GRADUATE COUNCIL MEETING
October 14, 2014
10:00 a.m.
H.T. Sampson Library Auditorium

The Graduate Council meeting was called to order at 10:00 a.m. by Dr. Dorris Robinson-Gardner. The following persons were present:

Dr. David Akombe, Department of Music
Dr. Millard Bingham, College of Life-Long Learning
Dr. Walter Brown, EPh.D. Program in Urban Higher Education
Dr. Jessica Buck, Department of Technology
Dr. Thomas Calhoun, College of Liberal Arts
Dr. Jean Chamberlain, Department of English and Modern Foreign Languages
Dr. Richard Chiles, Department of Clinical Psychology
Dr. Stephanie Davidson, Department of Elementary and Early Childhood Education
Dr. Alfred Duckett, Department of Music
Dr. Johnny Gilleylen, Department of Public Policy and Administration
Dr. Rickey Hill, Department of Political Science
Dr. Mukesh Kumar, Department of Urban and Regional Planning
Dr. Preselfannie McDaniels, Department of English and Modern Foreign Languages
Dr. Natarajan Meghanathan, Department of Computer Science
Dr. Jessica Murphy, Department of Technology
Dr. Mohammad Shahbazi, Department of Behavioral and Environmental Health
Ms. Charlotte Wallace, Graduate School
Dr. Bryman Williams, Department of Clinical Psychology
Dr. Gwendolyn Williams, Department of Special Education
Ms. Regina Sutton, Graduate School, Recorder

Opening Remarks

Dr. Gardner welcomed all in attendance. She thanked everyone for reaching goals as established by the university-wide Enrollment Management Committee. She reported that graduate student admission has exceeded 2,500 students. She also announced changes in the Graduate Council subcommittee membership as follows: Dr. Otha Burton has accepted a new position as Executive Director of the Institute of Government and no longer serves on the Graduate Curriculum Committee. Dr. Jean Chamberlain no longer serves on the Graduate Faculty Status Committee. Persons interested in working with the Graduate Council should contact Dr. Gardner.
Reports from Standing Committees

Graduate Curriculum Committee (GCC)

Dr. Walter Brown reported that the GCC met in October, 2014 to review proposals from two departments with the following actions:

- A Department of History proposal was tabled due to unanswered questions on the application.

- The Department of School, Community and Rehabilitation Counseling name change was approved to become the Department of Counseling, Rehabilitation and Psychometric Services. Also a name change from COUN 504 Counseling in Community Settings to COUN 504 Clinical Mental Health Counseling was approved.

A motion was presented, seconded and approved that the committee recommendations be accepted. (See Attachment 1 - GCC Report.)

Graduate Faculty Status Committee (GFSC)

Dr. Gardner reported that the GFSC Committee was unable to meet in October. The next meeting will be during the first week of November. Graduate faculty membership applications should be submitted to Dr. Jeton McClinton as soon as possible.

Graduate Admissions Committee

Dr. Bishop reported the following:

- A new on-line graduate application process has been implemented. The Ellucian team is working to correct a few glitches with the process. For example, students can choose to apply for Spring 2015 or Fall 2015, however, the student must click on the Fall 2015 link to get the Spring 2015 application.

- The Graduate School is working with Ellucian to make the admissions process easier, e.g., an electronic transmittal process. This process would include notifying students, advisers and chairs of the status of admission applications.

- Over 1500 Fall/Summer 2014 applications were processed and 993 admissions decisions were made. Dr. Bishop is currently reconciling the Graduate School records with those of the Office of Institutional Research. (See Attachment 2 – Graduate Admission Report.)
• Nearly 600 doctoral students are currently enrolled. Dr. Bishop can provide the names by department, if requested. In addition, 160 international students are currently enrolled with half of them in CSET.

• Spring Admissions – It is anticipated that Spring 2015 graduate admissions will be smaller due to the new rolling admissions process. To date, 215 applications have been reviewed for the next semester.

Dr. Gardner asked for suggestions on ways to enhance the admissions process. She also invited department representatives to travel to recruiting activities with the Graduate School recruiting team. The recruitment schedule will be placed on the website or can be e-mailed when requested. She encouraged the departments to review the academic performances of their students and send academic enhancement plans to the Graduate School for students whose grade point averages have fallen below 3.0.

Graduate English Competency Examination Preliminary Report (GECE)
Graduate Area Comprehensive Examination Preliminary report (GACE)

Ms. Wallace distributed the Spring 2015 GECE and GACE approved application list as of October 13, 2014. The deadline for submitting applications is October 16, 2014 at 4:00 p.m.

Dr. Gardner reported that an electronic GECE application process will start in the 2015 Spring Semester. Also, effective January 1, 2015, advisors will no longer have to verify the performance of the students who must take the GECE. This will be a Graduate School responsibility. Students who come directly from JSU undergraduate education are exempt from taking the GECE, but the advisor and chair must notify the Graduate School in writing. Students who score at an acceptable level on the GRE or GMAT can be exempted, but notification should be made to the Graduate School during the first semester. Also, the Praxis is no longer utilized as an exemption for the GECE for students in programs under the College of Education and Human Development.

Dr. Gardner acknowledged Dr. Chamberlain’s assistance in working one on one and on-line with students with writing deficiencies. The Richard Wright Center has been asked to assist students with writing deficiencies as well as assist those who are writing dissertations and theses. Dr. Buck said that entire classes can be scheduled to go to the Richard Wright Center to receive training in basic writing strategies. In addition, Dr. Hill said that the College of Liberal Arts has started a pro seminar process which includes writing assistance.

Electronic Thesis and Dissertation Process

Dr. McDaniels, Chair of the Committee on Electronic Thesis and Dissertation (ETD) Process, submitted a report on the committee recommendations. She also provided copies of Proquest information distributed at the recent U.S. Electronic Thesis and Dissertation Association Conference. (See Attachment 3 for committee recommendations.) She announced that the
EPh.D program will be the pilot for electronic theses and dissertations. Also, discussion is ongoing regarding using the open access option which makes documents public on the web. Dr. Shahbazi suggested that an evaluation tool for the process be developed.

December 2014 Graduation Clearance

Dr. Bishop announced that the on-line graduation clearance process queue has been re-opened until October 21, 2014, as requested by the Division of Academic and Student Affairs. She requested that chairs and program directors clear students as quickly as possible.

Dr. Gardner stressed that the Committee Report of Defense Results must be submitted by October 17, 2014. Late applicants must have a strong written justification for consideration.

Graduate Program Reviews

Dr. Gardner reported that four graduate program reviews will be held in the 2015 Spring Semester. The programs are: Sociology, Technology, Social Work and Higher Education. Persons interested in serving as internal reviewers for the program reviews should contact Dr. Gardner for consideration. She stated that serving as an internal program reviewer is a great professional opportunity.

Graduate Student Support

Dr. Gardner said that a study is being conducted on funding levels for JSU graduate students as compared to other Ph.D. granting institutions in Mississippi. This information will be provided to the Dean’s Council and later to the Graduate Council. Currently, out-of-state fee waivers are granted to first-time entering master level students with grade point averages of 3.5 or higher and 50% fee waivers for STEM majors. Seventeen students from universities in China, with which JSU has Memoranda of Understanding, receive out-of-state fee waivers.

Reports of Graduate Program Directors

Urban and Regional Planning—Dr. Kumar

- The master’s program is seeking reaccreditation from their planning accreditation board.
- The joint Fall Conference of the Mississippi and Alabama Chapters of the American Planning Association will be held on November 12-14, 2014 in Tupelo, Mississippi. Three doctoral students will present their research at this conference.

Clinical Psychology—Dr. Williams

- The Department is launching an aggressive recruitment effort.
• Dr. Williams recently presented at a Mississippi Psychological Conference focusing on multi-cultural issues faced by psychologists.
• Emphasis will be placed on recruiting more African-American males into the Clinical Psychology program.
• The Department is planning for the APA reaccreditation process in 2016.
• Funds are being sought for student travel to conferences.
• Nine out of ten students who applied for internships were matched with appropriate sites.

Music – Dr. Akombo

• The Department has a new chair, Dr. Alfred Duckett.
• The Department is participating in the pro seminar program with the College of Liberal Arts.
• Two students are pursuing the thesis track.
• One student has joined the Louisiana State University Ph.D. program.

Public Health – Dr. Shahbazi

• The University has committed to staring a School of Public Health in Fall, 2015. Two dormant concentrations will be submitted for reactivation.

School of Life Long Learning (LLL) - Dr. Bingham

• LLL enrollment is continuing to increase.
• Faculty members will present papers at upcoming conferences with the Society of Human Resource Management, American Association for Adult and Continuing Education and Academy of Human Resource Development.
• Dr. Gardner suggested that LLL students be recruited for master level programs.


• Students are being prepared for December 2014 graduation.
• Several students will present research at national conferences.
• A refereed national journal in higher education and student affairs is being produced.

Technology Education and Hazardous Materials Management – Dr. Buck

• The Department has seen increased enrollment due to recruitment efforts.
• Students are becoming more involved in research.
• The Department has a collaborative effort with an African university and has produced a peer reviewed article that was published in the Technology International Interface
Journal. It is anticipated that this collaboration will be enhanced to include recruitment of students to Jackson State University.

- Students will participate in competitions in the upcoming Association of Applied Engineering Conference.
- The Department has recently received funding for $600,000 for the undergraduate emergency management program.
- A proposal has been submitted to incorporate an emergency management concentration into the hazardous materials management program.

Political Science – Dr. Hill

- The College and Department is looking at ways to focus on the urban area by offering three to four metropolitan courses.
- A pro seminar series, organized by Drs. Hill, Williams and Azevedo, focuses on writing, graduate school experience, unity between disciplines and research. The seminars will continue in the Spring Seminar and other departments are invited to participate.
- Dr. Gardner reported that SPSS and Grammarly has been installed on computers in laboratories for enhancing student access.

English and Modern Foreign Languages – Dr. Chamberlain

- A Ph.D. program proposal for English is in preparation.
- Dr. Lawrence Potter is now Graduate Program Coordinator.
- The Department has dropped from numbers one to three to number fourteen in the ranking of producers of master of arts in English graduates. Enhanced recruiting efforts will be made to bring the numbers back up.

College of Liberal Arts – Dr. Calhoun

- The Pre-Law Society hosted the Dean of the Law School of Mississippi College.
- The College is advertising for Dean of the College of Liberal Arts. In addition, positions will be advertised for Associate Provost of Students Affairs, Dean of Undergraduate Studies and Chair of Psychology.
- The School of Communication is being rebuilt with positions to be filled.

Computer Science – Dr. Meghanathan

- The Department has a new Ph.D. Program and is in the process of developing new courses.
- A proposal will be submitted to the Curriculum Committee to have a new track in the master’s program.
Public Policy and Administration – Dr. Gilleylen

- Fall 2014 enrollment is up 50%; the grade point averages of entering students is also up.
- Six students presented papers at a recent conference and one master’s student won best research paper at the conference.

Dr. Gardner requested that reports of graduate program directors be e-mailed to her.

Other Announcements

Dr. Gardner stated:

- JSU is only one of two HBCUs with a high research activity designation. Departments should be mindful of moving student toward graduation so that this designation can be maintained. The designation relates to awarding doctoral degreea across multiple disciplines.

- A graduate faculty audit is being conducted. Departments will be contacted to submit updated credentials of faculty members.

- Dr. Thomas Calhoun can provide assistance to faculty on how to move professional presentations to publications for both students and faculty.

Dr. Bishop said that a current listing of doctoral students and a listing of admitted (not enrolled) students for Spring 2015 are available.

The meeting adjourned at 11:35 a.m.

Recorder
Ms. Regina Sutton
October 22, 2014
Date: October 13, 2014

To: Dr. Doris R. Gardner  
Chair, Graduate Council  
Dean, Graduate School

From: Dr. Walter A. Brown  
Chair, Curriculum Committee  
Graduate Council

Subject: Curriculum Committee Report

The Curriculum Committee met in September and October 2014 to review proposals from two departments with the following actions:

- **Department of History:** Tabled action on proposal due to unanswered questions from application.

- **Department of School, Community & Rehabilitation Counseling:** Approved the name change from COUN 504 Counseling in Community Settings to COUN 504 Clinical Mental Health Counseling. Also approved the department name change from School, Community and Rehabilitation to Department of Counseling, Rehabilitation and Psychometric Services.

Please feel free to contact the committee if you have questions concerning our decisions.
<table>
<thead>
<tr>
<th>Year</th>
<th>School Name</th>
<th>Budget Estimate</th>
<th>Actual Revenue</th>
<th>Variance</th>
<th>Notes</th>
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**Notes:**
- Variance indicates the difference between the budget estimate and the actual revenue.
- Variance $0 suggests that the budget was executed exactly as planned.

**Expense Categories:**
- Educational Programs
- Administrative Expenses
- Faculty Salaries
- Student Services

**Revenue Sources:**
- Tuition
- Grants
- Donations

**Expense Breakdown:**
- Salaries & Benefits
- Supplies & Materials
- Travel & Entertainment

**Revenue Forecast:**
- Q1 2004: $1,250,000
- Q2 2004: $1,500,000
- Q3 2004: $1,800,000
- Q4 2004: $2,000,000
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<th>39</th>
<th>36</th>
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<td>108</td>
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<td>2</td>
<td>13</td>
<td>11</td>
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<td>6</td>
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<td>5</td>
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<td>100%</td>
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<tr>
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<td>12</td>
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<td>4</td>
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<td>100%</td>
<td>100%</td>
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| JSU Online | 54  | 10 | 9  | 3  | 1 | 31  | 32  | 16 | 1 | 5  | 90.7%  | 65% | 67% |
| MBA - online | 41  | 10 | 9  | 3  | 1 | 18  | 20  | 16 | 1 | 4  | 90.2%  | 56% | 56% |
| Sport Science -online | 10  | 0  | 0  | 0  | 0 | 10  | 10  | 0  |   | 0  | 100.0% | 100%| 100%|
| HiEd - online     | 1   | 0  | 0  | 0  | 0 | 1   | 1   |    |   | 0  | 100.0% | 100%| 100%|
| Reading -online   | 2   | 0  | 0  | 0  | 0 | 2   | 1   |    |   | 1  | 50.0%  | 100%| 100%|

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<th>% total</th>
<th>Transcripts</th>
<th>Totals</th>
<th>% total</th>
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<td>Admit - Doctoral</td>
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<table>
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<tr>
<th>Pending</th>
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| Total complete Applications | 1581 |
Report Submitted to the Jackson State University Graduate Council

by

Committee on Electronic Thesis and Dissertation (ETD) Process

Tuesday, October 14, 2014

The following items have been considered and discussed by members of the committee:

1. The piloting of ETDs with the EPhD program during the spring 2015 semester;
2. The pilot process with the EPhD program does not need to include paper copies of the dissertation documents, since a PDF will exist of all documents;
3. The Open Access option should be selected by the university after the pilot is completed and the university goes into fully using ETDs (Open Access makes documents public on the Web);
4. Students may still elect to secure printed copies of their documents, but outside of the management of JSU; JSU can provide them with a list of possible printing firms/agencies;
5. An updated formatting template should be adopted for ETDs, as suggested by ProQuest.

Other items for consideration:

2. Committee recommendation for graduate student training (research, documentation, format, IRB);
3. Committee recommendation for clear separate guidelines for the graduate project.

Committee Members:
Dr. Janice Brockley
Dr. Walter A. Brown
Dr. Marino Bruce
Dr. Ezat Heydari
Dr. Lennie Little
Dr. Preselfannie McDaniels, Chair
Dr. Douglas McWilliams
Dr. Edmund Merem
Dr. Nola Radford