

Graduate Council Meeting Minutes

May 6, 2014

Members Present: Anderson, Kelly – Special Ed and Child Development
Cherukuri, Harish – Mechanical Engineering and alternate for Aixi Zhou ETCM
Davis, Christine – Communication Studies
Deng, Shaozhong – Math and alternate for Cheryl Hicks, HIST
Fodor, Anthony – Bioinformatics and Genomics
Freitag, Alan – Communication Studies and Council Chair
Howarth, T. Joe – GPSG Student Representative
McCarter, Susan – Social Work
Ogundiran, Akin – Africana Studies
Reynolds, Tom – Associate Provost and Dean of the Graduate School
Schwarz, Peter – Economics

Also Attending: Hall-Hertel, Katherine – Graduate School
Sell, Susan – Graduate School
Watson, Johnna – Graduate School
Wyse, Matt – Academic Affairs

Absent: Gray, Lee – College of Arts + Architecture

I. Approval for the April 1, 2014 Meeting Minutes

Chair Freitag called the meeting to order. Chair Freitag called for a motion to approve the April 1, 2014 meeting minutes as submitted. The motion was made by Davis with a second from Ogundiran. There being no further discussion, Chair Freitag called for a motion to approve the minutes as submitted. The motion was approved unanimously.

II. Report of the Chair

Chair Freitag reported on the Dean's Annual Review Process: Subcommittee members include Ogundiran, Schwarz, Walker and Freitag.

- The Dean's Review Survey has gone out and responses are coming in.
- A reminder will be going out Wednesday and Friday to complete the survey.

Graduate Faculty By-laws:

- The By-laws have been revised but the subcommittee is not ready to present.
- One item still being researched is the number of college representatives. Proposing 2 members per college with one alternate. The challenge for colleges is providing another position.
- This is the last meeting of the spring 2014 semester. Chair Freitag thanked those members rotating off for their service to the Council.

III. Report of the Dean

Dean Reynolds communicated that he had received two Early Entry Applications. They meet the criteria and are approved for immediate implementation.

- Health Informatics Graduate Certificate Early Entry Application
- DSBA, PSM/DSBA Graduate Certificate Early Entry Application

The Dean gave a little background on the *Responsible Conduct of Research* course that was initially required of PhD students in the STEM disciplines and implemented in 2013.

Katherine Hall-Hertel, (Graduate School) communicated that all PhD students do research, mentor and authorship and could benefit from this course. Hall-Hertel wanted to gain feedback from the Council on requiring all PhD students to take this course.

- Programs may request exemption if this course is currently being offered in their disciplines. These can be sent to Hall-Hertel.
- Would need to identify students in their first year of PhD programs.
- Is this in addition to the hours toward degree? Yes
- Can this replace electives? Yes
- What feedback have you received from GPDs? A survey was given and most all responses were positive.

Johnna Watson, Graduate School, gave an update on Graduate Enrollment Management. She presented two handouts (attached). There is an increase in application numbers for the MS in Electrical Engineering and Computer Science. Overall enrollment for the fall 2014 will probably be down.

Dean Reynolds thanked the Council for their service this year and also commended Chair Freitag for a job well done for his first year as the Chair of the Council.

IV. Graduate Course and Curriculum Proposals

- A. ACCT 2-1-14: MACC Omnibus Curriculum Update Proposal
Subgroup: Lee Gray, Peter Schwarz, Joe Howarth and Akin Ogundiran

A discussion took place with the following revisions requested:

- Accounting 5312 Objectives: Make sure the course names are consistent with the new course names reflected in the proposal.
- Acct 6291 some small typos Examinations Cross out 'a' three exams and insert 'on' the date.
- Are ACCT 3311 and 3312 being renumbered at the 4000-level so they will be cross-listed with the new ACCT 5311 and 5312? If not, then why not assign 6000-level numbers? There should be a statement clarifying this.

- The following statement has been added to the proposed catalog copy (p.19): "*Due to the importance of having a strong foundation in financial reporting, all MACC students should have earned a grade of B or better in Intermediate Accounting I and II.*" This language should be clarified -- the use of "should" is indefinite.
- On p.21, I recommend listing ACCT 6150 and 6160 in that order rather than listing 6150 first as it is now -- just for sequential consistency.
- The Course syllabi appear to be the undergraduate courses relabeled with the new graduate course numbers - they still reference the undergraduate course prerequisites. Should this be changed?
- Need to see syllabi and grading scale for both UG and Graduate.

There being no further discussion, a motion was made to approve the proposal pending revisions. Fodor made the motion with a second from McCarter. The motion was unanimously approved.

B. CSLG 4-10-13: New MA Graduate Course, CSLG 7146 Counseling Adolescents
 Subgroup: Lee Gray, Peter Schwarz, Akin Ogundiran, and Joe Howarth

A discussion took place with regard to the use of 7000-level courses. Satisfied with the Council's explanation on the usage, Chair Freitag called for a motion to approve the proposal as submitted. Howarth made the motion with a second from Schwarz. The motion was unanimously approved.

C. ENGR 03-06-14: Creation of ENGR 5090 Special Topics

Subgroup: Susan McCarter, Harish Cherukuri, Christine Davis and Judy Walker

Council reviewed proposal and there being no further discussion, Chair Freitag made a motion to approve the proposal as submitted. The motion was made by McCarter with a second from Anderson. The motion was unanimously approved.

D. PPOL 2-10-14b: 2nd Reading –Implement New Quantitative Skills Refresher

Subgroup: Susan McCarter, Harish Cherukuri, Christine Davis and Judy Walker

The following discussion took place with requested revisions:

- Eligibility criteria still not clear – no required attendance, but it's a pass/fail
- How is it determined who takes the class?
- Need a way to evaluate these students.
- Clarify what remedial courses are needed or appropriate.
- Previous emails indicated several items were said to have been addressed (e.g., the course numbering) yet the long form still states that a 7000 number was used, etc. Please clarify.
- Dean Reynolds has approved this course to be taught one time this fall as a special topics course.

There being no further discussion, Chair Freitag made the motion to defer approval till

the fall semester and invite Dr. Beth Rubin to the Council for further discussion in person. Fodor made the motion with a second from Howarth. The motion was approved unanimously.

E. SIS 03-27-14: HCIP 6392 Enterprise Health Information Systems

Subgroup: Anthony Fodor, Shaozhong Deng, Kelly Anderson and Alan Freitag

The following discussion took place with requested revisions:

- The syllabus needs a graduate grading scheme; it currently has an undergraduate scheme.
- An excellent proposal. Recommend adjusting the catalog copy to clarify the prerequisites; right now it reads:

"Prerequisite: Enrollment in the PSM in Health Informatics or Graduate Certificate in HI, completion of HCIP 5375 Computer Vocabularies and Programming Systems, or HCIP 5370 Health Vocabularies and Classification Systems."

This would suggest that if the student is enrolled in the PSM Certificate program, he or she need not have completed one of the other two courses. It would be better if it read: "Enrollment in the PSM...in HI **plus** completion of **either** HCIP.... Unless, of course, the former is the case.

- One typo in the proposed catalog copy: "Topics includes" should be "Topics include." In addition, why does the catalog copy begin with "Prerequisite:"?
- This is a good proposal, but this program is administered through the Graduate School, and it is an interdisciplinary degree crossing two colleges. Consequently, the signature sheet should include appropriate actions from the College of Health and Human Services. It should also include some form of consultation with the Program Director for Health Informatics.

There being no further discussion, Chair Freitag called for a motion to approve with revisions and the documentation from the College of Health and Human Services. Howarth made the motion with a second from McCarter. The motion was approved unanimously.

F. SPED 02-25-14: SPED Graduate Certificate – Adapted Curriculum Program Revision

Subgroup: Anthony Fodor, Shaozhong Deng, Kelly Anderson and Alan Freitag

A discussion took place with the following requested revisions:

- Part C Impact, anticipated enrollment - remove the strikethrough 12-15. 24 is probably not the norm.
- Proposed Catalog Copy - the full catalog description with strikethrough is not included and needs to be added.
- 5. SLO proposal reads "No. Current data collected in SPED 5279 will also be collected in SPED 5278 using a similar task and rubric. Unless the task and rubric are the same

as the program has been using - the SACS report will be impacted. Change No to Yes.

There being no further discussion, Chair Freitag called for a motion to approve pending revisions. Howarth made the motion with a second from Anderson. The motion was approved unanimously.

V. Other Business

There being no further business, Chair Freitag called for a motion to adjourn. The motion was approved unanimously. The meeting adjourned at 1:30pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Annette Parks".

Annette Parks
Secretary to the Graduate Council