

SCHOOL OF GRADUATE STUDIES

Graduate Council Minutes

November 21

Dempster 102, 8:30 a.m.

Members: Present: Eddleman, presiding; Althaus, Brown-Haims, Brune, Gathman, Gunn, Gupta, Heischmidt, McFerron, Odegard-Koester, Roberts, Starrett, Walling, Omon. **Visitor:** Julie Lamouria (Registrar's Office), Elaine Jackson and Gloria Green (Nursing), Michelle Kilburn (Thesis Reader)

A. Dr. Eddleman called the meeting to order and asked for the approval of the minutes from October 31, 2013. Motion to approve (Althaus, Gupta). Minutes were approved by the Council.

B. Reports:

Dean -

Dr. Eddleman began by stating the primary report he had today was in regard to graduate assistants. The two issues are:

1. Requests for a 5th semester graduate assistant. Dr. Eddleman suggested this discussion be held until the end of the meeting to discuss the possibility of doing away with 5th semesters.
2. Graduate assistant recommendations for seniors who are one to two courses short of graduation.

Heischmidt stated if a student does not have a bachelor's, how can you offer an assistantship? He we should keep the student in mind when filling these positions. He noted graduate assistants are hired to give them experience. If we hold on to one for a fifth semester, are we denying another student the experience?

Gupta mentioned that sometimes the undergraduates have more hours than are needed or may be dual enrolled. He mentioned this as being an opportunity to recruit good student for the program by offering an assistantship.

Starrett noted we hire individuals to teach who have all but their dissertation. (Eddleman stated these individuals are paid as an RNTT.)

Julie LaMouria from the Registrar's Office said awarding an assistantship prior to graduation might not work well for them.

Dr. Eddleman mentioned the Excellence in Teaching and Research Awards will be presented at the January meeting. The recipients have been selected but they will be announced at the next Graduate Council. In addition, Dr. Eddleman noted in the future he will be relying on the thesis reader to note any outstanding research. This will complement those nominations coming from departments in an effort to get more nominees.

Academic Standards:

Michelle Brune stated the committee met recently to discuss GR 698 and GR 699. She noted the committee generated many good points. They will be meeting again and Brune will have a report for Graduate Council in January.

Curriculum:

Dr. Heischmidt noted the curriculum committee reviewed the courses for electronic vote. They had no other report.

Assessment:

Dr. Gupta stated they had no report.

Informational Items:

1. Dr. Heischmidt reported on the admission requirements for the MBA Program (attachment). Heischmidt stated they have individuals applying to their program who have already completed a master's degree. If those individuals have already shown ability to succeed by completing a master's and have maintained a grade point average of 3.0, the department will accept that and waive the GRE/GMAT requirement.

These applicants will be reviewed by a committee of MSAM members to determine their eligibility for the waiver.

2. Courses for Electronic Vote:

Nursing Courses:

NS 601	Informatics for Advanced Nursing Roles – Course Addition
NS 602	Quality and Safety in Advanced Nursing Roles – Course Addition
NS 603	Organizational & Systems Leadership for Advanced Nursing Roles – Course Addition
NS 604	Evidence-Based practice: Synthesis – Course Addition
NS 610	Policy, Politics, and Advocacy in Advanced Practice Nursing – Course Revision
NS 625	Advanced Pharmacology – Course Revision
NS 628	Advanced Health Assessment – Course Revision
NS 629	Advanced Health Assessment Practicum – Course Revision
NS 636	Advanced Pathophysiology – Course Revision
NS 638	Primary Care I – Course Revision
NS 639	Primary Care I Practicum – Course Revision
NS 642	Advanced Roles Seminar – Course Revision
NS 648	Primary Care II – Course Revision
NS 649	Primary Care II Practicum – Course Revision
NS 659	Primary Care III Clinical Role Practicum – Course Revision

Dr. Green noted this curricular change came about because of the new *Essentials of Master's Education in Nursing*. The course additions and revisions are a reflection of that due to accreditation.

The nursing courses were reviewed by the Curriculum Committee. They were found to be acceptable with the exception of a few cosmetic changes.

FA 521 – Survey of International Markets – Course Addition was reviewed by the Curriculum Committee.

Dr. Eddleman noted the major need was to change the name of the course to “Survey of International Fashion Markets”.

The nursing courses and FA 521 were approved pending any necessary changes.

3. Course Terminations:

Dr. Eddleman noted the three course terminations:

AD 520	Cooperative Education Program
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AD 526 Improvement of Curriculum and Instruction
AD 527 Implementing Business and Marketing Education

Graduate Council Calendar – Update

The calendar for Graduate Council meetings in the spring will show the following changes:

January 23	8:30 to 10:00 am	Indian Room – University Center
February 20	8:30 to 10:00 am	Dempster Hall 102
March 27	8:30 to 10:00 am	Indian Room – University Center
April 17	8:30 to 10:00 am	Indian Room – University Center

Final Discussion on the 5th Semester Extensions for Graduate Assistants:

It was noted that most did not know the 5th semester was even an option. Dr. Eddleman stated that simply justifying by saying, “we need help in the office” is not a compelling compelling reason to keep a graduate student for a 5th semester.

It was decided to keep the current process of leaving any requests for an extension up to the discretion of the Dean of Graduate Studies.

Dr. Gupta presented the Graduate Council with a hand-out regarding the proposed admission criteria for graduate students in MS – Technology Management. He said they have raised the requirements for admission (see attached).

Dr. Eddleman mentioned this would be Dr. Gupta’s last Graduate Council meeting. He will be leaving after this semester to take a position at Wichita State. Dr. Eddleman expressed his appreciation for Dr. Gupta’s participation on the Graduate Council. He also noted all of the additional work Dr. Gupta put in as a member of the Curriculum Committee.

Meeting adjourned. (Gathman, Gupta)

ADMISSION REQUIREMENTS MASTER OF BUSINESS ADMINISTRATION PROGRAM (MBA)

Graduate advisory approval 10-25-2013

HCB College Council approval 11-14-2013

effective Spring 2014 admission

Individuals admitted to the MBA program must have an undergraduate degree from an AACSB accredited business program or have satisfactorily completed the equivalent course work from an accredited institution. Students without the foundation knowledge base in business and economics, yet meeting other admission requirements, may receive provisional admission to the MBA program. Regular admission status may be granted upon completion of prerequisite coursework. All students must provide a GMAT test score. In addition to the criteria established for general admission to graduate studies, applicants must have the following:

Regular Admission

1. Overall GPA on a 4 point scale times 200 plus GMAT equal to 1000 or above
OR
GPA of 3.0 on a 4 point scale with a Graduate Record Exam Score (GRE) of 147 for both Verbal Reasoning and Quantitative Reasoning and Analytical Writing score of 3.5 or higher. (When it is not possible to interpret academic eligibility by way of transcript, the graduate business program reserves the right to request further evidence of academic eligibility.)
2. GMAT score of at least 500
3. Grade of at least "C" on all undergraduate foundation (prerequisite) courses. (All undergraduate requirements for admission shall be satisfied before enrolling in the MBA required core, or MBA elective courses.)

For applicants for the MBA degree program at Southeast Missouri State University, the GMAT or GRE score requirement may be waived if they have completed, prior to their application, a graduate degree program from an accredited program and obtained at least a 3.0 GPA (on a 4 point scale) in their graduate degree work. Examples of graduate degrees include: MS, PhD, MD, DDS, and JD.

Probationary Admission

All applicants must have the following:

1. Overall GPA on a 4 point scale times 200 plus GMAT score equal to 1000 or above
OR
GPA of 3.0 on a 4 point scale with a Graduate Record Exam Score (GRE) of 144 for both Verbal Reasoning and Quantitative Reasoning and Analytical Writing of 3.5 or higher. (When it is not possible to interpret academic eligibility by way of transcript, the graduate business program reserves the right to request further evidence of academic eligibility.)
2. GMAT score of at least 430, yet below 500
3. Grade of at least "C" on all undergraduate foundation (prerequisite) courses. (All undergraduate requirements for admission shall be satisfied before enrolling in the MBA required core, or MBA elective courses.)
4. Students admitted on probation must complete their first 9 hours of course work, including at least 6 hours at the 600 level, with a grade "B" or better. Students not meeting this requirement are subject to dismissal from the program.

International students applying with a three year degree must have their transcripts evaluated by an outside agency such as WES (www.wes.org) or NACES (www.naces.org) for equivalency.

All undergraduate requirements for admission must be satisfied before enrolling in the MBA required core or MBA elective courses. Students without an undergraduate degree in business must complete necessary foundation course work.

Required Foundation Courses

Principles of Microeconomics*	Principles of Financial Accounting*
Principles of Macroeconomics*	Applied Calculus* or College Calculus* or Statistics II course
Microcomputer Applications**	Principles of Management*
Introductory Statistics**	Principles of Marketing*
College Algebra*	Financial Management
Principles of Managerial Accounting	Management Information Systems*

Students must earn a grade of "C" or above in all of the above classes. Students also must have demonstrated sufficient background in microcomputer business application and management information systems. This may be through course work or through acquired knowledge connected with business experience or other applications contexts, validated through an approved test.*

**Proficiency in these areas can be proven through a CLEP exam. Credit will not be given for these courses with a passing grade on the exam, but score will be taken as proof of course knowledge.*

**** Department exam available: contact testing services**

Students wishing to enter the accounting track should have completed an undergraduate degree in accounting at a regionally accredited institution, or have satisfactorily completed courses in Intermediate Accounting I, Intermediate Accounting II, Income Tax Accounting, Cost Accounting, Accounting Information Systems, Business Law, and Auditing and Assurance Services.

Masters of Science in Organizational Management (MSOM) (30 hours)

HCB Graduate Advisory approval 10-25-2013

HCB College Council approval 11-14-2013

Graduate Council approved Fall term 2013

Minimum admissions requirements: A Bachelors degree with a GPA of 2.75 or above on a 4.0 scale (overall or in last 60 hours) or a Graduate degree with GPA of 3.0 or greater, at least 3 years of appropriate full-time post-bachelors work experience, current resume/vita including names and contact information of 3 professional/business references, 1-2 page purpose statement, and submission of a GRE, GMAT, LSAT, or MCAT score.

For applicants for the MSOM degree program at Southeast Missouri State University, the GMAT or GRE score requirement may be waived if they have completed, prior to their application, a graduate degree program from an accredited program and obtained at least a 3.0 GPA (on a 4 point scale) in their graduate degree work. Examples of graduate degrees include: MS, PhD, MD, DDS, and JD.

The Harrison College of Business (HCB) graduate admissions committee will review the admission material and make final decisions related to admissions for the MSOM program.

Prerequisite Courses:

MG301 Principles of Management (3 hrs)

PY271 Research Design and Analysis I (3 hrs) **OR**

PY571: Introductory Behavioral Statistics (3 hrs)

Required Courses:

(Group A 21 hours) Select all 7 Courses

BA600 Managing and Leading Human Capital (3 hrs)

BA620 Quantitative and Qualitative Research Methods in Business (3 hrs)

BA656 Applied Human Resource Management (3 hrs)

BA664 Organizational Leadership (3 hrs)

BA667 Liability Risks in Products and Services (3 hrs)

BA657 Applied Research Project (3 hrs) (Topic: Management) (18 grad hours completed)

MG550 Improving Team Performance (3 hrs)

(Group B 9 hours) Select 3 additional graduate courses in a management related area:

BA521 Topics in Entrepreneurship (3 hrs)

BA531 Imagination, Creativity and Innovation (3 hrs)

BA551 Managing and Growing New Ventures (3 hrs)

BA561 Business Planning for New Ventures (3 hrs)

BA641 Creating the Entrepreneurial Venture (3 hrs)

BA661 External Environment of Business (3 hrs)

BA662 Contemporary Issues in Business (3 hrs)

BA671 Business Topics Seminar (3 hrs)

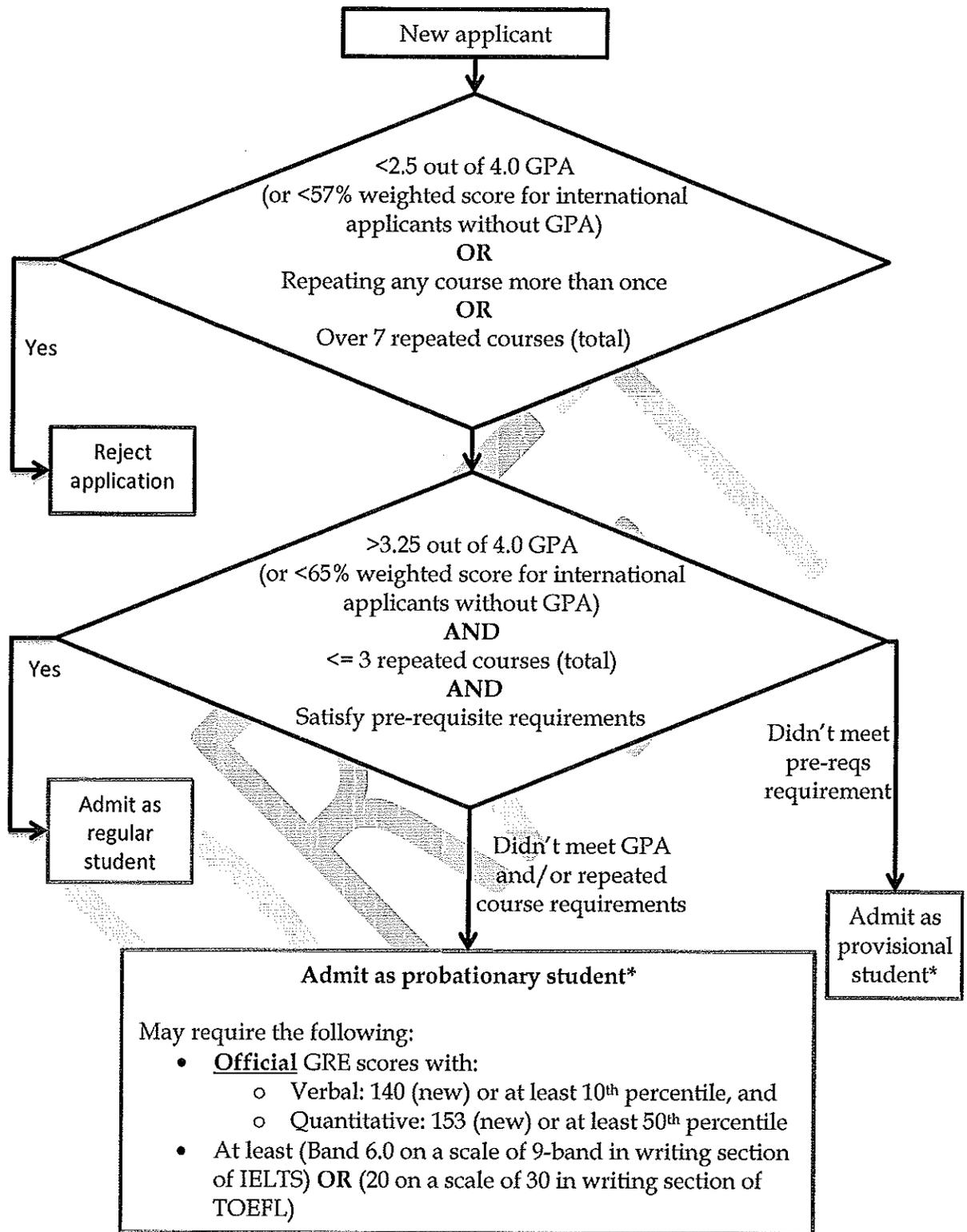
MG526 Managing and Developing Talent (3 hrs)

MG546 Acquiring and Compensating Talent (3 hrs)

MG560 International Management (3 hrs)

MG566 Legal and Union Issues in Human Resources (3 hrs)

Note: Students will likely select 3 elective courses from Group B. Other courses, including those outside the College of Business, could be considered for inclusion in the program contingent upon the approval of the offering department and approval by the Director of Graduate Programs in Business.



*Note: Students who do not satisfy both, pre-requisite as well as GPA/repeated course requirements will be admitted as probationary + provisional student.

Proposed admission criteria for graduate students in MS - Technology Management

Information for the website and graduate bulletin:

The following students can apply:

- Students with 2.5 or higher GPA on a 4.0 scale (or over 57% weighted score for international applicants without GPA).
 - Not repeating an individual course more than once (maximum two attempts allowed).
 - Not having over 7 repeated courses (total).
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Information for admissions/international office:

The students with all of the following can be admitted directly by the admissions office:

- Have coursework or significant background in engineering economics (MN220 or equivalent), quality control (IM311 or equivalent), and process management (IM313 or IM315 or equivalent)
 - For students with some background, the department will offer a placement test to determine the need for pre-requisites. The test will be given in the week before or during the first week of the classes.
- Have at least 3.25 GPA (over 65% weighted score for international applicants without GPA).
- Students should not have repeated more than 3 courses (absences excluded), and they should not have repeated an individual course more than once (2 attempts total).

The following students can be denied:

- Less than 2.5 GPA on a 4.0 scale (or less than 57% weighted score for international applicants without GPA).
- Repeating an individual course more than once (maximum two attempts allowed).
- Over 7 repeated courses (total).

The following conditions are applied for departmental review:

- For students below 3.25 GPA (or 65% weighted score for international applicants without GPA) and/or not meeting the direct admission criteria (i.e. have 4-7 repeated courses), the department may require the following:
 - **Official** GRE scores in addition to the above criteria:
 1. Verbal: 140 (new) or at least 10th percentile, and
 2. Quantitative: 153 (new) or at least 50th percentile
 - At least (Band 6.0 on a scale of 9-band in writing section of IELTS) **OR** (20 on a scale of 30 in writing section of TOEFL)