

# School of Graduate Studies

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## Graduate Council Minutes

September 21, 2017

Dempster Hall – Room 102

**Members:** Present: McAllister, presiding; Bawaneh, Belling, Bertrand, Caldwell, Garner, Gause, Glackin, Gray, McFerron, Powell, Schmidt, and Sides.

**Guests:** Simin Cwick (Secondary Education), Timothy Judd (Biology), and Julie Ray (Elementary, Early & Special Education)

1. **Minutes:** A motion to approve the minutes from April 27, 2017 was made by Gause/Schmidt. Minutes were then approved by the council.

2. **Reports:**

a. **Dean's Report:** Dr. McAllister welcomed everyone and reminded Graduate Council it was time for graduate faculty status review. This is completed every 5 years. McAllister stated these would be completed at the same time as faculty evaluations in January 2018.

Dean McAllister briefly advised that a 15 member ad hoc graduate enrollment task force is beginning work to analyze data from Institutional Research, review peer institutions, and present recommendations for improvement based on findings.

Copies of the current Acceptance Sheet for Graduate Thesis, Non-Thesis Paper, or Creative Project were distributed. McAllister pointed out this form was created to avoid potential confusion resulting from having multiple, separate forms available. McAllister explained the language in the Graduate Bulletin and the existing form would be reviewed for consistency and alignment. Schmidt pointed out the Graduate Bulletin language being the prior issue discussed at the April 27, 2017 Graduate Council meeting. Dean Glackin suggested the name of the University be listed first, rather than the title of the form. McFerron suggested the logo should also be present.

McAllister gave a brief update on the details of the Excellence in Teaching & Excellence in Research awards and asked for nominations. Schmidt asked if an e-mail notification could be sent out. McAllister stated he would prepare and distribute an e-mail notification.

McAllister called for volunteers for each of the three Graduate Council committees for AY18. The preliminary committee memberships are:

**Curriculum Committee**

Khaled Bawaneh	Barbara Glackin
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**Academic Standards Committee**

Lisa Bertrand	James Caldwell	Natallia Gray	David Powell
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## **Graduate Thesis Review Committee**

Linda Garner	C. P. Gause	Jason Sides
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### **3. Action Items:**

#### **a. Master of Arts in Secondary Education – Educational Technology (Program Revision)**

Dr. Simin Cwick was present to discuss the proposed program revision for MA in Secondary Education – Education Technology. Cwick stated the program would become a 30 hour program versus the current 33 hours. Cwick also explained the revision would do away with variable topics and benefit from the combination of multiple curriculum development courses into one comprehensive course.

A motion to approve the program revision proposal for MA in Secondary Education – Educational Technology was made by Gause/Bertrand. The council then moved for approval.

#### **b. Master of Arts in Teaching – Early Childhood Special Education Emphasis Master of Arts in Teaching – Mild Moderate Cross Categorical Emphasis (Program Revision)**

Dr. Julie Ray was present to discuss the proposed program revision for MA in Teaching. The two emphasis options were considered together, since they relate to the same graduate program. Dr. Ray explained that this program is for those who wish to be teachers, but have no undergraduate degree in education. Ray pointed out an increase in credit hours from 44 to 53 was necessary to meet DESE certification requirements. Students currently participating in the program have been notified that they may graduate with the current number of credit hours, but would not be able to achieve certification without the additional nine hours.

A motion to collectively approve the program revision proposal for both the Early Childhood Special Education emphasis option and the Mild Moderate Cross Categorical emphasis option in the MA in Teaching was made by Gause/Glackin. The council then moved for approval.

#### **c. College of Education (New Course Addition)**

*SE618 Assessment Using Technology – New*

#### **(Course Revision)**

*EX635 Psychology and Education of Children with Exceptionalities – Revision*

Dr. Simin Cwick was present to discuss the course addition of SE618 for Secondary Education. Cwick briefly explained the nature of the course and its necessity as the use of technology to facilitate assessment and education grows.

A motion to approve the course addition of SE618 was made by Powell/Glackin. The council then moved for approval.

Dr. Julie Ray was present to discuss the course revision of EX635 for Elementary, Early & Special Education. Ray explained the course was approved by College Council in 2015 but never went forward to Graduate Council. Ray noted the key revisions to the course were the title and a transition to people first language throughout the associated documents.

A motion to approve the course revision of EX635 was made by Bertrand/Gause. The council then moved for approval.

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

*BI563 Experience in Biological Museum Curation – New*

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Dr. Timothy Judd was present to discuss the course additions of BI563-565 for Biology. Judd explained that entities are often searching for the particular skills associated with these courses, and it is advantageous for students to have this type of coursework listed on a transcript. Schmidt pointed out that the CAD and syllabus used the outdated language of student learning outcomes and student learning objectives and should be updated to course learning objectives. Glackin noted the syllabus does not include the grading scale for both undergraduate and graduate level students and made requested it be added for review.

A motion to collectively approve the course additions of BI563, BI564, and BI565, with specified revision(s), was made by Caldwell/Bawaneh. The council then moved for approval.

**4. Informational Items:**

**a. College of Education**

*SE500 Technology in Instruction – Course Title Change*

*SE685 Planning for Technology in the School District or Organization – Course Title Change*

*EX507 Families and the Child with Exceptionalities – Course Title Change*

*EL618 Problems in Elementary Education – Course Termination*

*EX616 Behavior Management Techniques – Course Termination*

*EX617 Programs, Accommodations, and Resources for Inclusive Practices – Course Termination*

*EX628 Introduction to Mild/Moderate Cross-Categorical – Course Termination*

*EX681 Problems in Exceptional Child Education – Course Termination*

*EX695 Practicum in Exceptional Child Education – Course Termination*

**b. College of Health and Human Services**

*CD630 Language and Cognitive Communication Disorders in Adults – Minor Course Revision*

**c. College of Science, Technology, and Agriculture**

*MD611 Internship in Numbers and Operations – Course Number Change*

*MD612 Internship in Rational Numbers and Proportional Thinking – Course Number Change*

*MD616 Internship in Geometry and Measurement – Course Number Change*

*MD617 Internship in Algebraic Reasoning – Course Number Change*

*MD621 Numbers and Operations – Course Number Change*

*MD622 Rational Numbers and Proportional Thinking – Course Number Change*

*MD624 Data and Probability – Course Number Change*

*MD626 Geometry and Measurement – Course Number Change*  
*MD627 Algebraic Reasoning – Course Number Change*

**d. School of Graduate Studies**

*GI612 AP Institute: Art History – Temporary Course Addition (Summer 2017)*  
*GI613 AP Institute: Music Theory – Temporary Course Addition (Summer 2017)*  
*GR694 Thesis – Course Termination*

Dr. McAllister briefly reviewed the presented informational items.

**5. Recommendation for Graduate Faculty Status:**

The following individuals were approved for Graduate Faculty Status:

1.	Kevin Gribbins	Biology	Adjunct
2.	Coeta Ogle	Nursing	Adjunct
3.	Justin Pobst	Management & Marketing	Adjunct
4.	Connie Senseney	Management & Marketing	Adjunct
5.	Sara Tripp	Biology	Adjunct
6.	Lori Mueller	Accounting	Associate
7.	Sarah Holt	Management & Marketing	Regular
8.	Seong Nam Hwang	Biology	Regular
9.	Ziping Liu	Computer Science	Regular
10.	Monica Radu	Criminal Justice & Sociology	Regular
11.	Kristen Sobba	Criminal Justice & Sociology	Regular
12.	Sumanth Yenduri	Computer Science	Regular
13.	James Youn	Management & Marketing	Regular

**6. Questions/Discussion**

McFerron explained that the Office of Admissions has affordability information available to those interested. Schmidt asked if this information could potentially be linked on all department websites with a graduate program. McFerron stated she would distribute webpage info/link and any other helpful info she could find.

Caldwell asked about the guidelines for library review and when it was necessary. Dean Glackin explained curriculum and content changes are the most vital clues, but when in doubt, consult the library to assist in making the decision. Glackin also pointed out that one-time dollars are occasionally made available for updates to the library collection related to courses/curriculum based on review findings. McAllister asked everyone to be conscious of the time necessary to do an adequate review and to plan accordingly when preparing submissions.

Meeting adjourned.

**Next Graduate Council Meeting:**

**Thursday, October 19, 2017**

**8:30-10:00 a.m.**

**Dempster Hall - Room 102**