

School of Graduate Studies

Graduate Council Minutes

October 19, 2017

Dempster Hall – Room 102

Members: Present: McAllister, presiding; Bawaneh, Bertrand, Caldwell, Garner, Gause, Gray, Hatcher, McFerron, Powell, Schmidt, Sides, and Timlin.

Guests: Toni Alexander (History), Frank Barrios (Dean - Liberal Arts), James Champine (Biology), and Janice Ward (Educational Leadership & Counseling)

1. **Minutes:** A motion to approve the minutes from September 21, 2017 was made by Gause/Schmidt. Minutes were then approved by the council.
2. **Reports:**
 - a. **Dean's Report:** Dr. McAllister advised the Council he is preparing a Graduate Faculty Status Review Template and will distribute when complete.
 - b. **Curriculum Committee:** No report
 - c. **Academic Standards Committee:** No report
 - d. **Graduate Thesis Review Committee:** No report
3. **Action Items:**
 - a. **College of Liberal Arts
(Academic Restructuring)**

Dr. Frank Barrios was present to discuss the proposed academic restructuring of the College of Liberal Arts. Barrios stated budget challenges were a motivation for the restructure and that a vacancy in the Department of History Chairperson role made the timing feasible. History will join Anthropology and Geography, while Languages will join Communication Studies. The larger department created by Languages and Communication Studies will make elements such as formation of necessary committees easier. McAllister pointed out the only graduate level programs related to these departments are in History. Dr. Alexander confirmed there would be no changes to or strain on the program, faculty, etc. caused by the restructure. Barrios explained the restructure is waiting to go through Academic Council.

No objection. Dr. McAllister will prepare a memo for the Provost verifying the information presented and stating there is no objection to the restructuring proposal by Graduate Council.

- b. **Master of Arts – Mental Health Counseling
Master of Arts – School Counseling
(Program Revision)**

Dr. Janice Ward was present to discuss the proposed program revisions for MA in Mental Health Counseling and MA in School Counseling. The two programs were considered together, since the same revision related to the addition of CP699 to the

list of required courses was being presented for both. Dr. Ward explained that CP699 is the capstone course for these programs. When originally entered, CP699 should have been made a requirement for these programs, but was not. CP699 has been an active course in Banner for the past 13 years. This was brought to the attention of the department by the Office of the Registrar. The course has no fee or credit hours and will be added to the list of required courses for these programs.

A motion to collectively approve the program revision proposal for both the MA in Mental Health Counseling and the MA in School Counseling was made by Gause/Bertrand. The council then moved for approval.

**c. College of Liberal Arts
(New Course Additions)**

HP575 Collections Management – New

US524 Rural America, 1800-Present – New

Dr. Toni Alexander was present to discuss the course additions of HP575 and US524 for History. Alexander briefly explained the nature of the courses and that both have previously been presented/offered as temporary courses. Dr. Alexander also added that US524 is being introduced as a complement to the current American Urban History course. Schmidt pointed out that the syllabi for these two courses used the outdated language of student learning outcomes and should be updated to course learning outcomes.

A motion to collectively approve the course additions of HP575 and US524, with specified revision(s), was made by Powell/Gause. The council then moved for approval.

NOTE: Submitted course approval and revision materials related to the Department of English were not discussed since no departmental representative was available to provide information or answer questions related to these courses.

**d. College of Science, Technology, and Agriculture
(New Course Additions)**

BI520/CH520/PH520 Engaging Learners in Science – New

Dr. James Champine was present to discuss the course additions of BI520, CH520, and PH520. Champine explained that these courses would benefit students who will potentially teach science. It would be an introduction to teaching science in their field to benefit those who might accept teaching assistantships or students planning to pursue a PhD.

A motion to collectively approve the course additions of BI20, CH520, and PH520 was made by Caldwell/Bawaneh. The council then moved for approval.

4. Informational Items:

a. College of Liberal Arts

US620 Seminar in United States History – Course Title Change

US600 Readings in US History – Course Termination

WH600 Readings in European History – Course Termination

WH610 Readings in World History – Course Termination

b. College of Science, Technology, and Agriculture

CS585 Formal Systems and Modeling – Temporary Course Addition (Spring 2018)

Dr. McAllister briefly reviewed the presented informational items.

5. Recommendation for Graduate Faculty Status:

The following individuals were approved for Graduate Faculty Status:

1.	Morris Jenkins	Criminal Justice & Sociology	Regular
2.	Xianping Wang	Computer Science	Regular
3.	Xuesong Zhang	Computer Science	Regular

6. Questions/Discussion

Drs. McAllister and Caldwell briefly discussed the graduate enrollment initiative/ad hoc committee. Explanation of the diagnosis and goal setting approach related to each area was presented to the council.

McAllister stated GR609 might have a restructure in the near future.

McAllister explained that Graduate Studies will be helping with marketing via the availability of funds for new marketing efforts and strategies.

Timlin briefly described the evaluation efforts of methods to be more competitive internationally. Emphasis is being placed on ways to speed up the evaluation/acceptance process. Unofficial transcripts have been used for this purpose related to undergraduate students and the ability to do so for graduate students could be very helpful to speed up the process. Students will have an enrollment hold until official transcripts are received. Timlin also pointed out that technology has made a significant difference in how the process is evolving and has created new efficiency methods. Approval times of graduate student applications for various departments can sometimes be slow depending on the internal process that exists for the department/program. McAllister suggested the potential of an auto-generated e-mail sent to the graduate program coordinator and college dean as a reminder for applications waiting more than one week. Schmidt asked if there was currently an established turnaround time (min-max) for a response. This could potentially be established and even reported to students at the time of application. McAllister pointed out the Graduate Bulletin will have to be updated regarding this information when fully established.

McFerron explained that the GA for graduate admissions has been working on the evaluation of available degree maps. Approximately 17 are currently needed. She is also evaluating how she can help support and expand current graduate program coordinator efforts.

Gause asked if there was interest in a joint graduate student recruitment fair. He is glad to partner with others for the recruitment fair typically hosted near spring break

Meeting adjourned.

Next Graduate Council Meeting:

Thursday, November 16, 2017

8:30-10:00 a.m.

Dempster Hall - Room 102