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

Dr. Jean-Claude Assad, (At Large)
Dr. Juette Bingham, Department of Educational Leadership
Dr. Darcie Bishop, Graduate Studies
Dr. Ricardo Brown, College of Public Service
Dr. Thomas Calhoun, Division of Academic and Student Affairs
Dr. Daning Chen, Department of Mathematics
Dr. Johnny Gilleylen, Department of Public Policy and Administration
Dr. Patricia Kennedy, Department of Health, Physical Education and Recreation
Dr. Mukesh Kumar, Department of Urban and Regional Planning
Dr. Ramin Maysami, College of Business
Dr. Candis Pizzatta, Department of English and Modern Foreign Languages
Dr. Kenneth Russ, College of Business
Dr. Mohammad Shahbazi, School of Public Health Initiative
Dr. Leniece Smith, Department of Political Science
Dr. Ester Stokes, Department of Public Policy and Administration
Dr. Bryman Williams, Department of Clinical Psychology
Dr. Glenda Windfield, Department of Special Education
Ms. Regina Sutton, Graduate School, Recorder

Opening Remarks

Dr. Gardner began by expressing appreciation for the Graduate Council’s support during the academic year. She reported that Ellucian Degree Works is being implemented. Degree Works is an online set of academic planning tools that help students and advisors see what courses and requirements students need to graduate. She asked that each member of the Council inform her of the contact person responsible for submitting area- specific information to Ellucian. Departmental requirements must be consistent with what is in the graduate catalog. She also stated that the Graduate School will no longer check degree plans and substitution of course requests as these will be handled by departments. The Graduate School will continue to handle Transfer of Credit requests.

She also expressed appreciation to Dr. Bishop and all who assisted in clearing students for graduation. She emphasized the importance of having proper documentation in all student files.

Dr. Bryman Williams, who serves on the Degree Works Committee, reported that two representatives from each college should be selected to receive Degree works training.
Meetings are held every Wednesday from 2-4 p.m. to incorporate data into Degree Works for every discipline on campus. The representatives will review each course in their area using a template designed by Ellucian. The graduate process will begin on April 13, so council members were urged to attend the meeting with their representative to ensure that accurate information is provided in Degree Works.

**Clarity of IRB Compliance and Grading System**

**IRB Approval of Research**

All student and faculty research involving human subjects MUST be approved by the University’s Institutional Review Board (IRB) prior to the conduct of the research. Regardless of the type of research being conducted (e.g.) human subjects, secondary data sources, animals or recombinant DNA research and bio hazards research, IRB, IACUC or IBC, approval must be received before conducting the research. A copy of the IRB application is available in each department, online at the JSU website and the Graduate Office. Contact the IRB Office if you have any questions regarding protocol application submission and approval at (601) 979-4197. Students must have IRB approval when they form their committees with appropriate signatures on the dissertation proposal. IRB approval is valid for 12 months.

**Grades**

Grades of “D”, “F”, “W” (withdrawn), and “I” (incomplete) do not count towards satisfactory academic progress; however, they are counted as attempted hours. Also, all repeated hours are counted as attempted hours. 

*Satisfactory academic progress is measured bi-annually at the end of the fall and spring semesters.*

**Reports from Standing Committees**

**Graduate Admissions Committee**

The Graduate Admissions Committee recommended approval of the request from the College of Business to implement a change to their admission policy which would waive the GMAT requirement for selected master’s program applicants. A motion was presented and seconded that the Graduate Admissions Committee’s recommendation be accepted. (See Attachment 1-Graduate Admissions Committee Minutes.)

Additionally, the Committee provided clarification of the Conditional Admission policy as provided in Attachment 1. This clarification is necessary to emphasize that students who are conditionally admitted must earn regular status in the first 12 hours of graduate level coursework by earning a minimum GPA of 3.0. Dr. Gardner noted that there has been a significant increase in academic enhancement plans over the last academic year. She suggested
that a committee be formed to further investigate the reason for this increase. She noted that a significant number of students are on-line majors and were conditionally admitted.

A motion was presented and seconded that the Graduate Admissions Committee’s clarification be accepted.

**Graduate Curriculum Committee**

Dr. Brown reported that the Graduate Curriculum Committee (GCC) met on April 5, 2016 to approve one curriculum proposal submitted by the Department of Industrial Systems and Technology. The committee approved a new concentration in Emergency Management. (See Attachment 2-Graduate Curriculum Committee Report.)

A motion was presented, seconded and unanimously approved that the GCC recommendations be accepted.

Dr. Gardner also said that a proposal was submitted by the Department of Civil and Environmental Engineering to add a new track to the M.S. degree program in Computational and Data-Enabled Science & Engineering: Supply Chain Track. This proposal was received after the deadline for consideration by the GCC and will be discussed at a future meeting.

Dr. Gardner stated said that proposed new concentrations must have funding, a rigorous recruitment plan, and adequate enrollment

**Graduate Faculty Status Committee**

Dr. Gardner stated that the Graduate Faculty Status Report will be e-mailed to members of the Council for consideration.

Dr. Calhoun requested an update of the graduate faculty listing provided by the Graduate School. Even though updates are made, the School must be cognizant of requirements when a particular student entered graduate school in order to maintain the presumption of integrity. Each unit should review its graduate faculty to ensure that they meet qualifications. He also emphasized that clarification should be made on policy related to graduate faculty status, e.g., hours taught, approval of practitioners. In addition, Dr. Calhoun said that Dr. Melissa Druckery will develop a table by category of faculty status requirements from universities around the country in determining what works for JSU.

Additional discussion yielded the following recommendations:

1. Practitioners should be considered for graduate faculty status in order to serve on dissertation committees.
2. A lack of publications should not prevent approval of practitioners if they can contribute in a significant way to the dissertation.
(3) Detailed qualifications should be provided to make the best decision.
(4) Careful review should be made of all applications before placing signatures of approval.
(5) Graduate School should provide base qualifications for graduate faculty status with specific department requirements added.
(6) Graduate faculty status should not be received for life since requirements change. Performance evaluations should be a determining factor.
(7) If unsure, contact Dr. Gardner to discuss the strength of an application prior to submission.
(8) Currently, there are no representatives serving on the GFSC from the College of Public Service, School of Public Health and School of Journalism. Dr. Gardner requested that anyone who would like to serve on the GFSC contact her.

Graduate English Competency Examination Preliminary List (GECE)
Graduate Area Comprehensive Examination Preliminary List (GACE)

Dr. Gardner reported the following:

(1) Ninety-two percent of students passed the GECE.
(2) Three departments have not yet submitted GACE results. Please submit as soon as possible.

Commencement Activities

Dr. Bishop announced the following

(1) Graduate Commencement Practice
    Friday, April 22, 2016, 9:00 a.m., Lee E. Williams Athletics & Assembly Center
(2) Graduate Commencement
    Friday, April 22, 2016, 6:00 p.m., Lee E. Williams Athletics & Assembly Center
(3) Twenty-five percent (25%) of the graduating graduate students have agreed to march as a group in the undergraduate commencement ceremony on April 23.

Spring 2016 Graduation Clearance

Dr. Bishop reported that three hundred and thirty (330) graduate students are currently in the graduation clearance queue.

Fall 2016 Admissions

Dr. Bishop reported the following:

(1) Fourteen hundred (1400) applications have been received in the Graduate School. A final batch of transmittals will be sent out today.
(2) A final test is near of the new electronic transmittal process in the College of Business.
(3) A client relations management tool should be considered which will speed up the admission process. However, the tool must be compatible with Banner.

(4) Graduate School admission requirements are complete with the application and transcript. All other submissions are required by the department, e.g., statement of purpose, letters of recommendation and standardized test scores.

Dr. Calhoun stated that the chair of a department should be able to make an admissions decision if the departmental committee is not available to meet during the Summer.

Reports of Graduate Program Directors and Department Representatives

Clinical Psychology: Dr. Williams announced that the American Psychological Association will be on campus for a site visit during the second week in June. Dr. Calhoun requested that all self-study reports be reviewed by Academic Affairs prior to any site visit.

Public Policy and Administration: Dr. Gilleylen expressed appreciation for all who participated in the Conference on Minority Public Administrators in February

Dr. Gardner asked that reports from other graduate program directors and department representatives be sent to her by e-mail.

Announcement

Dr. Gardner thanked all who participated in the Alpha Epsilon Lambda Induction Ceremony on March 30. In addition, she encouraged all to attend and encourage graduating students to attend the upcoming Doctoral Scholars Recognition Ceremony on April 22, 2016 at 4:00 p.m.

Dr. Calhoun said that annual report templates will be sent out to deans and directors.

The meeting adjourned at 11:40 a.m.
The Graduate Admission Committee met on Thursday, February 4, 2016 at noon in the Graduate School, Administrative Tower. Attendance included:

Drs.
- Darcie Bishop (Graduate School)
- Li-jing Arthur Chang (School of Journalism and Media Studies)
- Nickolas Hill (College of Business)
- Ramin Maysami (College of Business)
- Jessica Murphy (College of Science, Engineering and Technology)
- Kenneth Russ (College of Business)
- Mohammad Shahbazi (School of Public Health Initiative)
- Dorothy Stokes (College of Education)
- Bryman Williams (College of Liberal Arts)
- Jianjun Yin (College of Education)

The committee reviewed the College of Business Proposal for MBA/MPA Program Admission Criteria as stated below:

The GMAT requirement may be waived for applicants meeting at least one of the following criteria:

a) 3.0 or greater GPA from a regionally accredited university or equivalent international institution; OR
b) Three or more (3+) years of full-time professional and/or managerial experience; OR
c) Current professional licensing or certificate in business or engineering profession, such as CPA, PE, CFA, PHR, CPSCM; OR
d) Earn graduate degree (such as M.S., J.D., M.D., Ph.D., or Dr.P.H.); and
e) Other professional credential and/or standardized test may be considered on a case-by-case basis.

Conditional Admission

Students with an undergraduate GPA from 2.5 to 2.99 may be considered for conditional admission if they meet the criteria listed below. Students must earn regular status in the first 12 hours of graduate level coursework by earning a minimum GPA of 3.0.

The GMAT requirement may be waived for applicants meeting at least ONE of the following criteria:

a) Five or more (5+) years of full-time professional and/or managerial work experience; OR
b) Current professional licensing or certification in a business or engineering profession, such as CPA, PE, CFA, PHR, CPSCM; OR
c) An earned graduate degree (such as M.S., J.D., M.D., Ph.D., or Dr.P.H.); OR

d) GPA of 3.0 or higher in the last 60 hours of upper-level undergraduate courses at a regionally accredited university for candidates with an undergraduate degree in a non-business major; OR

e) Candidates with an undergraduate degree in business from a regionally accredited institution with a GPA of 2.75 or higher in the last 30 hours of upper-level undergraduate business courses for applicants to the MBA/MPA program.

The committee hereby submits it for consideration and approval of the Graduate Council.

Respectfully submitted by

Mohammad Shahbazi, Chair
Graduate Admission Committee
April 6, 2016

To: Dr. Dorris Robinson-Gardner  
   Dean, Division of Graduate Studies

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

Subject: Graduate Committee Meeting Results  
Department of Industrial System & Technology

Approved the following actions from previous review after addition requested information was received. Recommendations presented from the Graduate Curriculum Committee meeting on Tuesday, April 5, 2016:

Approved new concentration:

- Emergency Management
  - ITHM 523 Statistical/Data Analysis (3)
  - ITHM 533 Application of GIS in Hazardous Materials Mgt. (3)
  - ITHM 536 Hazards Risk Management (3)
  - ITHM 537 Disaster Management and Continue Operation (3)
  - ITHM 538 Introduction to Nature Hazards and Terrorism (3)
  - ITHM 539 Radiation Safety and Preparedness (3)

Final approval is based on confirmation of existing courses as presented in the current university catalog.

Please feel free to contact me if you have any questions on the committee’s decision.