and Policy** – *Pr. LIS 600, LIS 615, or permission of instructor.*
13. **LIS 667: Information Services for Adults** – *Pr. LIS 615, LIS 620, and LIS 650 or permission of instructor.*
14. **LIS 674: Seminar: Issues and the Virtual Community** – *Pr. Permission of instructor.*
15. **LIS 690: Independent Study** – *Pr. LIS 600, LIS 620, LIS 640, LIS 650, or permission of instructor.*
16. **MUP 618 ENS 685; MUP 619 ENS 683; MUP 625 ENS 632; MPU 631 ENS 670; MUP 632 ENS 634; MUP 633 ENS 633; MUP 647 ENS 647; MUP 648 ENS 648; MUP 654 ENS 620; MUP 656 ENS 621; MUP 657 ENS 622; MUP 658 ENS 623; MUP 659 ENS 624; MUP 660 ENS 630; MUP 662 ENS 631; MUP 666 ENS 666; MUP 667 ENS 667; MUP 669 ENS 669; MUP 674 ENS 684; MUP 676 ENS 676; MUP 677 ENS 677; MUP 678 ENS 696; MUP 679 ENS 680; MUP 680 ENS 686; MUP 681 ENS 681; MUP 682 ENS 682; MUP 685 ENS 668; MUP 688 ENS 688; MUP 689 ENS 697; MUP 690 ENS 690; MUP 691 ENS 691; MUP 692 ENS 692; MUP 693 ENS 693; MUP 694 ENS 694; MUP 695 ENS 695**

### Approved with minor revisions:

17. **LIS 640: Information Organization and Access** - Introduction to the theory, principles, concepts, standards, and methods of the organization of and access to information. **organization**

of information and collections to enhance success. Topics include format choice, verification of appropriate sources, collection definition, methods and systems of description, classification, and metadata assignment.

**Tabled:**

18. **ARH 605 503: Perspectives in Contemporary Art** - *Pr. Graduate status in the Art Department, or completion of 15 or more undergraduate hours in art history, or written permission of the instructor.*
19. **KIN 615: Qualitative Research Methods** – Research design and methods for ~~physical activity~~ **health and human sciences** settings including data source sampling and triangulation; collection and analysis of artifact, observation, interview, focus group data; within case analysis, writing case reports – Add online deliver method.
20. **LIS 630: ~~Computer-Related~~ Introduction to Information Management Technologies** - ~~Essential computer related technologies in a library/school/information agency environment.~~ **Introduction to information management technologies including hardware, networking, and integrated library systems.** Topics may include grant writing and Request for Proposal evaluation. *Pr. LIS 600 or permission of instructor.*

**Rejected:**

21. **LIS 632 683: ~~Managing School/Library Computer Laboratories~~ Seminar in Information and Communication Technologies** - ~~Design, development, maintenance and management of computer labs in libraries and schools. Other topics include: performance support for school and library users, budgeting and planning.~~ **Exploration of advanced topics in information, instructional, and communication technologies with an emphasis on library and information agencies.**
22. **LIS 642 684: ~~Seminar in Indexing and Abstracting~~ Information Organization and Access** - ~~Critical study of print and computer-assisted indexes and indexing with creation of thesaurus, indexes, and concordances. Study of database management program indexing and indexing of internet resources.~~ **Exploration of advanced topics in information organization and access with an emphasis on library and information agencies.** *Pr. LIS 600, LIS 640 or permission of instructor.*

**NEW/AMENDED COURSE PROPOSALS (Form A)**

**Approved:**

1. **NUR 612: Theoretical Foundations for the Advanced Nurse Educator** – Effective Fall 2014
2. **NUR 616: Pedagogical Strategies for Advanced Nursing Education** – Effective Spring 2015
3. **NUR 671: Clinical Practicum in Nurse Anesthesia I** – Effective Fall 2014
4. **NUR 672: Clinical Practicum in Nurse Anesthesia II** – Effective Spring 2015
5. **NUR 674: Clinical Practicum in Nurse Anesthesia IV** – Effective Fall 2014
6. **NUR 675: Clinical Practicum in Nurse Anesthesia V** – Effective Spring 2015
7. **NUR 685: Advanced Practice Nursing: Role, Theory, and Practice** – Effective Fall 2015
8. **\*THR 551: Advanced Scene Design** – Change from THR 551 to THR 450. - Effective Fall 2014
9. **\*THR 560: Advanced Costume Design** – Change from THR 560 to THR 460. – Effective Fall 2014
10. **\*THR 570: Advanced Lighting Design** – Change from THR 570 to THR 470. – Effective Fall 2014

**\*Courses submitted as Amended Course Proposals, but only the course number pertains to GSC.**

**Approved with minor revisions:**

11. **ELC 725: Community College Leadership Seminar** – Effective Spring 2015
12. **ELC 726: Organizational Strategy in the Community College** – Effective Spring 2015
13. **ELC 727: Community College Policy Seminar** – Effective Spring 2015
14. **ELC 728: Community College Research Seminar** – Effective Spring 2015
15. **ELC 729: Critical Theory and Adult Learning** – Effective Spring 2015
16. **HED 603: Effects of College on Students** – Effective Fall 2014
17. **HIS 514: Topics in World History** – Effective Fall 2014
18. **KIN 662: Program Design** – Effective Fall 2014
19. **MUS 698: Document in Music Theory** – Effective Fall 2014
20. **NUR 606: Advanced Quality and Safety** – Effective Spring 2016
21. **NUR 607: Interprofessional/Interdisciplinary Collaboration and Negotiation** – Effective Spring 2016
22. **NUR 614: Information Technology in Nursing Administration** – Effective Fall 2015
23. **NUR 615: Curriculum Design and Evaluation in Advanced Nursing Education** – Effective Fall 2014
24. **NUR 641: Leadership and Management Essentials in Healthcare: Theories and Roles** – Effective Spring 2015
25. **NUR 642: Organizational Leadership and Management** – Effective Fall 2015
26. **NUR 643a: Strategic Management of Health Care Organization I** – Effective Fall 2016
27. **NUR 643b: Strategic Management of Health Care Organization II** – Effective Spring 2017
28. **NUR 651: Advanced Application of Nursing Concepts in Client Care (in clinical focus area)** – Effective Spring 2015
29. **NUR 653: Advanced Application of Nursing Concepts in Academic Education (in clinical focus area)** – Effective Fall 2014
30. **NUR 696: Capstone Course for Advanced Nursing Education** – Effective Fall 2014
31. **SES 649c: Practicum in Special Education** – Effective Summer 2014
32. **STA 701: Seminar in Computational Statistics** – Effective Fall 2014
33. **STA 709: Topics in Computational Statistics** – Effective Fall 2014

**Tabled:**

34. **CST 508: Communication and Health Innovation** – Effective Spring 2016
35. **DCE 562: Advanced Study in Somatic Practices** – Effective Fall 2014
36. **KIN 700: Teaching Undergraduates in Kinesiology** – Effective Spring 2015
37. **NUR 506: Role of Nursing Administration in Quality and Safety** – Effective Fall 2014
38. **NUR 540: Financial Management in Healthcare** – Effective Spring 2015

**PROGRAM REVISION (Form G)**

**Approved:**

1. **Accounting – Accelerated Degree Program** – Implementation of BS to MS in Accounting. – Effective Fall 2014
2. **CARS – Accelerated Degree Program** – Implementation of BS to MS in Consumer, Apparel and Retail Studies. – Effective Fall 2014
3. **Community and Therapeutic Recreation – Master of Science in Parks and Recreation Management**– Add CPS 605 as an option to the core course component. – Effective Fall 2014.

4. **Economics – Accelerated Degree Program** – Implementation of BS & BA in Economics to MA in Applied Economics. – Effective Fall 2014
5. **HDFS – MS in Human Development and Family Studies** – Change required credit hours from 38 to 40. Add HDFS 697 to thesis only program. – Effective Fall 2014
6. **ISSCM – Accelerated Degree Program** – Implementation of BS in Information Systems to MS in Information Technology and Management. – Effective Fall 2014
7. **Music Performance – MM Performance, Collaborative Piano, Choral Conducting, Vocal Pedagogy, Voice, Early Keyboard Instruments, and Piano Concentrations** – Change prefix of all ensemble courses to ENS. – Effective Fall 2014
8. **Music Performance – Early Keyboard Instruments Minor** – Remove MUS 553 (deleted course). Add MUP 653. – Effective Fall 2014
9. **Music Performance – MM Vocal Pedagogy** – Add French, German, and English to list of required language proficiencies. – Effective Fall 2014
10. **Music Performance – MM Voice Performance** – Add French, German, and English to list of required language proficiencies. – Effective Fall 2014
11. **Nursing – Post Baccalaureate Certificate in Nursing Education** – Add NUR 612, NUR 615, NUR 616. Delete NUR 505, NUR 550, NUR 580, NUR 602, and NUR 610. – Effective Fall 2014
12. **Nursing – Post Baccalaureate Certificate in Nursing Administration** – Add NUR 506, NUR 540, and NUR 614. Delete NUR 505, NUR 550, NUR 580, NUR 602, and NUR 610. – Effective Fall 2014
13. **Nursing – Post Baccalaureate Certificate in Nursing** – Add NUR 612, NUR 615, NUR 616 in Nursing Education category. Add NUR 506, NUR 540, and NUR 614 in Nursing Administration category. Add NUR 680, NUR 620, NUR 692, NUR 705, NUR 714 in the core and support category. Delete NUR 505, NUR 550, NUR 580, NUR 602, NUR 610. – Effective Fall 2014
14. **Public Health Education – PhD in Community Health Education** – Delete HEA 755, replace with HHS 750 and one of the following: HEA 701, HHS/HEA 702, or KIN 798. Rearrange course categorizations within the Program of Study. – Effective Fall 2014

**Approved with minor revisions:**

15. **Library and Information Studies – 076, 077, 078 licensure only programs** – Drop the GRE requirement for admission to licensure only programs. - Effective Fall 2014
16. **Library and Information Studies – Certificate for Special Endorsement in Computer Education** – Revise application process to include options. – Effective Summer 2014
17. **Nursing – DNP Post Bacc and Post Master’s Options for the Nurse Anesthesia and Adult/Gerontological Primary Care Nurse Practitioner Concentrations** – Changes for application and admission. – Effective Fall 2014
18. **TEHE – Student Personnel Administration in Higher Education** – Delete ELC 604, ELC 661, or ELC 696; HED 627; HED 662 or HED 600. Add HED 603, HED 608, HED 609, and CED 610.

**Tabled:**

19. **Kinesiology – Edd in Kinesiology (online)** – Add three required on-campus visits; Add KIN 610, 662, 664, 676, 701, 706, 715, and 798 to online format. Title change for KIN 652. – Effective Fall 2014.
20. **Nursing – Nursing Administration – Online** - Change from 36 to 37 credits. Add NUR 506, 606, and 607. Delete NUR 541. Revise NUR 540, 614, 641, 642, 643a, and 643b. – Effective Fall 2014

21. **Nursing – MSN/MBA in Health Management** – Change from 54 to 62 credits. Add NUR 506, 606, and 607. Delete NUR 541. Revise NUR 540, 614, 641, 642, 643a, and 643b. – Effective Fall 2014
22. **Nursing – MSN Online Nursing Education Concentration** – Change from 36 to 38 credits. Revision will include NUR 681, 680, 684, 705, 714, 615, 616, 651, 653, 612, and 696. NUR 551, 652, and 601 will be deleted. – Effective Fall 2014
23. **Nursing – MSN Nurse Anesthesia Concentration and Post Master’s Certificate** – Concentration change to 82 credits and PMC to 73 credits. Increased credits for NUR 671, 672, 674, and 675. – Effective Fall 2014

**ADDITION OR DISCONTINUATION OF CONCENTRATIONS, SECOND MAJOR OPTION, AND/OR MINORS (Form F)**

**Approved:**

1. **ELC – EdD in Educational Leadership** – Add concentration in Adult and Community College Education – Effective Fall 2014

**Approved with minor revisions:**

2. **TEHE – Master of Education in Teacher Education** – Add concentration in Learning Sciences – Effective Summer 2014

**CERTIFICATE OR LICENSURE PROGRAM PROPOSAL (Form J)**

**Approved with minor revisions:**

1. **ELC – Post Masters Licensure in School Administration – Urban Focus** – Effective Fall 2014

**REQUEST FOR DISCONTINUATION OF A PROGRAM (Form K)**

**Approved with minor revisions:**

1. **PBC in Healthcare Information Technology** – Discontinuation (Proposed) Effective Fall 2014

**Approved:**

2. **PBC in Gerontological Nursing** – Discontinuation (Proposed) Effective Fall 2014
3. **PBC in Nursing Case Management** - Discontinuation (Proposed) Effective Fall 2014

**Report of the Policies and Procedures Subcommittee – Dr. Susan Walcott**

Addressed in the Dean’s report. For the next GSC meeting, the subcommittee hopes to have specific language regarding new policies.

**Report of the Student Affairs Subcommittee – Dr. Linda Rupert**

Document brought to GSC will not be best practices for advising and mentoring graduate students. Instead, it will be incorporated into existing documents for Good Practice in Graduate Education will now have an expanded component on mentoring and advising.

**New Business/Other**

**Adjournment**