Graduate Affairs Committee

December 8, 2009

Minutes

Members present: Drs. Christopher Hendricks, chair, Maya Clark, Patricia Coberly, Elizabeth Crawford, Joey Crosby, Becky da Cruz, John Kraft, Robert LeFavi, Robert Loyd, Michael Mink, Anita Nivens, Regina Rahimi, Anne Thompson, Ellen Whitford, Russell Watjen, Deans Laura Barrett, Shelley Conroy, Patricia Wachholz, Assistant Dean Stephen Jodis, and Ms. Jill Bell.

Guests: Dr. Kevin Hampton, Ms. Christine Bild, Mr. Andy Clark, and Ms. Pam Magliulo

I. Call to Order: The meeting was called to order at 2:30 PM by Dr. Hendricks, Chair.

II. Minutes of November 10, 2009 were approved as presented.

III. Guest Dr. Kevin Hampton was invited to discuss the term “sub-committee” for the sub-units of the Graduate Affairs Committee. A motion was made and seconded to change the name of the Graduate Affairs Committee, however, after further discussion, the motion was withdrawn. Graduate Affairs Committee Chair, Drs. Christopher Hendricks, Ellen Whitford, and Kevin Hampton will meet with the Senate Constitution and Bylaws Committee to discuss further.

IV. Sub-Committee Reports:

   Graduate Curriculum Sub-Committee: Dr. Anita Nivens provided GCC minutes of November 20, 2009. (The minutes are attached to these minutes) After discussion, the block of items were presented and approved by adding a friendly amendment to the policy on page 4. The policy will now read: A student will be placed on academic probation if the student's cumulative GPA is less than a 3.0 or if the student earns a grade of D or below (D,F,WR) in any course. A student whose cumulative GPA is less than a 3.0 or who earns a grade of D or below (D,F,WR) for two consecutive semesters “of enrollment” will be academically dismissed. A department may have more stringent requirements than this policy.

   Graduate Faculty Membership Sub-Committee: Dr. Patricia Coberly submitted six applications for Graduate Faculty membership approved by the committee. (The list is attached to these minutes)

   The Graduate Faculty Membership Sub-committee was given a charge by the Faculty Senate to review the application process for membership. The sub-committee will prepare a report for the February GAC meeting.

   Dr. James Brawner has agreed to serve on the sub-committee.
Graduate Appeals Sub-Committee: No report – There were no actions required of the committee.

V. Old Business: Out-of State Waiver Report will be presented at a future date.

Motion was made, seconded and approved to appoint the editor of the graduate catalog an ex-officio member of the Graduate Curriculum Sub-Committee.

VI. New Business:

The Master of Health Services Administration (MHSA) program at Armstrong Atlantic State University has been granted reaccreditation by the Commission on Accreditation of Healthcare Management Education (CAHME). The reaccreditation is effective fall 2009 through fall 2015.

AASU received approval to grant Doctor of Physical Therapy Degree. AASU is now authorized to offer selected doctoral degree programs following approval by the Southern Association of Colleges and Schools (SACS). The change allows AASU to offer its Doctor of Physical Therapy (DPT) degree independently.

VII. Report: Graduate Coordinating Council: Ms. Christine Bild announced that the council had approved the funding for eleven PT students to attend a PT conference in February. The GSCC contacted Mr. Wilcox, campus police, to update parking and traffic information on the website. The council will host a “Tax & Relax” event on March 3. The GSCC continues to work on the By-Laws and the Constitution.

VIII. Report from Director of Graduate Enrollment Services: Ms. Jill Bell was unable to attend due to a schedule conflict and sent the following report. Ninety-one new applicants have been accepted. Applications received were 274 from 266 last year. The processing of applications is up to date.

IX. Remarks from Dr. Ellen V. Whitford, Vice President of Academic Affairs and Dean of Faculty: Dr. Whitford thanked Dr. Anne Thompson and Mr. Andy Clark for achieving the level change for the physical therapy program. She also thanked them for the hard work submitting a five year SACS report last spring. Drs. Whitford, Thompson, and Mr. Clark attended a SACS meeting in Atlanta last week and AASU was one of two universities of the forty-one universities represented that had no problems, corrections or suggestions.
Drs. Whitford and Thomson attended two sessions of graduate programs at the SACS meeting. One on credentials and the other graduate programs. Dr. Whitford provided a handout on graduate programs. (The handout is attached to these minutes) She discussed a few of the priorities on the list - most important were: assessment, sequential courses, new programs, number of graduate faculty and their credentials, differentiation of 4000, 5000, & 6000 level courses, library resources for on-line programs, and assessment of research (both faculty and student) and the thesis process. The higher the degree expectation, the more challenging the justification for faculty qualifications.

X. Adjournment: The meeting was adjourned at 3:23 PM.

Respectfully submitted,

Linda C. Hansen
Coordinator of Graduate Faculty Services
PRESENT: Brenda Logan, Anita Nivens (Chair), Regina Rahimi, Elwin Tilson, Phyllis Panhorst (Catalog Editor)

ABSENT: Carol Andrews, Kalenda Eaton, Sabitra Brush,

GUESTS: Jill Bell, James Brawner, Judy Ginter, Pam Magliulo

CALL TO ORDER. The meeting was called to order at 2:19 by Dr. Anita Nivens.

APPROVAL OF MINUTES. The minutes of October 30, 2009 were approved with amendments from the Graduate Affairs Committee.

ITEMS

The following items from the College of Education are recommended to the Graduate Affairs Committee for approval.

I. College of Education
   A. Middle and Secondary Education
      1. Delete the following course:
         MGSE-6300 Best Practices & Research in Middle Grades Education——— 1 V-1

         Rationale: The content of this course is addressed in MGSE 6000: Middle Level Theory and Practice.

         Effective Term: Fall 2010

      2. Change the hours of the following course:
         MGSE 6750 Graduate Internship

         Rationale: Field experiences are a significant requirement for pre-service teacher candidates. Changing the hours better reflects the requirements of the internship.
Effective Term: Fall 2010

3. Modify the Program of Study for the Master of Arts in Teaching - Middle Grades Education

Major Field Courses
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 16 hours
MGSE 6000 Middle Level Theory and Practice 3
MGSE 6100 Understanding the Nature and Needs of the Adolescent Learner 3
MGSE 6300 Best Practices and Research in Middle Grades Education 3
MGSE 6400 Classroom Management 3
MGSE 6500 Instructional Approaches to Reading and Writing Across the Curriculum 3
MGSE 6750 Graduate Internship 3

Methods Courses 6 hours
MGSE 5300G, MGSE 5400G, MGSE 5500G,
and/or MGSE 5600G

TOTAL ..................................................................................33

II. College of Science and Technology

The following item was withdrawn by the Department of Mathematics for further consideration.

A. Mathematics

1. MATH 6750 INTERNSHIP - STUDENT TEACHING 0 - V - 3
Prerequisite: Completion of all coursework for teaching certification
Supervised field-based teaching experiences providing the opportunity to use knowledge and skills in the 6-12 public school setting.

Rationale: This course is needed for post-baccalaureate students wishing to attain certification for teaching mathematics in grades 6-12.

Effective Term: Spring 2010

CURCAT
Major Department: Mathematics
Can Course be repeated for additional credit: No
Maximum Number of Credit Hours: 3  
Grading Mode: Satisfactory/Unsatisfactory  
Instruction Type: Field Experience

OTHER BUSINESS

A. Graduate Probation/Dismissal Proposal

There was discussion of the Graduate Probation/Dismissal Proposal put forward by Registrar Judy Ginter and charged to the Graduate Curriculum Subcommittee by the Graduate Affairs Committee for review and recommendation. (see Attachment 1)

Under the current policy, a graduate student with at least 9 credit hours and less than a 3.0 GPA is automatically put on academic probation. Because academic probation is not triggered until 9 credits are taken, this can cause problems with students who take fewer than 9 credit hours per semester. A graduate student taking only one 3-credit class per semester could take classes for three semesters before they are put on academic probation, and then go for another 3 semesters before they are academically dismissed. Additionally, the current policy cannot be coded into Banner, so graduate records need to be reviewed manually every semester.

The policy put forward by Ms. Ginter reads as follows:

A student will be placed on academic probation if the student's cumulative GPA is less than a 3.0 or if the student earns a grade of D or below (D, F, WF, U) in any course. A student will be academically dismissed if the student is placed on probation for any two semesters. (Any other continuation requirements will be monitored within the department.)

There was discussion of whether or not a grade of U should be in the policy. This could cause particular problems in the Nursing Department and possibly other departments because of the way the U is utilized. The consensus was that the U should be excluded, since it does not count in the GPA.

Another point of discussion was whether the policy should be worded "any two semesters," or "two consecutive semesters." There was a feeling that "any two semesters" could cause problems, particularly if the second semester meeting policy criteria were the student's final semester. It was decided that "two consecutive semesters" would be more desirable, and that it could be revisited later if it did not seem to be meeting student and university needs.

It was moved, seconded, and approved to recommend the following amended policy to the Graduate Affairs Committee:
A student will be placed on academic probation if the student's cumulative GPA is less than a 3.0 or if the student earns a grade of D or below (D, F, WF) in any course. A student whose cumulative GPA is less than a 3.0 or who earns a grade of D or below (D, F, WF) for two consecutive semesters will be academically dismissed. A department may have more stringent requirements than this policy.

In a side note, it was mentioned that many graduate students do not realize there is a graduate catalog containing policy and other important information.

ADJOURNMENT. The meeting was adjourned at 3:21 p.m.

Respectfully submitted,

Phyllis L. Panhorst
Graduate Catalog Editor
Graduate Probation/Dismissal Proposal

Current Policy

Academic Probation and Standing
Any degree-seeking or teacher certification graduate student who falls below a 3.0 overall grade point average upon completion of nine semester hours approved by their academic department will be placed on academic probation. In order to have the academic probation removed, a 3.0 overall grade point average must be earned upon completion of an additional nine semester hours. Failure to achieve a 3.0 overall grade point average after the additional nine semester hours will result in the student being academically dismissed from the School of Graduate Studies. As a courtesy, the School of Graduate Studies will notify graduate students in writing through the AASU email system at the end of the semester they are placed on academic probation; however, it is the student's responsibility to be aware of their graduate grade point average at all times. Academically dismissed students must appeal for re-admission or reinstatement. There is no guarantee that a student will be reinstated into the School of Graduate Studies. Appeal decisions are determined by the student's academic department and the School of Graduate Studies will notify the student in writing of this decision. Graduate appeal forms may be obtained from the School of Graduate Studies.

Any certificate-seeking, non-degree or undeclared graduate student who falls below a 3.0 overall grade point average at the end of any semester will be placed on academic probation. The student will have one semester, or no more than 9 semester hours, to return to a 3.0 overall grade point average and have the academic probation removed. Failure to achieve a 3.0 grade point average after one semester or a total of 9 graduate hours, of academic probation will result in the student being academically dismissed from the School of Graduate Studies. Certificate-seeking students are also allowed to appeal their dismissal. Appeal forms may be obtained from the School of Graduate Studies. Non-degree seeking and certificate seeking students must have a minimum of a 3.0 to graduate or to receive a certificate.

Gut feeling about policy
My initial reaction to this policy was that it is bad because it allows a student to complete a lot of graduate work (18 or more hours) before being dismissed.

Policies of other schools

<table>
<thead>
<tr>
<th>School</th>
<th>Policy</th>
<th>Readmit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AASU</td>
<td>Degree Seeking or teacher certification students: probation - cum &lt; 3.0 after complete 9 hours; take 9 more hours; dismissal if cum &lt; 3.0 at 18 or more attempted hours. Certificate-Seeking students: probation - cum &lt; 3.0; dismissal - cum &lt; 3.0 after one semester or no more than 9 hours</td>
<td>no specific time period given</td>
</tr>
<tr>
<td>The College of New Jersey</td>
<td>probation - cum &lt; 3.0; suspension - cum &lt; 3.0 after semester of probation</td>
<td>after one calendar year if approved</td>
</tr>
<tr>
<td>Institution</td>
<td>Probation: cum &lt; 3.0; re-evaluated after 9 semester hours</td>
<td>Programs have different policies</td>
</tr>
</tbody>
</table>
AASU Graduate Record Audit

I looked at the records of graduate students who attended AASU either F07 or S08 and whose most recent cum gpa is less than 3.0. I saw:

- Lots of students with Fs and WF are in Good Standing;
- Most students with Fs and WF did not return;
- Good Standing and Academic Probation were not consistently applied to students with less than 9 hours (all should be GS);
- Students had attempted the following number of hours before they were dismissed: 33 (2), 35, 36 (2), 39, 48, 61, 65;
- One student (907090050) was dismissed 5 times, 4 times in consecutive semesters;
- One student (907028794) attempted and withdrew from 2 classes in four consecutive semesters; he successfully completed his 9th class before failing 3 classes in the following semester;
- 5 students graduated with a cum gpa less than a 3.0.

Proposed Policy

A student will be placed on academic probation if the student's cumulative gpa is less than a 3.0 or if the student earns a grade of D or below (D, F, WF, U) in any course. A student will be academically dismissed if the student is placed on probation for any two semesters. (Any other continuation requirements will be monitored within the department.)

Rationale

- A graduate student must have a 3.0 cum gpa to graduate. If the gpa falls below a 3.0 at any point in the student's career, they should be placed on probation.
- When I audited the records, there seemed to be a very high correlation between earning grades of less than C and not returning to or graduating from the program.
- Our policy is lenient compared to those of other schools.
- We need a policy that we can monitor and enforce. Now we can identify the students who have a gpa < 3.0, but then we must count credits to determine which policy to apply to them. Mistakes have been made.

Proposed Banner Rules

<table>
<thead>
<tr>
<th>GS probation rules</th>
<th>Cum hours</th>
<th>Type</th>
<th>Cum GPA</th>
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<tbody>
<tr>
<td>Term</td>
<td>Seq #</td>
<td>Low</td>
<td>High</td>
</tr>
<tr>
<td>201008 GS</td>
<td>1</td>
<td>0</td>
<td>99</td>
</tr>
<tr>
<td>P1</td>
<td>2</td>
<td>0</td>
<td>99</td>
</tr>
<tr>
<td>G1</td>
<td>3</td>
<td>0</td>
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<td>6</td>
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<tr>
<td>G3</td>
<td>7</td>
<td>0</td>
<td>99</td>
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</table>
Survey results for whether graduate students can repeat courses

<table>
<thead>
<tr>
<th>School</th>
<th>Allow Repeats</th>
<th>How GPA computed</th>
<th>Other conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>AASU</td>
<td>Y</td>
<td>last grade</td>
<td></td>
</tr>
<tr>
<td>The College of New Jersey</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marshall University</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University of North Alabama</td>
<td>Y</td>
<td>?</td>
<td>only Fs; max = 1</td>
</tr>
<tr>
<td>The University of Tennessee at Chattanooga</td>
<td>Y</td>
<td>all grades</td>
<td>advisor approval only</td>
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<tr>
<td>Valdosta State</td>
<td>Y</td>
<td>all grades</td>
<td></td>
</tr>
<tr>
<td>Western Connecticut State</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University of Central Oklahoma</td>
<td>Y</td>
<td>all grades</td>
<td>must repeat D or F; max = 1</td>
</tr>
<tr>
<td>Youngstown State</td>
<td>Y</td>
<td>all grades</td>
<td></td>
</tr>
<tr>
<td>University of South Alabama</td>
<td>N</td>
<td></td>
<td>only Cs or Fs; max = 2;</td>
</tr>
<tr>
<td>Northern Kentucky University</td>
<td>Y</td>
<td>last grade</td>
<td>specific course only once</td>
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<td>University of Louisiana Monroe</td>
<td>Y</td>
<td>all grades</td>
<td>dean approval only</td>
</tr>
<tr>
<td>Columbus State</td>
<td>Y</td>
<td>last grade</td>
<td></td>
</tr>
<tr>
<td>Indiana University - South Bend</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auburn University - Montgomery</td>
<td>Y</td>
<td>all grades</td>
<td>must repeat &lt; 2.0</td>
</tr>
</tbody>
</table>
Minutes
Graduate Faculty Status Committee
December 2009

The Graduate Faculty Status Committee consists of Patricia Coberly (Chair), Alice Adams, Jim Brawner, Elizabeth Desnoyes-Colas, Ray Hashemi, Richard St. Pierre, and Bob Loyd.

Four of the six members (Brawner, Coberly, Desnoyes-Colas, St. Pierre) reviewed six applications. Six applications are recommended for approval.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Dept</th>
<th>Appl.</th>
<th>Type</th>
<th>Rec.</th>
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<tbody>
<tr>
<td>1 Adams</td>
<td>Lynn</td>
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<td>Temporary</td>
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<td>2 Alexander</td>
<td>Judith</td>
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<td>Full</td>
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<td>Approve</td>
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<td>Mary</td>
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<td>Initial</td>
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<td>4 Cooke</td>
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<td>Communication Sciences &amp; Disorders</td>
<td>Temporary</td>
<td>Initial</td>
<td>Approve</td>
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<td>5 Kim</td>
<td>Jackie</td>
<td>Early Childhood Education</td>
<td>Associate</td>
<td>Initial</td>
<td>Approve</td>
</tr>
<tr>
<td>6 Ogletree</td>
<td>Glenda</td>
<td>Early Childhood Education</td>
<td>Associate</td>
<td>Initial</td>
<td>Approve</td>
</tr>
</tbody>
</table>

Respectfully submitted by,

Dr. Trish Coberly, chair
December 3, 2009

From: Kevin Hampton, President  
Faculty Senate

To: Dr. Chris Hendricks, Chair  
Graduate Affairs Committee

CHARGE:

The Faculty Senate has requested an examination of the method currently used to establish and maintain graduate faculty status. Your charge is to examine the efficiency of the current procedure, including the amount of documentation and paperwork required, to see if it might be streamlined. The second aspect of your charge is to examine the feasibility of awarding graduate faculty status at the departmental level.

Your recommendations, in the form of a report, should be made to the Faculty Senate no later than the meeting on March 8, 2010. In advance, thank you for your assistance with this important matter.
Notes from the SACS Annual Meeting
Educational Programs: Graduate

Issues:

Assessment of graduate program outcomes is crucial and assumes a sophisticated knowledge of assessment.

Learning outcomes must be addressed at each program level.

If courses are offered as “concentrated courses,” or “short-term,” the learning outcomes must be equal.

The issues of credit hours and program length must be aligned with standards.

A program must have a coherent course of study – especially those programs linked to emerging disciplines. (not too creative, especially interdisciplinary)

A program must have an adequate number of full time faculty. There should be more in a graduate program than in an undergraduate program. Data must reflect the number and percent of credit hours generated by part-time faculty.

If graduate programs are offered as distance learning programs, the issue of library resources must be addressed.

The research in graduate programs should be assessed – both faculty and student research.

Graduate programs must be progressively more advanced.

Differentiation of the level of courses at the 4000, 5000, 6000 . . . level must be clear

Programs must demonstrate that the faculty are engaged in research that will enable them to serve as the academic authority for student research.

Graduate faculty must be clearly identified – current listing, identification of assessment of faculty research and professional service, research appropriate for graduate level instruction, qualifications of the faculty more stringent that for undergraduate programs

The higher the degree expectation, the more challenging the justification for other types of faculty qualifications (required: terminal degree in the area of instruction)

There must be a graduate faculty handbook.

The level of technology support and labs must enhance student learning.

EVW 12/6/09