

School of Graduate Studies

Graduate Council Minutes

October 20, 2016

Dempster Hall 102

Members: Present: Gathman, presiding; Bertrand, Fonseca, Garner, Gause, Glackin, Gray, Grueneberg, Heischmidt, McFerron, Schmidt, Sides, K. Timlin, Walling, and Wang.

Guests: Simin Cwick, Belinda McMurry, Sophia Scott

1. **Welcome:** Dr. Gathman welcomed all members to the meeting and explained certain action items would be addressed in an order differing from the provided agenda to accommodate the schedules of guests presenting information to the council.
2. **Minutes:** A motion to approve the minutes from September 22, 2016 was made by Gause/Glackin. Grueneberg presented grammatical usage error in item 4a for correction. Minutes were then approved, with correction, by the council.
3. **Reports:**
 - a. **Interim Dean's Report:** Gathman asked for volunteers to participate in the three subcommittees for Graduate Council: curriculum committee, academic standards committee, and assessment committee.

Curriculum Committee

NAME	COLLEGE/DEPARTMENT
Ken Heischmidt	Harrison College of Business
Hao Hao Wang	College of Science, Technology, and Agriculture
Lisa Bertrand	College of Education
Barbara Glackin	Kent Library

Academic Standards Committee

NAME	COLLEGE/DEPARTMENT
Jeremy Walling	College of Liberal Arts
Natallia Gray	Harrison College of Business
David Powell	College of Education

Assessment Committee

NAME	COLLEGE/DEPARTMENT
C.P. Gause	College of Education
Linda Garner	College of Health and Human Services

b. **Curriculum Committee:** No report

c. **Academic Standards:** No report

d. **Assessment Committee:** No report

4. Action Items:

a. College of Science, Technology, and Agriculture

(New Course Additions)

IM515 Advanced Technical Communication

IM516 Documenting & Presenting Technical Instructions and Proposals

IM517 Software in Technical Documents

IM518 Advanced Technical Document Design, Organization & Graphics

IM520 Technical Training and Development

IM521 Technical Change and Human Resource Development

IM522 Technical Leadership in Training and Development

IM523 Training and Development of Technical Teams

Dr. Sophia Scott was present to discuss these courses. Scott explained courses IM515-IM518 are dedicated to the development of technical writing skills, specifically for students taking the courses at the graduate level. Scott stated courses IM520-IM523 are new courses emphasizing the technical side of the current industrial training and development option. Gathman noted the revisions that were addressed at the prior meeting of the council. Dean Glackin asked for clarification regarding the textbook date for IM523. Scott explained the department is searching for more current publications, however not much is available due to the technical emphasis of the course. Wang pointed out that there were no weights or percentages indicated on the syllabi regarding the basis for student evaluation. Scott explained the specifics had not been verified, but would be on the actual class syllabus distributed to students. Heischmidt suggested proposed ranges for the categories with a total of 100 percent. Dr. Scott and Belinda McMurry indicated these ranges would be added and syllabi resubmitted to the Interim Dean of Graduate Studies.

A motion to approve the courses en masse, with specified revision(s), was made by Gause/Bertrand. The council then moved for approval.

b. Program Revision: MA in Secondary Education: Education Studies

Dr. Simin Cwick was present to discuss this program revision. Cwick explained program electives previously came from various sources including variable topics, which are now gone. Schools are concerned about the generalized nature of the degree. The program revision addresses these issues. Teachers can have the ability to teach dual credit. Gathman stated 18 hours are necessary for dual credit. This requires an additional elective in the content area. Cwick clarified that math and art are face-to-face programs with all others available online. Dean Glackin indicated the library is using this revision as a pilot for the library review process. Glackin also asked about asterisks related to certain points and the accompanying notes. Cwick explained these are in error and will be removed prior to resubmission to the Interim Dean of Graduate Studies

A motion to approve the program revision, with specified revision(s), was made by Bertrand/Gause. The council then moved for approval.

c. College of Education

(New Course Additions)

SE642 Secondary Curriculum Development

EA658 Instructional Strategies & Classroom Management in the School Setting

EA662 Internship II Special Education Administration

(Course Revisions)

EA661 Internship I Special Education Administration

EA755 Ethics, Law, and Policy

Dr. Cwick was present to discuss the course addition for Secondary Education and explained that SE642 is being introduced to combine two courses. Gathman remarked on difference of student learning outcomes between CAD and presented class syllabus (the word “write” being missing on syllabus in SLO “B”). Cwick stated this would be corrected prior to resubmission to the Interim Dean of Graduate Studies.

A motion to approve the course addition, with specified revision(s), was made by Bertrand/Gause. The council then moved for approval.

Drs. Bertrand and Gause were present to discuss the course additions and revisions for Educational Leadership and Counseling. Dr. Bertrand explained DESE requirements related to special education administration candidates having their own internship experience making the revision of EA661 and the addition of EA662 necessary. Bertrand stated EA661 has been modified to exactly mirror the mandates of DESE and that a regular grade is necessary, rather than credit/no credit. EA662 allows for the revision and taking on of additional tasks related to special education directors. Gathman noted these internships meet the standard of clock hours vs. contact hours.

Dr. Gause stated EA658 was being created to meet the needs of those in the program without a bachelor’s degree in education or teacher certification. The course is similar to SE635, which is no longer taught. Gause explained the revisions to EA755 are linked to new DESE requirements related to the inclusion of ethics and law. Dean Glackin and Dr. Schmidt pointed out a few minor formatting issues with the documents. Gause stated these would be corrected prior to resubmission to the Interim Dean of Graduate Studies.

A motion to approve the course additions and revisions for Educational Leadership and Counseling en masse, with specified revision(s), was made by Cwick/Schmidt. The council then moved for approval.

d. College of Liberal Arts

(New Course Addition)

EH550 Castles in Context

A motion to approve the course was made by Heischmidt/Bertrand. The council then moved for approval.

e. Changes in the Catalog Wording for Accelerated Degree Program

Alisa McFerron was present to discuss the wording change and explained issue with a non-Southeast student (visiting student) complaint related to the ABA program. The proposed rephrasing makes the requirement of Southeast student status clear. The student will have submitted necessary transcripts for review and be admitted to a program rather than be a visiting student.

A motion to approve the change in wording was made by Schmidt/Gause. The council then moved for approval.

5. Informational Items:

a. College of Education

- EA710 Leading District Improvement – Title & Course Description Change/Simple Revision*
- EA760 Internship I: Specialist Level – Grade Mode Change/Simple Revision*
- EA761 Internship II: Specialist Level – Grade Mode Change/Simple Revision*

b. College of Liberal Arts

- AR520 Figurative Painting – Course Termination*
- EH550 Castles in Context – Temporary Course Addition*

c. College of Science, Technology, and Agriculture

- IM515 Advanced Technical Communication – Temporary Course Addition*
- IM520 Technical Training and Development – Temporary Course Addition*

Dr. Gathman briefly reviewed the presented informational items that have been forwarded to the Office of the Registrar.

6. Recommendation for Graduate Faculty Status:

The following individuals were approved for Graduate Faculty Status:

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| 1. Shannon Clapsaddle | Middle & Secondary Ed | Regular |
| 2. Robin L. Smith | Middle & Secondary Ed | Associate |

7. Other:

Gathman reviewed the updates to GR609 with the council. No fee/credit hour course in which graduate-level students must enroll every semester except summer, unless graduating in summer.

Meeting adjourned.

Next Graduate Council Meeting:

Thursday, November 17, 2016	8:30-10:00 a.m.	Dempster Hall 102
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