

MINUTES

Graduate Studies Committee

January 27, 2012 meeting

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

Members Present: Rebecca Adams, Jacob Babb, Bill Carroll, Laura Chesak, Tonya Doane, Vincent Francisco, Bill Harden, Ken Klase, Lynne Lewallen, Todd Lewis, Paul Mazgaj, Kelly Rowett-James, Ken Snowden, David Teachout, Barbara Tookey and William Wiener.

Excused Absence: Michael Kane

APPROVAL OF MINUTES

Minutes from the December 9, 2011 meeting were approved as written.

REPORT OF THE CHAIR - DR. HODGES

Dr. Hodges thanked Dr. Snowden for his leadership and hard work during his time as chair of the GSC this past fall.

Dr. Hodges then opened the floor to Dr. Rebecca Adams who discussed the addition of the University's mission statement to the curriculum approval process. The SACS Standards Committee have begun their audit process and raised the issue regarding how we use our mission to guide academic program planning; more specially the curriculum approval process. The mission statement does not appear in the UNCG Curriculum Guide and it was proposed to have the Curriculum Guide Committee draft wording stating the mission of the university had been upheld which will be added to the signature sheet for Form A: New or Amended Course Proposal and the UNCG GA Notification and Intent to Plan or Request to Add a New Degree Program within the curriculum guide. The Curriculum Guide Committee will present the wording to the GSC and UCC at the February meetings for approval.

REPORT OF THE DEAN - DR. WIENER

Dr. Wiener was pleased to announce that Dr. Laura Chesak is now the new permanent Associate Dean of the Graduate School.

Dr. Wiener reported that there have been a few support and admission personnel changes within the Graduate School and that he is moving towards having our full complement of staff members back up to where they should be.

He also reported that we have a number of student support programs that have been put into place and are now actively running. Several involve writing activities, which includes the Practical Strategies for Writing a Thesis or Dissertation Seminar. It was completed this past week with 35 students in attendance. It was videotaped with the plan of having it available to those who were unable to attend. The Library has been working with The Graduate School on presenting a series of four seminars on using EndNote and that have been very well attended. The Graduate School has also established five writing support groups with the intention of getting around eight students in each to support and encourage each other. Doctoral students facilitate the first hour and then time is spent writing. Information is shared by way of Blackboard.

Scholars Retreat (Boot Camp) is May 14-18 and is for Doctoral students who are interested in gaining support and encouraging each other while writing their dissertations. It is eight hours a day for a week.

Dr. Wiener stated that information was recently sent out to the DGS's regarding the pilot Research Development Program which will start next September. Ten students will be selected who will work with a mentor and an outside company on helping them develop skills in writing grants applications to support their own academic studies, win prestigious awards or fund research within their own discipline.

The Entrepreneurship Careers Pathway Seminar is coming up next Tuesday and progress is being made with the Graduate Research and Creativity Expo. Dr. Wiener has also been putting together an Outstanding Faculty Mentor award of \$1,000 that will go to a faculty member who has been instrumental in helping students.

The Graduate School, with assistance from Dr. Vince Francisco, will embark on a strategic program on February 2, to determine the direction of The Graduate School. A survey was sent out in order to collect data on what is important to faculty around campus. The data will be compiled and presented during breakout sessions and will be used to facilitate further discussion. There will be four different breakout rooms: Graduate School Staff, Associate and Research Deans, Directors of Graduate Studies, Counsel for Advancement of Graduate Education and GSA students. Discussion will take place on the University's strategic plan and how The Graduate School's strategic plan can associate itself with some of the points within the University's plan. The goal is to gather information, send out another survey based upon this information, and ask which items would have the most impact as well as which ones are the most feasible. Once received, that data will be compiled to form a strategic plan for The Graduate School.

Dr. Wiener reported that we are down 6% in enrollment from the same time last year. If broken down, it comes to:

- ↓ 9% in Master's Programs
- ↑ 3% in Doctoral Programs
- ↑ 2% in Visions Program
- ↓ 31% in other graduate programs (i.e. certificates)
- ↓ 7% in Distance Education

Gainful Employment could be responsible for the 31% decrease in other graduate programs as we do not have the funding for some of the certificate programs. We have applied for our first group of certificate programs and are waiting on a response. We are looking at ways in which we can improve graduate enrollment to counter this trend. One possible solution is the Graduate Campus Visit Program. This is where we provide, for programs that offer the doctoral or MFA program, up to five grants to departments, up to \$250 each to bring in those students whom they would really want to accept and offer assistantships. Dr. Wiener also reported that he is putting into place a Recruitment Program Grant of \$2,000 that will start next year. This will encourage programs to experiment with innovative recruitment strategies and to share these strategies with the academic community. He also recently completed a program with the Lloyd's Honor College with their senior students who are thinking of applying to graduate school. Admission fees will be waived for those students who attended the program and wish to apply to the UNCG Graduate School.

GA wants to streamline the timeline of the program approval process. One issue was raised regarding the 4 months turnaround time that was presented and how this is not feasible during the summer months. Dr. Wiener plans on sharing the timeline with the committee members and hopes to report more at the next meeting.

REPORT OF THE CURRICULUM SUBCOMMITTEE – DR. HARDEN

ROUTINE CHANGES (Form D - No enclosures)

The following were approved:

1. **CST 630: ~~Organization, Democracy, and Community~~ Communication, Organization, and**

Democracy – Change course description from: How do we create communities out of autonomous and creative individuals? Considers communication as the creative process underlying democratic communities, and the concepts of power, identity, and voice” to “Draws upon critical organizational communication and critical/cultural studies to consider the role of communication in creating and sustaining democratic organizing in micro, meso, and macro contexts.” – Effective Fall 2012

2. **MUE 618: Psychology of Music** – Change course type from LEC to WTX. – Effective Fall 2012
3. **MUS MUP 551, 552, 553, 651, 652, 653, 751** - Change prefix from MUS to MUP. Add prerequisite to all: Pr. Audition required. Performance Studies Instruction. - Effective Summer 2012

The following was tabled:

1. **MTD/MUP/MUS/MUP 589, 697, 699, 711, 797, 799, 801, 802, 803** – Offer these course numbers in each four departments – Effective Fall 2012

NEW/AMENDED COURSE PROPOSALS (Form A)

The following were approved:

1. **THR 655: Scene Design Styles** – Effective Fall 2012
2. **THR 665: Costume Design Styles** – Effective Fall 2012
3. **THR 675: Lighting Design Styles** – Effective Fall 2012

The following were approved with minor revisions:

4. **ENG 675: Scholarly and Critical Writing for the Profession** – Effective Spring 2013
5. **LIS 620: Information Sources and Services** – Effective Fall 2012
6. **LIS 640: Information Organization and Access** – Effective Fall 2012
7. **SCM 650: Supply Chain Management Concepts and Principles** – Effective Fall 2012
8. **SCM 651: Transportation, Logistics and Distribution in Supply Chain Management** – Effective Fall 2012
9. **SCM 652: Strategic Cost, Design, Procurement and Contracts** – Effective Spring 2013
10. **SCM 655: Global Supply Operations Strategy** – Effective Spring 2013
11. **SCM 678: Project Management** – Effective Spring 2013
12. **SCM 680: Independent Study in Supply Chain Mgt.** – Effective Fall 2012
13. **SCM 681: Supply Chain, Logistics, and Transportation Management Internship** – Effective Fall 2012
14. **SCM 682: Executive Mentorship in Supply Chain & Logistics Management** – Effective Fall 2012
15. **THR 507: Feminist Theatre** – Effective Spring 2013
16. **THR 614: Collaboration in Theatrical Production** – Effective Spring 2013
17. **THR 617: Trends in Theatre for Young Audiences** – Effective Spring 2014
18. **THR 621: Advanced Dynamics in Acting: Movement** – Effective Fall 2012
19. **THR 622: Advanced Dynamics in Acting: Voice** – Effective Fall 2012
20. **THR 623: Advanced Physical Violence for the Stage** – Effective Spring 2013
21. **THR 690: Graduate Practicum in Theatre** – Effective Fall 2012

The following were tabled:

1. **LIS 600: Foundations of Library and Information Studies** – Effective Fall 2012
2. **LIS 650: Leadership and Management in Information Organizations** – Effective Fall 2012
3. **SOC 593: Thesis Proposal Seminar** – Effective Fall 2012
4. **THR 656: Scene Design Application** – Effective Spring 2013
5. **THR 666: Costume Design Application** – Effective Spring 2013

6. **THR 676: Lighting Design Application** – Effective Spring 2013
7. **WGS 602: Internship Seminar** – Effective Spring 2013

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

The following were approved:

1. **MA in Mathematics** – Add Mathematics Concentration – Effective Fall 2012
2. **MA in Mathematics** – Delete Applied Mathematics Concentration – Effective Fall 2012
3. **MA in Mathematics** – Delete Pure Mathematics Concentration – Effective Fall 2012
4. **Ph.D. in HDFS** – Create a doctoral minor – Effective Fall 2012

PROGRAM REVISIONS (Form G)

The following were approved:

1. **Conflict and Peace Studies** – Change admissions test requirements from GRE to GRE and MAT – Effective Fall 2012
2. **Library and Information Studies** – Delete LIS 610 (previously LIS 615) from the required core courses. 3 hours will be added to electives (was 17 now 20), leaving the required total number the same (36 hours) – Effective Fall 2012
3. **Theatre (MFA in Drama, Acting Concentration)** – Effective Fall 2012
 - Major Studies**
 - Change the credit hours of THR 621 and THR 622 from 1 hour to 2 hours to be taken 3 times (3 sections at 2 hours each)
 - Change the required hours in THR 690 Graduate Practicum from 9 to 6 (3 sections at 2 hours each/see new/amended course proposal)
 - Delete THR 531
 - Supportive Studies**
 - Add THR 531 and THR 623 as options
4. **Theatre (MFA in Drama, Directing Concentration)** – Effective Fall 2012
 - Major Studies**
 - Add THR 614
 - Change the required hours in THR 690 Graduate Practicum from 9 to 6 (3 sections at 2 hours each/see new/amended course proposal)
5. **Theatre (MFA in Drama, Theatre for Youth Concentration)** – Effective Fall 2012
 - Major Studies**
 - Add THR 614 and THR 617 (see corresponding new/amended course proposals)
 - Delete THR 596
 - Revise the practicum requirement to 2 areas out of the 3 for a total of 6 hours
 - Academic Studies**
 - Add THR 680 as a requirement
6. **Nursing (PM Certificate and MSN in Adult/Gerontological Nurse Practitioner)** – Add personal statement criterion to the admission requirements. – Effective Fall 2012
7. **Supply Chain, Logistics and Transportation Management (PB Certificate)** – Effective Fall 2012 (see corresponding new/amended course proposals)
 - Delete SCM 601, 602, 606, 607, 608, 610, 612, 620, 630, 640, 641, and 642

- Add SCM 650, 651, 652, 655, 678, 680, 681, and 682
 - Change Required Courses to: SCM 650, 651, and 652
 - Change Electives to: SCM 655, 678, 680, 681, 682
8. **Women's and Gender Studies (PB Certificate)** – Remove the Internship (WGS 601) or Independent Study (WGS 600) requirement and increase the number of required electives from 9 to 12. – Effective Fall 2012
 9. **Women's and Gender Studies (PB Certificate)** – Remove the Internship (WGS 601) or Independent Study (WGS 600) requirement and increase the number of required electives from 9 to 12. – Effective Fall 2012

The following were approved pending approval of previously tabled new course proposal(s):

1. **Theatre (MFA in Drama, Design Concentration)** – Effective Fall 2012
 - Major Studies**
 - Delete THR 551/552, 560 and 570 and 685
 - Add THR 655, 656, 665, 666, 675, 676, and 614 (see corresponding new/amended course proposals)
 - Change the minimum number of Seminar hours required from 12 to 8
 - Change the required hours in THR 690 Graduate Practicum from 9 to 6 (3 sections at 2 hours each/see new/amended course proposal)
 - Change the total number of hours required from 42 to 41
 - Academic Studies**
 - Add MST 520, MST 521, and MST 587 as options
 - Supportive Studies**
 - Require one hour of independent study which changes the hours required from 12 to 13
 - Delete MST 509, 512; THR 551, and 552
 - Add MST 613 and 614
 - Limit the maximum of seminar hours to four
2. **Sociology (MA and MA in Sociology with a Concentration in Criminology)** – Add SOC 593 as a Required Core Course; change number of required electives from 9 to 6 so overall number of hours required does not change – Effective Fall 2012
3. **Women's and Gender Studies (MA)** – Effective Fall 2012

The following was tabled:

1. **Environmental Health Science (Ph.D.)** – Effective Fall 2010
 - Change required number of hours from 55-65 to 55
 - Add BIO 634: Current Research in Environmental Health Science (1 credit taken 3 times)
 - Remove BIO 633: Workshop in Environmental Health Science (1 credit taken 4 times)
 - Change BIO 607: Seminar in Environmental Health Science from 1 credit to 2 credits
 - Remove WGS 601 from Required Core Courses
 - Eliminate the culminating project from the Capstone Experience
 - Require non-thesis students to enroll in WGS 601 and WGS 602

INFORMATION ITEMS

1. SACS has accepted the notification of the discontinuation of the PM Certificate in College Teaching, Learning, and Leadership, effective July 1, 2011.
2. UNC General Administration, effective Spring 2012, has created the NC Teach Alternative Licensure Program.

3. UNC General Administration, effective January 6, 2012, now recognizes the PB Certificate in African American Studies online version. Since this is not a substantive change, no additional reporting for this certificate is required by SACS.
4. UNC General Administration has approved the request to change the title of PB Certificate in Teaching English as a Second Language to PB Certificate in Teaching English to Speakers of Other Languages.
5. UNC General Administration as removed the PB Certificate in Technical Writing from their Certificate Program Inventory effective January 9, 2012. Teach-Out Plan has been sent to SACS for approval.
6. UNC General Administration has approved the request to change the title of PM Certificate in Adult/Gerontological Nurse Practitioner to PM Certificate in Adult/Gerontological Nurse Practitioner-Primary Care.
7. EdS in Educational Leadership Online (New Distance Education Degree Program or Site Appendix F and G) were approved by Dr. Snowden and have been submitted to UNC General Administration for approval – Effective Summer 2012

REPORT OF THE POLICIES AND PROCEDURES SUBCOMMITTEE – DR. KLASE

Dr. Klase shared with the committee a draft of the changes for Graduate Schools Appeals; grade appeals and dismissal appeals. Changes will affect the timeline of the appeals (90 days), minor changes to the wording within the Graduate Bulletin pertaining to policy and inclusion of the policy within the Director of Graduate Study's notebook. The draft has been received by University Council and will be distributed to DGS's for feedback.

Dr. Snowden asked how students would be informed. Discussion took place and it was agreed that it would be too lengthy to add to the bulletin. However, a link could be added to the online bulletin directing students to the full document.

REPORT OF THE STUDENT AFFAIRS SUBCOMMITTEE – DR. SNOWDEN

Dr. Snowden reported that the SAS's will be reviewing 7-9 requests for discontinuations and will present their decisions at the next meeting. Barbara Tookey stated that once the committee has approved the request, then the day UNC GA approves will be the effective closure date which will be listed in the Teach Out plan for SACS.

REPORT OF THE SENATE REPRESENTATIVE – DR. ARRINGTON

No report.

NEW BUSINESS

Dr. Snowden emphasized, as an institution and at The Graduate School, there is a need to counsel students on the wide use of student debt. It was suggested to possibly have a campus seminar.

ADJOURNMENT

With no further business, the meeting adjourned.