

Armstrong Atlantic State University
Minutes of the Graduate Affairs Committee

March 10, 2009

Board Room, Burnett Hall at 2:30 pm

The Graduate Affairs Committee met at 2:35 pm in Burnett Hall, Room 125. The following members were present: Drs. Carol Andrews, Donna Brooks, Patricia Coberly, Shelley Conroy, Elizabeth Crawford, Joey Crosby, Becky daCruz, Mark Finlay, Christopher Hendricks, Stephen Jodis, Michael Mink, Dennis Murphy, Anita Nivens, and Patrick Thomas.

Guests: Drs. Kalenda Eaton, GCC, Chair, Russell Watjen, Associate Vice President for Academic Affairs and Enrollment Services, Joyce Bergin, Michael Mahan, Middle & Secondary Education, Lorrie Spencer, Special Education, and Ms. Jill Bell, Director of Graduate Studies.

I. The minutes from the meeting of February 10, 2009 were approved as presented.

II. Subcommittee Reports

Dr. Patricia Coberly, Graduate Faculty Sub-Committee – There are no graduate faculty status applications to be approved for March. She and Dennis Murphy are gathering information from SACS and other universities in the area to review GFS qualifications for membership.

Dr. Kalenda Eaton, Graduate Curriculum Sub-Committee – The following course descriptions and rationale were presented for approval by the GAC committee.
(Documentation is attached)

A. COLLEGE OF EDUCATION:
Middle Grades Secondary Education
Change the prerequisite:
EDUC 6200

Delete the following courses:
MGED 7200, MGED 7811,
MGED 7812 and
SCED: 7120, 7130, 7140, 7150, 7160, 7170, 7190, 7200, 8010, 8020, 8030, 8040

Health and Physical Education:
Create the following courses:
PECI 6000, Peci 6010, Peci 6020, Peci 6040, Peci 7010, Peci 7030, Peci 7040

Modify the Program of Study for the Master of Arts in Teaching – Middle Grades Education:
Required Courses:
Major Field Courses: EDUC 6000, 6100, 6200, 6300

Middle Grades Courses: MGSE 6000, MGSE 6100, MGSE 6300, MGSE 6400 MGSE 6500, MGED 6750

Methods Courses:

MGSE 5300G, MGSE 5400G, MGSE 5500G, and/or MGSE 5600G

B. COLLEGE OF LIBERAL ARTS: No Items

C. COLLEGE OF SCIENCE AND TECHNOLOGY: No Items

D. COLLEGE OF HEALTH PROFESSIONS: No Items

Motion was made, seconded, and the above courses were approved.

After discussion regarding the change in hours, substitute motion was made to withdraw the motion to approve the Modification of the Program of Study for the Master of Arts in Teaching – Middle Grades Education. This motion was made, seconded, and approved.

NOTE: Seniors may take 6000 graduate level courses on a permission basis.

III. Joey Crosby – Provided hand out on the 1st Reading approved by the Faculty Senate (A copy is attached)

-After discussion, motion was made, seconded, and approved to add verbiage back into the By-Laws to read:

Membership: The curriculum subcommittee will be composed of seven members; 2nd motion was made, seconded, and approved to read: with associate or full graduate faculty status as approved by the Graduate Affairs Committee.

- Chris Hendricks - The Graduate Affairs Committee *Duties* will be rewritten into sentence form. The Graduate Affairs Committee, Graduate Faculty Status, Graduate Student Appeals and Graduate Curriculum Subcommittee's *Charge* will be changed to read *Mission*.

IV. Christine Bild –GSCC Representative – No Report

V. Jill Bell – Director of Graduate Enrollment Services - Graduate enrollment is 980 students. (Up from the last report, due to the 2 RDEN cohorts that have been registered for flex term)

- Summer 2009 numbers are down, due to change in intake term for the MAT

- Summer classes (grant funded classes) are expected to be funded by mid-April

- Currently there are 106 master's candidates for May 2009. A comprehensive list will be sent out to Deans and Departments by the end of the month.

VI. Dennis Murphy – The publication of the graduate catalog will be published once a year in keeping with SACS regulations. A handout was distributed with suggested verbiage to be included on each department's publications and website for their program. This statement would precede a listing of courses and program of study requirements which would allow updating of a program as necessary. This will also let students know who are looking at the website, that is an up-to-date website, however it may differ in some material way from the official catalog in which they were admitted. The last sentence of

the caveat indicates how there is flexibility to this accommodation. (A copy of the Program Website Caveat is attached)

- VII. Other Business – Members were asked to think about options on how to choose At-Large members and sub-committee members for next term and a system within those committees for member rotation.

Meeting adjourned at 3:16 pm
Respectfully submitted

Linda C. Hansen
Attachments

Graduate Curriculum Committee
Course Descriptions Approved by the GCC – February 27

To be approved by the GAC – March 10, 2009

Please note that some of the courses included in this listing are Remanded

GRADUATE CATALOGUE CHANGES

I. College of Education

A. Middle Grades Secondary Education

Change the prerequisite for the following course:

1. EDUC 6200 CURRICULUM, INSTRUCTION, AND ASSESSMENT 3-0-3 *Prerequisites: EDUC 6000, EDUC 6100 and admission to Candidacy in a department within the College of Education.* Overview of the best practices associated with the design of curriculum, the planning and implementation of instruction, and the skills necessary to design authentic assessment materials

Change to: Pre-requisites/Co-requisites EDUC 6000, EDUC 6100
Delete Admission to candidacy in a department within the College of Education

Rationale: This course will accommodate the full-time graduate student seeking candidacy in an MAT program.

Effective date: **Fall 2009**

2. Delete the following courses:

~~MGED 7200 Teachers, Environment, and Free Enterprise Institute V-V (1-6)~~
~~MGED 7811 Provisional Internship I 3-6-3~~
~~MGED 7812 Provisional Internship II 3-6-3~~

Rationale: These internships are no longer offered. MGED 7200 is no longer offered.

Effective date: **Fall 2009**

3. Delete the following courses:

~~SCED 7120 Principles and Problems in Business Education 3-0-3~~
~~SCED 7130 Advanced Office Administration 3-0-3~~
~~SCED 7140 Modern Techniques and Current Issues in Secretarial Subjects 3-0-3~~
~~SCED 7150 Modern Techniques and Current Issues in Basic Bookkeeping 3-0-3~~
~~SCED 7160 History and Philosophy of Business Education 3-0-3~~
~~SCED 7170 Organizational and Administration of Cooperative Work Experience Programs in Vocational Business Education 3-0-3~~
~~SCED 7190 Business Research Writing 3-0-3~~
~~SCED 7200 Teachers, Environment, and the Free Enterprise Institute 3-0-3~~

Middle and Secondary Education Department
College of Education Curriculum Committee
Submissions for Catalogue Changes

~~SCED 8010~~ Dynamics of American Economy 3-0-3
~~SCED 8020~~ Personal Finance 3-0-3
~~SCED 8030~~ Economics USA 3-0-3
~~SCED 8040~~ Teaching Economics in American History 3-0-3

Rationale: Courses are not being scheduled and taught. The College of Education no longer offers a program for Business education certification.

Effective Date: Fall 2009

Proposed CURCAT Changes

I. College of Education

B. Health and Physical Education

1. Create the following course:

PECI 6000 Physical Activity in Youth 3-0-3

Prerequisites: None

Description: An in-depth examination of the personal, social, and environmental determinants of physical activity patterns that explain the rising obesity rates and related health issues in youth.

Rationale: Given the rising rates of obesity in youth, it is particularly important for physical educators to understand and respond to current health trends.

Effective Term: Summer 2009

CURCAT:

Major Department: Health and Physical Education

Can course be repeated for additional credit? No

Maximum Number of Credit Hours: 3

Grading Model: Normal

Instruction Type: Online

2. Create the following course:

PECI 6010 Operation and Management of Physical Education and Sports Programs 3-0-3

Prerequisites: None

Description: Planning, designing, and managing sports events, facilities, and programs.

Rationale: Persons in physical education and athletics, even in their first position, often find themselves placed into administrative positions. Additionally, if a teacher/coach understands physical education and sports programs from an administrative perspective, he/she will be able to perform their role more effectively.

Effective Term: Summer 2009

CURCAT:

Major Department: Health and Physical Education

Can course be repeated for additional credit? No

Maximum Number of Credit Hours: 3

Grading Model: Normal

Instruction Type: Lecture

3. Create the following course:

PECI 6020 Cultural Aspects of Sports 3-0-3

Prerequisites: None

Description: This course will examine the role sport and physical activity play in society with emphasis on its relationship to cultural diversity and issues, both historical and contemporary. Emphasis is placed on issues which affect the teacher, student/athlete, coach, administrator, and sports fan.

Rationale: This course will assist the physical educator in understanding cultural issues that impact the teaching of physical education and sport.

Effective Term: Summer 2009

CURCAT:

Major Department: Health and Physical Education

Can course be repeated for additional credit? No

Maximum Number of Credit Hours: 3

Grading Model: Normal

Instruction Type: Lecture

4. Create the following course:

PECI 6040 Global Sport History 3-0-3

Prerequisite: None

Description: This course studies the development of sport across a number of cultures and explores its impact on societies. This course will assist the physical educator to predict future trends.

Rationale: Examining the history of sport can teach us about social changes and about the nature of sport itself and encourage students to consider the influence of history on the future of sports.

Effective Term: Summer 2009

CURCAT:

Major Department: Health and Physical Education

Can course be repeated for additional credit? No

Maximum Number of Credit Hours: 3

Grading Model: Normal

Instruction Type: Lecture

5. Create the following course:

PECI 7010 Adaptive Physical Education 3-0-3

Prerequisite: None

approved

Description: This course will assist the physical educator in curriculum and program development that will promote participation and learning outcomes for students with disabilities in general physical education classes and sports with necessary accommodations and modifications. Curriculum and program development, legislative considerations, and various instructional strategies will be presented.

Rationale: The Adaptive Physical Education (APE) course adheres to the National Consortium for Physical Education and Recreation for Individuals with Disabilities (NCPERID). APE provides education that is developmentally appropriate for all individuals. This course will address the approaches for including students with disabilities into general physical education classes and sports with necessary accommodations and modifications. Adapted physical education, recreation, and sport activities will be presented and discussed.

Effective Term: Summer 2009

CURCAT:

Major Department: Health and Physical Education

Can course be repeated for additional credit? No

Maximum Number of Credit Hours: 3

Grading Model: Normal

Instruction Type: Lecture

6. Create the following course:

PECI 7030 Instructional Strategies and Design in Health and Physical Education
3-0-3

Prerequisite: None

approved

Description: Investigates the specific foundation of teaching methods, content, organization, and evaluation of health and physical education programs in schools. This course will examine interdisciplinary teaching models that can be used as guides for organizing content, collaborating with others, and creating meaningful activities that impact student learning.

Rationale: This course will assist the physical educator in developing comprehensive and successful health and physical education programs and effective instructional strategies that promote learning outcomes.

Effective Term: Summer 2009

CURCAT:

Major Department: Health and Physical Education
Can course be repeated for additional credit? No
Maximum Number of Credit Hours: 3
Grading Model: Normal
Instruction Type: Lecture

7. **Create the following course:**

PECI 7040 Movement Education 3-0-3

Prerequisite: None

Description: A study of fundamental movement concepts and skill themes with an emphasis on promoting desirable self-concepts and realistic self-images in young children.

Rationale: This course will assist the physical educator in providing children with frequent and meaningful age-appropriate practice opportunities promoting the development of functional understanding of movement concepts and building competence and confidence in their ability to perform a variety of motor skills.

Effective Term: Summer 2009

CURCAT:

Major Department: Health and Physical Education
Can course be repeated for additional credit? No
Maximum Number of Credit Hours: 3
Grading Model: Normal
Instruction Type: Lecture

C. Middle and Secondary Education

1. **Change the following pre-requisites and co-requisites:**

MGSE 5300G Content Methods Language Arts 3-2-3

Prerequisites: Admission to Candidacy in the Department of Middle Grades and Secondary Education, EDUC 6200, EDUC 6300, MGSE 6000, MGSE 6100

Co-requisites: MGSE 6300, MGSE 6400

Description: Methods, content, and materials focusing on literature and the communicative arts for adolescent learners.

Directed field experience required

MGSE 5400G Content Methods Social Studies 3-2-3

Prerequisites: Admission to Candidacy in the Department of Middle Grades and Secondary Education, EDUC 6200, EDUC 6300, MGSE 6000, MGE 6100

Co-requisites: MGSE 6300, MGSE 6400

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Description: Methods, content, and materials focusing on the teaching of the social studies for adolescent learners.

Directed field experience required

MGSE 5500G Content Methods Science 3-2-3

Prerequisites: Admission to Candidacy in the Department of Middle Grades and Secondary Education, EDUC 6200, ~~EDUC 6300, MGSE 6000, MGE 6100~~

Co-requisites: ~~MGSE 6300, MGSE 6400~~

Description: Methods, content, and materials focusing on the teaching of science for adolescent learners.

Directed field experience required

MGSE 5600G Content Methods Middle Grades Mathematics 3-2-3

Prerequisites: Admission to Candidacy in the Department of Middle Grades and Secondary Education, EDUC 6200, ~~EDUC 6300, MGSE 6000, MGE 6100~~

Co-requisites: ~~MGSE 6300, MGSE 6400~~

Description: Topics in the teaching of mathematics for pre-service middle level teachers. Focus on how to teach mathematics, developing of problem solving skills, and critical thinking in mathematics.

Directed field experience required

Rationale: The department discovered that the large number of prerequisites and co-requisites made it difficult for students to have a smooth matriculation through the program. Many of our students take one content methods course at a time and are blocked by courses having numerous prerequisites and/or co-requisites.

2. **Change pre-requisites.**
3. **Change course credits**
4. **Change field experience requirement.**

MGSE 6000 Middle Level Theory and Practice 2-2-2

3-3-3

Prerequisites: Admission to the School of Graduate Studies, Advisor approval
~~EDUC 6000, EDUC 6100~~

Description: An examination of contemporary middle school theory, best practice strategies and, curriculum including current trends, issues, and models. Attention will be focused on middle school children, middle school teachers, integrated and interdisciplinary studies, standards-based curriculum, multiple assessments and the laws surrounding middle grades education. ~~Directed field experience required~~

MGSE 6100 Understanding the Nature and Needs of the Adolescent Learner 2-2-2

3-3-3

Prerequisites: Admission to the School of Graduate Studies, Advisor approval
~~EDUC 6000, EDUC 6100~~

Revised

Description: An investigation of the developmental processes from birth through adulthood with an emphasis on adolescents. ~~Directed fields experience required~~

Rationale: Changing the course from two to three hours of credit allows instruction to the requisite depth demanded by the course content. Removal of the prerequisites allows students a smooth transition through their courses of study. A field experience is no longer required in these courses.

- 5. **Change pre-requisites.**
- 6. **Change course credits**

MGSE 6300 Best Practices and Research in Middle Grades Education ~~1-V(1-3)~~
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Prerequisites: Admission to Candidacy in the Department of Middle Grades and Secondary Education, ~~EDUC 6000, EDUC 6100, EDUC 6200, EDUC 5300, MGSE 6000, MGSE 6100~~

Description: Allows opportunity to engage in professional projects such as research projects, professional presentations, service learning projects, studies abroad, and other special projects directly relating to and impacting Middle Grades Education at the graduate level. Projects must be approved by the Department.

Rationale: The course was designed for the student that has been admitted into candidacy within the department to gain professional experience at any time during the program. The removal of the pre-requisites allows the student to transition through the program of study in an efficient manner. Changing the course to one hour of credit is a more accurate reflection of reasonable credit for the kinds of projects approved for this course.

8. **Modify the Program of Study for the Master of Arts in Teaching – Middle Grades Education**

Required Courses:

Major Field Courses	11 hours
EDUC 6000 Professional Orientation to Teaching	3
EDUC 6100 Technology Applications for Teachers	2
EDUC 6200 Curriculum, Instruction, and Assessment	3
EDUC 6300 Educating Students with Disabilities in the General Education Classroom	3
Middle Grades Courses	18 16 hours
MGSE 6000 Middle Level theory and Practice	2-3
MGSE 6100 Understanding the Nature and Needs of the Adolescent Learner	2-3

MGSE 6300 Best Practices & Research in Middle Grades Education	3- 1
MGSE 6400 Classroom Management	3

Wanted

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Approved

Approved

MGSE 6500 Instructional Approaches to Reading and Writing Across the Curriculum	3
MGED 6750 Internship	3
Methods Courses	6 hours
MGSE 5300G, MGSE 5400G, MGSE 5500G, and/or MGSE 5600G	
Total Semester hours	33 hours

Revised

7. Change prerequisites and co-requisites.

MGSE 6400 Classroom Management 3-3-3
 Prerequisites: Admission to Candidacy in the Department of Middle Grades and Secondary Education, **MGSE 6000, MGSE 6100, MGSE-6500**
~~Co-requisites: MGSE-6300 and (two content methods courses)~~
 Description: Designed to explore the interaction between adolescent learners and teachers at the middle grades level with an emphasis placed on classroom management techniques.
 Directed field experience required

MGSE 6500 Instructional Approaches to Reading and Writing
 Across the Curriculum 3-3-3

Prerequisites: Admission to Candidacy in the Department of Middle Grades and Secondary Education, **MGSE 6000, MGSE 6100**
~~Co-requisites: MGSE-6300 and (two content methods courses)~~
 Description: Investigation of literature and multimedia offerings appropriate for adolescent readers in all of the content areas.

Rationale: The department discovered that the large number of prerequisites and co-requisites made it difficult for students to have a smooth matriculation through the program. Many of our students take one content methods course at a time and are blocked by courses having numerous prerequisites and/or co-requisites.

The attached bylaws, revised in the last week, were approved for 1st reading before the faculty senate yesterday.

These revised bylaws should replace the set you received with the GAC materials sent out last week.

Graduate Affairs Committee

Mission

Charge: The Graduate Affairs Committee, serving as the official representative of the Graduate Faculty, will exercise jurisdiction over all matters related to graduate-level programming at Armstrong Atlantic State University.

Duties: The committee shall:

1. act on behalf of the Graduate Faculty except as specified elsewhere in the Bylaws;
2. develop, implement, review, and keep current all policies and procedures affecting graduate-level recruitment, admissions, progression through programs, retention, and graduation;
3. approve the list of graduate students for fall and spring commencements;
4. receive reports from the Graduate Student Coordinating Council;
5. establish and maintain the following subcommittees, and receive and act upon their recommendations:
 - o Graduate Faculty Status Subcommittee
 - o Graduate Student Appeals Subcommittee
 - o Graduate Curriculum Subcommittee
6. report to the Senate regarding all matters related to graduate school programming;

Meetings: Regularly scheduled meetings shall convene during fall and spring semesters during the academic year, at least once per month from August to April. Special meetings may be called by the Vice President for Academic Affairs, the Associate Vice President for Academic Affairs, or the Chair of the committee in consultation with the membership.

Reports: Upon approval of the minutes from each meeting, the committee will report its actions to the Senate, including all actions originating from its various subcommittees.

Membership: The committee will be composed of one graduate faculty member with associate or full graduate faculty status from each of the following graduate programs: early childhood education, middle grades and secondary education, adult education, special education, communication sciences and disorders, health services administration, public health, sports medicine, nursing, physical therapy, criminal justice, history, liberal and professional studies, and computer science. In addition, two additional at-large members will be included from disciplines not otherwise represented on the Committee. The chief officer of the School of Graduate Studies, Academic Deans (or their designees), and the Advisor to the Graduate Student Coordinating Council serve as ex officio, non-voting members of the committee.

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Graduate Faculty Status Subcommittee

~~Mission~~

~~Charge:~~ The Graduate Faculty Status Subcommittee will make recommendations to the Graduate Affairs Committee regarding the granting of graduate faculty status.

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Duties: The subcommittee shall submit recommendations concerning, and after review of, proposals for categories of graduate faculty status, for appointment criteria in each category, for procedures whereby graduate faculty applications are reviewed by the subcommittee, and for graduate faculty applications submitted in accordance with adopted policies and procedures.

Meetings: Monthly (August – April) during the academic year, unless otherwise specified or required.

Reports: All subcommittee recommendations are reported to the Graduate Affairs Committee for approval.

~~Mission~~

~~Membership:~~ The subcommittee will be composed of five members as approved by the Graduate Affairs Committee.

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Graduate Student Appeals Subcommittee

~~Mission~~

~~Charge:~~ The Graduate Student Appeals Subcommittee will make recommendations to the Graduate Affairs Committee involving graduate student academic appeals issues.

Duties: The subcommittee shall develop and submit recommendations to the Graduate Affairs Committee concerning policies and procedures for graduate student appeals, supervise the formal adjudication of any such appeals, and serve in an advisory capacity to the Academic Appeals Committee of the Faculty Senate.

Meetings: As needed or requested by the Chair of Graduate Affairs Committee

Reports: All subcommittee recommendations are reported to the Graduate Affairs Committee.

~~Membership:~~ The subcommittee will be composed of five members as approved by the Graduate Affairs Committee.

Deleted: with associate or full graduate faculty status

Graduate Curriculum Subcommittee

~~Mission~~

~~Charge:~~ The Graduate Curriculum Subcommittee will make recommendations to the Graduate Affairs Committee involving graduate curricula issues

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Duties: The subcommittee shall make recommendations concerning general curricular policies and procedures, consider all proposals for new graduate degrees, programs, majors, and courses, and review all actions of college and university curriculum committees pertinent to graduate education.

Meetings: Monthly (August – April) during the academic year, unless otherwise specified or required.

Reports: All subcommittee recommendations are reported to the Graduate Affairs Committee for approval.

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Membership: The subcommittee will be composed of five members as approved by the Graduate Affairs Committee. Subcommittee membership will be structured as follows: one member from the College of Health Professions, one member from the College of Liberal Arts, one member from the College of Science and Technology, one member from the College of Education, and one at-large member.

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Program Website Caveat

The following statement should be inserted into the graduate program web page for each program choosing to update website course and program-of-study information as changes are approved during the year:

“Students are admitted to the program under the general requirements of the annual graduate catalog in effect at the time of their admission. The program reserves the right to make curricular and program-of-study changes, which are published upon final approval on this up-to-date program website. Any deviation from catalog requirements will be accommodated through academic advisement on course substitution or other options.”