

Armstrong

Graduate Affairs Committee

Burnett Hall Board Room

Minutes: April 3, 2012, 2:30 p.m.

PRESENT: Carol Andrews, Joey Crosby (Chair), Chris Hendricks, John Hobe, Patricia Holt, Brenda Logan, Jean Neils-Strunjas, Bryan Riemann, Sandy Streater, Anne Thompson (ex officio), John Kraft (ex officio), Laura Barrett (ex officio), Donna Brooks (ex officio), Al Harris (ex officio), Melissa Reams (ex officio)

GUESTS: Jill Bell, Joyce Bergin, Mark Finlay, Linda Tuck

- I. **Call to Order.** The meeting was called to order at 2:32 p.m. by Dr. Joey Crosby.
- II. **Approval of Minutes.** The minutes of March 6, 2012 were approved by email on March 8, 2012. There were no changes put forward.
- III. **Committee Reports**
 - A. **Graduate Curriculum** (See Attachment 1)

The committee accepted the report of the Graduate Curriculum Committee with the correction of some typographical errors. The report should proceed through the Senate as an action item for Presidential approval.
 - B. **Graduate Faculty Status (See Attachment 2)**

The committee accepted the report of the Graduate Faculty Status Committee.
 - C. **Graduate Student Appeals** – no report
- IV. **GSCC**

Ms. Reams reported that there have been some changes to the constitution and guidelines of the GSCC. These changes include: 1) Materials for thesis work will not be funded; 2) Requests for funding must be submitted at least 30 days in advance of event; 3) No requests for less than \$100 will be considered; 4) Conferences occurring within 30 days of a student's graduation are eligible for funding; and, 5) The stipend for the GSCC Chair has been increased to \$1,500.. The spring event has been canceled and program funds have been moved into the student funding budget to help fund students through summer (through June 29). Most of GSCC members are graduating in May. They are being asked to recruit a replacement. In the case of slots that are not filled, Ms. Reams will contact Dr. Crosby.

V. John Kraft

The Graduate Studies Open House is this Thursday. The number of pre-registrations, 40, is low compared to last year. If there are potential pools of graduate students you can contact, there is still time. Electronic posters are available to be forwarded to colleagues at other schools and organizations you work with. Growth in attendance does not have to be linear, but if we do not have solid attendance it becomes difficult to justify funding.

Some felt that the information went out late. It was suggested that perhaps information could be sent out at least a month in advance rather than two weeks. While some students may not plan more than two weeks in advance, those who work may need more time to arrange to be there. It was suggested that perhaps plans could start as early as fall.

Currently there are 40 persons preregistered. Last year final attendance count was around 110, with about half of those who preregistered showing up.

There was a question on GRE scores and the new catalog. Dr. Kraft reported that he is waiting to see what the recommendations of the ad hoc committee on graduate admissions are, and that he will contact graduate coordinators individually about how they want things done once he has some more information.

VI. Anne Thompson

There was a meeting last week to talk about Graduate Assistants. Those at the meeting included Dr. Joey Crosby, Dr. Bryan Riemann, Dr. Keith Betts, Ms. Lisa Sweaney, Mr. David Carson, and Ms. Rebecca Carroll. At the meeting they revisited guidelines and how they might be restructured. Providing more work study opportunities for graduate students was considered. We do not have a consistency across campus in terms of opportunities. The fewest opportunities are in Academics. Dr. Thompson reported that in a phone call on the topic, Dr. Carey Adams expressed a commitment to graduate education and to putting more money into graduate assistantships for next year, as well as looking at ways to increase opportunities for graduate students.

VII. Jill Bell

Ms. Bell requested that if you are changing admission requirements, you inform her as soon as you are able. These things need to be updated as soon as possible so correct information is sent out to students.

VIII. Other Business

It was asked when catalog copy would be available for editing. Ms. Panhorst said she is waiting for people to return their edits on the undergraduate catalog before she sends the graduate copy out, since the undergraduate catalog has an earlier publication date.

Dr. Kraft requested that the committee meet once more to discuss the recommendations of the ad hoc committee on graduate admissions. It was agreed that the committee would meet again on Tuesday, May 1 at 2:30 in the Burnett Hall Board Room.

IX. Adjournment. The meeting was adjourned at 2:58 p.m.

Respectfully submitted,

Phyllis L. Panhorst
Coordinator of Faculty Information and
Graduate Catalog Editor

Armstrong

GRADUATE CURRICULUM COMMITTEE
University Hall 282
Minutes, March 21, 2012

PRESENT: Carol Andrews (Chair), John Hobe, Brenda Logan, Sara Plaspohl, Helen Taggart, Phyllis Panhorst (Catalog Editor)

ABSENT: Allison Belzer, Ashraf Saad

GUESTS: Mark Finlay, Patricia Holt

CALL TO ORDER. The meeting was called to order at 2:02 p.m. by Dr. Carol Andrews

APPROVAL OF MINUTES. The minutes of February 22, 2012 were approved as presented.

ITEMS

I. College of Education

A. Adolescent and Adult Education

Items 1-6 from the Department of Adolescent and Adult Education were discussed and approved by the committee.

1. Delete the following courses:

HRVD 7400 Human Resource Development Theory/Practice	3-0-3
HRVD 7410 Organizational Theory and Practice	3-0-3
HRVD 7420 Management and Leadership Behavior	3-0-3

Rationale: To correct a typographical error. Human Resource Development (HRDV)

Effective Term: Fall 2013

2. Create the following course:

HRDV 7400 Human Resource Development Theory and Practice 3-0-3

Prerequisites: None

Description: Overview of human resource development in organizations. Focus on integration of individual development (training), career development and organizational development. Topics include strategic planning models, needs assessment, program development prototypes, application of workplace learning

theories, career development theories and methods, and application of organization learning theories.

Rationale: To correct a typographical error, from HRVD to HRDV.

Effective Term: Fall 2013

CURCAT:

Major Department: Adolescent and Adult Education

Can Course be repeated for additional credit? No

Maximum number of credit hours: 3

Grading Mode: Normal

Instruction Type: Lecture

Equivalent course: HRVD 7400

3. Create the following course:

HRDV 7410 Organizational Theory and Practice

3-0-3

Prerequisites: None

Description: General and specific aspects of organizational culture with emphasis on innovative strategies for making optimum use of all employees in both private and public organizations. Emphasis on training and learning within the organizational culture with regard to coaching team building, formal and informal on-the-job learning tactics.

Rationale: To correct a typographical error, from HRVD to HRDV.

Effective Term: Fall 2013

CURCAT:

Major Department: Adolescent and Adult Education

Can Course be repeated for additional credit? No

Maximum number of credit hours: 3

Grading Mode: Normal

Instruction Type: Lecture

Equivalent course: HRVD 7410

4. Create the following course:

HRDV 7420 Management and Leadership Behavior

3-0-3

Prerequisites: None

Description: Emphasis given to understanding the theoretical foundation upon which management decisions are made; particular emphasis on the process by which leadership skills are learned and implemented. Attention to specific management styles and conceptual tools for understanding effects of chosen leadership behaviors.

Rationale: To correct a typographical error, from HRVD to HRDV.

Effective Term: Fall 2013

CURCAT:

Major Department: Adolescent and Adult Education

Can Course be repeated for additional credit? No

Maximum number of credit hours: 3

Grading Mode: Normal

Instruction Type: Lecture

Equivalent course: HRVD 7420

5. Modify the following program of study:

Adult Education and Community Leadership Certificate

A. Four advisor approved courses chosen from the following (12 hours)

ADED 7010 Special Topics in Adult Education

ADED 7100 History & Theory of Adult Education

ADED 7110 Psychology of the Adult Learner

ADED 7120 Program Planning and Evaluation

ADED 7130 Cultural Diversity in Adult Education

ADED 7160 Community Dev & Personal Leadership

ADED 7170 Research & Grant Writing In Adult Learning

ADED 7200 Theory of Adult Literacy

ADED 7210 Communication Skills in Low Literacy Adults

ADED 7220 Literate Communities

ADED 7300 Instructional Design and Development

ADED 7310 Online Learning Environment

ADED 7320 Multimedia Design

~~HRVD 7400 Human Resource Development Theory & Practice~~

~~HRVD 7410 Organizational Theory and Practice~~

~~HRVD 7420 Management and Leadership Behavior~~

HRDV 7400 Human Resource Development Theory & Practice

HRDV 7410 Organizational Theory and Practice

HRDV 7420 Management and Leadership Behavior

Rationale: To reflect revised course prefixes.

Effective Term: Fall 2013

6. Modify the following program of study:

Master of Education in Adult Education and Community Leadership

B. Specialized Content (9 hours)

Human Resource Development

~~HRVD 7400 Human Resource Development Theory & Practice~~

~~HRVD 7410 Organizational Theory and Practice~~

~~HRVD 7420 Management and Leadership Behavior~~

HRDV 7400 Human Resource Development Theory & Practice

HRDV 7410 Organizational Theory and Practice

HRDV 7420 Management and Leadership Behavior

Or

Literacy Education

ADED 7200 Theory of Adult Literacy

ADED 7210 Communication Skills in Low Literacy Adults

ADED 7220 Literate Communities

Or

Technology-Based Learning

ADED 7300 Instructional Technology Theory and Practice

ADED 7310 Online Learning Environment

ADED 7320 Multimedia Design

Rationale: To correct typographical errors in course numbers.

Effective Term: Fall 2013

B. Childhood and Exceptional Student Education (no items)

II. College of Health Professions (no items)

III. College of Liberal Arts

Item 1 from the College of Liberal Arts was discussed and approved by the committee.

1. Create the following certificate program:

Graduate Certificate in Professional Communications and Leadership.

A. Core Courses (12 hours)

ENGL 7100 Professional Communication Strategies.....3

ENGL 5740G Technical Editing3

COMM 7200 Organizational Communication in Diverse Contexts..3

LEAD 7200 Leadership in the Public Arena: From Ideas to Action.....3

B. Elective: Students must select one course from the list below.¹

ARTS 6110 Digital Media Management....3	
COMM 5100G Communication Theory.... 3	
COMM 5200G Nonverbal Communication.....3	
COMM 7500 Topics in Communication....3	
ENGL 5710G Writing for the Nonprofit Sector....3	
ENGL 5730G Rhetoric....3	
ENGL 5750G Publication Design....3	
LEAD 7300 Selected Issues in Leadership Studies....3	
PHIL 7100 Professional and Applied Ethics....3	
PSYC 5150G Conflict Resolution....3	
PSYC 5300G Leadership and Group Dynamics....3	
PUBH 6050 Health Communications....3 ²	
PUBH 7760 Special Topics in Public Health... 3 ³	
Approved Elective....3	

TOTAL**15 hours**

Rationale: This certificate program will offer a briefer version of the revised MALPS degree. Members of Community Forums held in September 2011 and February 2012 expressed special interest in a relatively smaller program that focused on the topics of professional communication, leadership, and entrepreneurial skills. All coursework in this program fits within the reactivated MALPS degree.

Many other justifications for this certificate are similar to the recent proposal for the reactivation of MALPS. These included:

- The old MALPS degree lacked a readily-understood name and had too many tracks. The revised format eliminates the confusion of multiple tracks. These changes can facilitate scheduling and ensure adequate enrollment as the program grows.
- The revised title more accurately reflects the content of the degree's curriculum. The term "Professional Communications" is used to distinguish this program from the academic discipline of "communication."
- Because Communication and Leadership were the two most popular tracks, it seems logical to focus on those two areas and to combine them in a more meaningful way.
- Employers and community members have expressed interest in improving workplace writing skills; thus the curriculum has been expanded to include courses in written as well as verbal and nonverbal communication. The addition of the courses in Health Communication and Special Topics in Public Health (which often addresses workplace ethics and communications issues) also reflects this goal.
- Employers and community members have expressed interest in workplace technology skills; thus the curriculum now includes a course on digital media management.

¹ Note that we may propose to add an Economics course, probably in either management or entrepreneurship, to this list in the future.

² New number is pending approval. Currently PUBH 8730

³ If topic is appropriate.

- In addition to the streamlining of tracks, several courses that were part of the previous MALPS program of study are being removed for several reasons
 - to streamline and reduce the number of courses offered
 - to focus more on the coursework in the College of Liberal Arts
 - to reduce the prominence of 5000 level courses; surveys of MALPS alumni indicated that this was a weakness of the previous program
 - to facilitate healthy enrollments in graduate-only (>6000-level) courses.
- Most of the courses in the revised program could be offered in an online or blended format. The new program should be more attractive to distance learners.
- These changes will not require any additional equipment and facilities, financial resources, new faculty members, or library resources (in reference to [SACS's Significant Departures](#)). Only one completely new seated course is being developed (ARTS 6110-- Digital Media Management).
- These changes are not brought about because of national norms, disciplinary norms, or accreditation requirements for continued good standing (in reference to [BoR Substantive Change/Program Modification](#)). They are simply an effort to build a more solid program, based on an assessment of the existing program's strengths and weaknesses.

Admission requirements:

The ad hoc committee that met in March 2012 to consider this issue recommended the following admission criteria:

- A bachelor's degree from an accredited college or university. Official transcripts are required.

A GPA of 3.0 is expected, but the director may take professional experience and other factors into consideration.

-A writing sample in response to a question such as "How would a Graduate Certificate in Professional Communication and Leadership help you meet your personal and professional goals?" In addition, applicants may include a discussion of any weaknesses in the academic record.

-Two professional letters of recommendation

Effective Term: Fall 2012

IV. College of Science and Technology (no items)

OTHER BUSINESS

A. Informational Item: Mr. Robby Dittmann discovered a typographical error in the minutes of November 2, 2011. He has confirmed with Dr. Sandy Streater that in item II.B.13, **the course equivalent for PUBH 6100 should be PUBH 7110**, not PUBH 7100.

ADJOURNMENT. Dr. Andrews thanked everyone for their service this academic year. The meeting was adjourned at 2:36 p.m.

Respectfully submitted,

Phyllis L. Panhorst
Catalog Editor

Armstrong

Graduate Faculty Status Committee Report: April 3, 2012

Members: Tim McMillan, Andi Beth Mincer, Pam Mahan, Linda Ann McCall, Daniel Skidmore-Hess (Chair), Annette Wilson, Jane Wong

The committee recommends approval of the following application for graduate faculty status:

Associate

Karl Michel	Art, Music and Theatre	initial application
Stephen Primatec	Art, Music and Theatre	initial application
Lauren Mason	Languages, Literature and Philosophy	initial application

Temporary

Mark Johnson	Art, Music and Theatre	initial application
Loren Shaffer	Health Sciences	initial application
Michael Raymond Jones	Nursing	initial application

Respectfully submitted,

Daniel Skidmore-Hess, Chair