

Armstrong

Graduate Affairs Committee

Burnett Hall Board Room

Agenda: January 8, 2013, 2:30 p.m.

- I. Call to Order
- II. Minutes of November 6, 2012—approved by email 11/8/2012.
- III. Committee Reports
 - A. Graduate Curriculum (see Attachment 1)
 - B. Graduate Faculty Status (report to be distributed at meeting)
 - C. Graduate Student Appeals (no report)
- IV. GSCC
- V. John Kraft
- VI. Carey Adams
 - A. Summer 2013
- VII. Jill Bell
- IX. Adjournment

Armstrong

GRADUATE CURRICULUM COMMITTEE
University Hall 282
Minutes, November 14, 2012

PRESENT: Michael Benjamin, John Hobe, Brenda Logan, Sara Plaspohl, Teresa Winterhalter (Chair), Phyllis Panhorst (Catalog Editor)

ABSENT: Ashraf Saad, Helen Taggart

GUESTS: Mark Finlay, John Kraft, Daniel Skidmore-Hess, Elwin Tilson, Patricia Wachholz

CALL TO ORDER. The meeting was called to order at 2:00 p.m. by Dr. Teresa Winterhalter.

APPROVAL OF MINUTES. The minutes of October 17, 2012 were approved as presented.

ITEMS

I. College of Education A. Adolescent and Adult Education

Items 1-5 from the Department of Adolescent and Adult Education were discussed and approved by the committee.

1. **Modify the following course:**
ADED 7100 HISTORY AND THEORY OF ADULT EDUCATION **3-0-3**
 Introduction to the fundamental nature, function and scope of adult education, including an overview of the historical, sociological and political forces affecting the field. Program providers, relations with parent organizations, societal influences and awareness of resources will be examined. (~~Web-enhanced~~)

Rational: This change will address the new terminology used for online courses

Effective Term: Fall 2013

2. **Modify the following course:**
ADED 7130 CULTURAL DIVERSITY IN ADULT EDUCATION **3-0-3**
 Knowledge of areas of diversity that affect the community. (~~Web-enhanced~~)

Rational: This change will address the new terminology used for online courses

Effective Term: Fall 2013

3. Modify the following course:

ADED 7160 COMMUNITY DEVELOPMENT AND PERSONAL LEADERSHIP

3-0-3

Participants will explore group dynamics, team building strategies and leadership techniques, strategies and skills, and ways to recognize and develop these in group situations through a servant leadership framework. (~~Web-enhanced~~)

Rational: This change will address the new terminology used for online courses

Effective Term: Fall 2013

4. Modify the following course:

ADED 7170 RESEARCH AND GRANT WRITING IN ADULT LEARNING 3-0-3

Field-based research in adult learning. Explores needs-based funding sources, including local, state and federal grants. (~~Web-enhanced~~)

Rational: This change will address the new terminology used for online courses

Effective Term: Fall 2013

5. Modify the following course:

ADED 7300 INSTRUCTIONAL TECHNOLOGY THEORY AND PRACTICE 3-0-3

Explores role of instructional technology in teaching and training with emphasis on related theory and practice. Hands-on exploration of emerging technologies and application to teaching and training. Topics include instructional design, history, instructional applications, and current topics. (~~Web-enhanced~~)

Rational: This change will address the new terminology used for online courses

Effective Term: Fall 2013

B. Childhood and Exceptional Student Education (no items)

II. College of Health Professions

A. Health Sciences (no items)

B. Nursing (no items)

C. Radiologic Sciences

Items 1-7 from the Department of Radiologic Sciences were discussed and approved by the committee.

1. **Create the following course:**
RADS 6000 Foundations of Radiologic Sciences **3-0-3**
Prerequisite: Formal admission to the certificate program
Description: This course is an overview of Radiologic Science modalities. It will emphasize the inter-professional relationships among the disciplines of Radiologic Sciences.

Rationale: This course provides an overview of the various disciplines within Radiologic Sciences.

Effective Term: Fall 2013

CURCAT

Major Department: Radiologic Sciences
Can course be repeated for additional credit? No
Maximum number of credit hours: 3
Grading Mode: Normal
Instruction Type: Lecture
Course equivalent: None

2. **Create the following course:**
RADS 6005 Emerging Trends in Radiologic Sciences **3-0-3**
Prerequisite: Formal admission to the certificate program
Description: Examines emerging trends in Radiologic Sciences. Topics include current issues related to technological advances, radiation protection and professional practice issues.

Rationale: Radiologic Sciences is one of the fastest changing technological disciplines. It is important that those teaching in the discipline to be aware of emerging trends in technology, the science and practice issues.

Effective Term: Fall 2013

CURCAT

Major Department: Radiologic Sciences
Can course be repeated for additional credit? No
Maximum number of credit hours: 3
Grading Mode: Normal
Instruction Type: Lecture
Course equivalent: None

3. **Create the following course:**
RADS 6010 Principles of Accreditation Concepts **3-0-3**
Prerequisite: Formal admission to the certificate program
Description: An overview of accreditation with emphasis on issues relevant to medical and educational institutions. Topics include

institutional and programmatic accreditation pertinent to Radiologic Sciences.

Rationale: Knowledge of the programmatic accreditation process is essential for individuals teaching in the discipline.

Effective Term: Fall 2013

CURCAT

Major Department: Radiologic Sciences
Can course be repeated for additional credit? No
Maximum number of credit hours: 3
Grading Mode: Normal
Instruction Type: Lecture
Course equivalent: None

4. **Create the following course:**
RADS 6020 Fundamental Administration Topics in Radiologic Sciences 3-0-3
Prerequisite: Formal admission to the certificate program
Description: This course will delve into the administrative requirements for Radiologic and imaging administrators. Content includes management theories, legislative requirements pertaining to the healthcare environment and leadership concepts.

Rationale: Administration options are in demand in degree completion programs. This is a foundation course for individuals desiring to teach in the profession.

Effective Term: Fall 2013

CURCAT

Major Department: Radiologic Sciences
Can course be repeated for additional credit? No
Maximum number of credit hours: 3
Grading Mode: Normal
Instruction Type: Lecture
Course equivalent: None

5. **Create the following course:**
RADS 6030 Picture Archiving and Communication Systems 3-0-3
Prerequisite: Formal admission to the certificate program
Description: Topics for this course include a study of the process involved in capturing, archiving, processing and displaying of medical images and related information.

Rationale: This course is fundamental for imaging professionals since medical records are archived electronically.

Effective Term: Fall 2013

CURCAT

Major Department: Radiologic Sciences
Can course be repeated for additional credit? No
Maximum number of credit hours: 3
Grading Mode: Normal
Instruction Type: Lecture
Course equivalent: None

6. **Create the following course:**
- | | |
|---------------------------------------|--------------|
| RADS 6040 Global Health Issues | 3-0-3 |
|---------------------------------------|--------------|
- Prerequisite: Formal admission to the certificate program**
Description: An introduction to global health. Includes the evaluation of case studies illustrating how global health issues are best understood from multiple perspectives. Topics may include global health ethics, global health policies, gender and health and health and human rights.

Rationale: We live in a culturally diverse society that requires an understanding of global health issues.

Effective Term: Fall 2013

CURCAT

Major Department: Radiologic Sciences
Can course be repeated for additional credit? No
Maximum number of credit hours: 3
Grading Mode: Normal
Instruction Type: Lecture
Course equivalent: None

7. **Create the following Program of Study**

Post-Baccalaureate Certificate in Radiologic Sciences

RADS 6000 Foundations of Radiologic Sciences	3
RADS 6005 Emerging Trends in Radiologic Sciences.....	3
RADS 6010 Principles of Accreditation Concepts	3
RADS 6020 Fundamental Administration Topics in Radiologic Sciences	3
RADS 6030 Picture Archiving and Communication Systems	3
RADS 6040 Global Health Issues.....	3

Total Hours: **18**

Rationale: The certificate allows individuals who are credentialed in the an area of Radiologic Sciences to complete 18 post baccalaureate hours in the discipline, which satisfies the SACS graduate concentration requirement for faculty status.

Effective Term: Fall 2013

C. Rehabilitation Sciences (no items)

III. College of Liberal Arts

A. Art, Music, & Theatre (no items)

B. Criminal Justice, Social and Political Science

Item 1 from the Department of Criminal Justice, Social and Political Science was discussed and the undergraduate portion approved by the University Curriculum Committee. The item was discussed and the graduate portion approved by the Graduate Curriculum Committee.

1. Create the following course:

POLS 5700 U/G – Perspectives in Feminist Theory **3-0-3**
Undergraduate Prerequisite: ENGL 2100 or permission of instructor
Graduate Prerequisite: None
Description: An in-depth look at Feminist Theory. This course may be taught from the perspective of a particular discipline. Cross-listed with GWST 5700 U/G

Rationale: This is a cross-list of GWST 5700U/G. Graduate students will be required to work on a project and deliver a final report or paper.

Effective Term: Fall 2013

CURCAT:

Major Department: Criminal Justice, Social and Political Science
Can Course be repeated for additional credit? No
Maximum Number of Credit Hours: 3
Grading Mode: Normal
Instruction Type: Lecture
Course Equivalent: GWST 5700U/G

C. Economics (no items)

D. Gender and Women's Studies (no items)

E. History (no items)

- F. Languages, Literature, & Philosophy (no items)
- G. Professional Communication and Leadership (no items)

IV. College of Science and Technology (no items)

OTHER BUSINESS

A. Undergraduate students in 5000G and 6000+ classes

John Kraft

In the 2009-10 catalog and prior to that, there was provision for graduating seniors to take graduate level classes. This was changed for SACS in order to show that graduate courses were for graduate students only. However, many other institutions have options for undergraduate students to take graduate courses (see Attachment 1). Interest in reviving this practice has been expressed by some departments. Dr. Adams has no objections to exploring this option, nor does Dr. Linda Noble. Dr. Kraft is bringing the idea to the Graduate Curriculum Committee to begin discussion here and at the Graduate Affairs Committee of possibly defining a policy.

There are two scenarios to consider: 1) Allowing interested graduating seniors to take graduate classes. This would not necessarily mean that they were planning on entering a graduate program; and, 2) Allowing graduate courses taken as an undergraduate to count toward a graduate program as well, thus created accelerated programs. As shown in Attachment 1, the double-counting of courses in this fashion is practiced at some other institutions.

There is a particular case right now that Dr. Mark Finlay would like to establish in the minutes for discussion at the January meeting of the Graduate Affairs Committee. There is an undergraduate student who would like to take a 7000-level class from Dr. Elizabeth Desnoyers-Colas. It would not be a case of double-counting. Dr. Finlay would like to get administrative approval for this student to take the class.

Points of discussion:

- Concern was expressed about maintaining integrity of programs.
- Generating revenue is not a major issues.
- A policy like this is consistent with Complete College Georgia, possibly allowing some students to move along at a speedier pace.
- The policy could be defined to only allow graduate courses to be taken that are above and beyond requirements for the undergraduate degree.
- Whether or not a graduate program accepts a graduate class taken as an undergraduate would be a decision for that program.
- There should be firm GPA guidelines defining who is eligible to take graduate classes.

It was moved and seconded that the Graduate Curriculum Committee recommend to the Graduate Affairs Committee to create an ad hoc committee to look at options for graduating seniors to take graduate level courses and at developing accelerated graduate programs. The motion carried.

B. Informational Item: SACS notification, PCLE certificate (see Attachment 2)

C. Informational Item: Certificate Programs and Financial Aid (see Attachment 3).

Information was distributed about the paperwork necessary to inform the Department of New Gainful Employment Programs about qualifying certificate programs. Ms. LeeAnn Kirkland should be consulted about filing the paperwork properly.

ADJOURNMENT. The meeting was adjourned at 2:42 p.m.

Respectfully submitted,

Phyllis L. Panhorst
Catalog Editor

GCC Attachment 1

University & Department	Name of the Program	admission requirements			which courses count	maximum number of credit hours to count for both BA and MA
		GPA	credit hours	Other		
Kennesaw University	Accelerated Bachelor's Master's Degree	3.5 or better	within 21 Semester hours of graduating	Written permission of the chair of the department of the undergraduate major		no more than 9 semester hours of graduate credits may double count max of 6 grad hours per semester for UG students
DePaul Univeristy	Bachelor's-Master's Combined Degree		junior standing			three graduate-level courses that double-count
Clemson (Math example)	Combined Bachelor's/ Master's Program	at least 3.5	90 hours completed	conditionally admitted	8 specified courses	Up to 12 hours may double count
Arkansas State University	Accelerated Masters Program (AMP)		"high achieving seniors"		their B.S. and the 5000 level courses get flipped back to count as graduate level	no limit, but 6000 level courses still required
Tulane Univeristy	the 4 +1 Program	3.00 over all 3.25 in major	not later than fall of junior year		two required seminars must both be at 600 level	no more than four classes may double count
University of Tulsa	Comnined Bachelor's/ Master's degree	min. 3.5	junior year	writing sample, Statement of Purpose, 2 letter of recomm.		details unavailable
Emory University	4 +1 B.A./M.A program			statement of interest two recommendations 10-20 page writing sample, transcripts	ENG 796, two graduate Seminars, 1 at 4 credits and 1 at 2 credits	NOTE Tuition reduced by 50% in 5th year
University of Oklahoma	Accelerated degree Program		3			up to 15% of grad program may be double counted
Vanderbilt University	Four Plus One Program		junior year	"petition" required		no double-counting of credits
Florida State (Philosophy example)	Combined bachelors Masters Degree	3.3 in major 3.0 overall	junior year	GRE	5000 level courses	up to 12 credits may double count



October 22, 2012

Dr. Linda Bleicken
President
Armstrong Atlantic State University
11935 Abercorn Street
Savannah, GA 31419-1997

Dear Dr. Bleicken:

Thank you for your letter of May 1, 2012, received on May 24, 2012, providing notification that the University will offer online 50% or more of the new graduate certificate in Professional Communications and Leadership, effective fall 2012.

The University is approved to offer 50% or more of a program online. The new certificate program requires no additional faculty members or other resources and is not significantly different from programs currently approved at the University. **We acknowledge the information, will add it to our files, and request no further information.**

Best regards,

Belle S. Wheelan, Ph.D.
President

BSW/ABC:efk

cc: Dr. Anne W. Thompson, Interim Vice President for Academic Affairs
Dr. Robin W. Hoffman

RECEIVED OCT 25 2012

Notice Format for
Intent to Offer an Educational Program
Gainful Employment Electronic Announcement #5

Gainful Employment Electronic Announcement #5 dated June 1, 2011 and posted on www.ifap.ed.gov explains the process for institutional notification to the Department of new educational programs that prepare students for gainful employment in a recognized occupation (GE Programs). An institution's notification to the Department of its intent to offer a new GE Program must include information to support the institution's determination of the need for the program, as required by the regulations at 34 CFR 600.20(d)(2). Descriptions and documentation provided by an institution can cover more than one new GE Program, if the same, or similar, process was used by the institution to determine the need for the program, and should be provided as follows:

1. Institution Name
2. OPEID
3. Program Name(s) and Program CIP Code(s) supported by this documentation
4. Narrative description of how the institution determined the need for the program. For example, describe what need this program will address and how the institution became aware of that need. If the program is replacing a current program(s), identify the current program(s) that is being replaced by the new program(s) and provide details describing the benefits of the new program(s). If the program will be offered in connection with, or in response to, an initiative by a governmental entity, provide details of that initiative. The institution must retain documents that support this description for review or submission to the Department upon request.
5. Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs. For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used, and/or if State, regional, or local workforce agencies were consulted. Include how the course content, program length, academic level, admission requirements, and prerequisites were decided; including information received from potential employers about course content; and information regarding the target students and employers. The institution must retain copies of documents and its analysis for review and submission to the Department upon request.
6. Narrative description of any wage analysis the institution may have performed, including any consideration of Bureau of Labor Statistics wage data related to the new program. The institution must retain copies of analysis documents for review and submission to the Department upon request.
7. Narrative description of how the program was reviewed or approved by, or developed in conjunction with, one or more of the following:

- Business advisory committees
- Program integrity boards
- Public or private oversight or regulatory agencies (not including the state licensing /authorization agency and accrediting agency)
- Businesses that would likely employ graduates of the program

For example, describe the steps taken to develop the program, identify when and with whom discussions were held, provide relevant details of any proposals or correspondence generated, and/or describe any process used to evaluate the program. The institution must retain, for review and submission to the Department upon request, copies of meeting minutes, correspondence, proposals, or other documentation to support the development, review, and/or approval of the program.

8. Date of the first day of class. Include both:

- The first day the program was or will be offered by the institution, and
- The day you would like to begin disbursing Title IV funds to students enrolled in the program.

Procedures for Institutional Notification to the Department of New GE Programs
Attachment to Gainful Employment Electronic Announcement #16

Following are procedures for institutional notification to the Department of new GE Programs using Federal Student Aid's (FSA's) Application for Approval to Participate in the Federal Student Financial Aid Programs (E-App).

New Non-Degree GE Programs at all institutions, and **new Degree GE Programs** at proprietary institutions, must be reported. Please follow the steps described below for reporting new GE Programs:

- Open the institution's E-App at www.eligcert.ed.gov .
- Section A, Question 1, select **Update Information** and select "Nondegree/Vocational Program," and/or "Degree Program" as appropriate.
- Section E, Questions 26 and 27, complete as appropriate to report new GE Programs. Note: In Question 27 the **Date First Provided** can be a future date.
 - When entering details about **degree** programs for which you are providing notification, please indicate the type of degree (Associate, Bachelor, Master, Doctoral, or specific professional degree) as part of the program name in the **Name of Program** field.
- Section K, Question 69, enter the following - "This application includes notification of new gainful employment program(s). The required documentation will be mailed with the signature page."
- Section L, enter requested information, print and sign.
- Submit the application electronically following the instructions in the E-App.
- Mail the following to the address provided in the E-App:
 - Signature page,
 - Current letter of accreditation and any attachments
 - Current valid state license or other authorization, and
 - Written notice of intent to offer an educational program

Contact Information

If you have any questions about this information, you may contact the School Participation Team (SPT) for your state. The telephone numbers for the SPTs can be found at www.eligcert.ed.gov .