

GRADUATE COUNCIL MEEETING
November 13, 2012
10:00 a.m.
College of Public Service, Jackson Medical Mall

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

Dr. Jean-Claude Assad, College of Business
Dr. Mario Azevedo, College of Public Service
Dr. Millard Bingham, College of Life-Long Learning
Dr. Robert Blaine, College of Liberal Arts
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. Michelle Deardorff, Department of Political Science
Dr. Johnny Gilleylen, Department of Public Policy and Administration
Ms. Adreinne Graham, International Studies
Dr. Raphael Isokpehi, Department of Biology, CSET
Dr. Mukesh Kumar, Department of Urban and Regional Planning
Dr. Mary Langford-Hall, Department of Communicative Disorders
Dr. Susie Spence, School of Social Work
Dr. Mohammad Shahbazi, Department of Behavioral and Environmental Health
Ms. Charlotte Wallace, Graduate School
Dr. Glenda Windfield, Department of Special Education
Dr. Jeffrey Zubkowski, Graduate School
Ms. Regina Sutton, Graduate School, Recorder

Opening Remarks

Dr. Gardner welcomed all in attendance. She discussed the university-wide enrollment strategy developed by the Executive Enrollment Management Council. She further stated that the Division of Academic Affairs had recommended a graduate and undergraduate student enrollment of six percent for Fall 2013. The Office of Institutional Research developed a projected enrollment for each academic program and distributed to each college dean. The graduate program directors were strongly encouraged to assist in meeting enrollment goals.

Recruitment Activities

The Graduate School is planning additional recruiting activities to assist departments in meeting enrollment goals. Departments interested in participating in recruitment activities with the Graduate School should contact Mrs. Sarah Foote at (601) 979-2455 for dates of additional recruitment activities.

2013-2015 Graduate Catalog Information

Dr. Gardner asked that departments submit requested information for inclusion in the 2013-2015 Graduate Catalog. All new catalog information should be processed through normal college approval processes prior to submission to the Graduate School. The requested date for submission of 2013-2015 graduate catalog information is December 7.

External Members of Dissertation Committee

Dr. Gardner also stated that a faculty member who anticipates having an adjunct appointment with another department, (e.g., to serve on dissertation and thesis committees) should obtain approval from the deans of both colleges. Appropriate approval should be documented on the graduate faculty application.

Closing the Matriculation Process System

Dr. Gardner reported that the Matriculation Process System, maintained by the Registrar's Office, allowed students to enroll for classes without having been admitted to Graduate School. The Registrar's Office has corrected this problem by closing the matriculation process after students successfully complete degree requirements.

Reports from Standing Committees

Graduate Faculty Status Committee (GFAC)

Dr. Jean-Claude Assad reported on revised criteria for graduate faculty membership and a revised graduate faculty application for Graduate Council approval. (See Attachment 1.) Revisions include:

- (1) Item #9 has been added to the GFS application which requests a clear justification for an adjunct graduate faculty appointment. Will the adjunct faculty member teach or serve as an external committee member? A letter of support on departmental letterhead must be attached to the application.
- (2) An assistant graduate faculty category has been added to the application form.
- (3) Graduate faculty membership requires five years of full-time teaching and professional experience, associate graduate faculty membership requires a minimum of three years of full-time teaching and professional experience, and assistant graduate faculty must have begun teaching within the last three years.

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

Dr. Assad also presented the Graduate Faculty Status Committee report from the meeting of November 8, 2012. He reported that seven (7) applications were reviewed. Three (3) applications were approved for adjunct graduate faculty and four (4) were tabled for clarification or denied. A motion was presented, seconded and unanimously approved that the committee recommendations be accepted. (See attached GFSC Report – Attachment 2)

Dr. Gardner said that, upon request, Dr. Assad and a Graduate School representative will be available to meet with faculty in the various colleges to discuss the new graduate faculty membership requirements.

Three Year Baccalaureate Degrees

Ms. Adrienne Graham, Director of Global Academic Diversity, discussed the need for a clear cut policy related to the acceptance (or non-acceptance) of three year baccalaureate degrees. If approved for admission on a case by case basis, consideration should be given to (1) institutional ranking and accreditation of the school from which the degree was obtained and (2) undergraduate courses to be taken (e.g., general education) prior to admission to graduate school. Dr. Gardner said that Ms. Graham and Cedric Casher, Admission Programs Manager in the Graduate School, have been trained to translate international transcripts and are available to provide assistance to departments. It is anticipated that there will be an influx of international student applications due to the new policy on out-of-state tuition waivers.

Graduate Curriculum Committee (GCC)

Dr. Walter Brown reported that two curriculum proposals from the College of Liberal Arts and the College of Education have been received and are anticipated to be reviewed next week.

Dr. Gardner requested a volunteer from the College of Liberal Arts to replace Dr. Thomas Calhoun on the Graduate Curriculum Committee (GCC). Dr. Calhoun is now Interim Vice-President for Academic Affairs and no longer eligible to serve. the College

Dr. Shahbazi recommended that future graduate curriculum proposals be e-mailed to the curriculum chair in addition to submission of the hard copy to the Graduate School. The recommendation was noted and all further curricular proposals should be e-mailed to the committee chair followed by hard copies to the Graduate School.

Graduate Admissions Committee

Dr. Zubkowski provided a Graduate Admissions Report (as of November 12, 2012) for the 2013 Spring Semester. (See Attachment 3 – Graduate Admissions Report.) Thus far, there is an eleven percent increase of applicants over the 2012 Spring Semester. Forty-five percent (45%) of transmittals have been returned. Dr. Zubkowski strongly encouraged program directors to

submit transmittals by November 30, 2012. It is important to notify students in a timely manner.

Clearance for Graduation

Dr. Zubkowski stated that November 29, 2012 is the last day to clear for graduation. College deans will be strongly encouraged to clear students in a timely manner. Potential graduates not cleared by the appropriate date must be granted permission by the Division of Academic Affairs with a notification to the Graduate School.

Graduate English Competency Examination Results (GECE) Graduate Area Comprehensive Examination Results (GACE)

Ms. Charlotte Wallace requested that GECE and GACE results be submitted as soon as possible so that posting can be completed prior to the Thanksgiving break. She asked that departments inform the Graduate School when a GACE test date has been changed by the departments for the purpose of notifying students.

Doctoral Committee Recommendations on Graduate Faculty Teaching Loads and Graduate Faculty Work Load Policies

Dr. Brown said that this committee will schedule a meeting after the Thanksgiving break. It was noted that two versions of the faculty handbook have been placed on the JSU website with conflicting policies related to faculty teaching and work loads. Dr. Assad suggested that both policies be read and recommendations for release time be considered. Consideration should be given for overloads and the student timeline for completion of dissertations. Comments should be sent to Dr. Assad and Dr. Brown.

Department Reports

Dr. Gardner asked that department reports be e-mailed to Ms. Sutton.

Urban and Regional Planning - Dr. Kumar

Students and faculty recently attended the Association of Collegiate Schools of Planning Conference on November 1-4, 2012 in Cincinnati, Ohio.

Social Work – Dr. Spence

Graduate and undergraduate program directors partnered with the NAACP to enhance voter registration.

Faculty attended the Council on Social Work Education Conference in Washington D.C. on November 9-12, 2012.

Biology and CSET – Dr. Isokpehi

CSET students recently attended the Annual Biomedical Research Conference for Minority Students in San Jose, California and a Department of Energy (DOE) conference at the University of Mississippi. At the DOE conference, one student participated in a panel discussion on working at a national lab.

Public Health – Dr. Shahbazi

Faculty and students attended the American Public Health Association's (APHA) 140th Annual meeting on October 27-31, 2012 in San Francisco, CA. One graduate student, Jason Brown, will serve as a 2013 conference co-planner for the Public Health Education and Health Promotion (PHEHP) section of APHA.

Dr. Assad suggested that the School of Public Health give some thought to expanding their public health offerings since there is a push to enhance public health education in Mississippi. Dr. Shahbazi noted that the department is working to meet this need through the certificate in public health program and the community health house network which will be initiated in the Mississippi Delta.

The certificate in public health program will be offered starting with the 2013 Spring Semester.

EPh.D. Program – Dr. Brown

Faculty and students will make presentations at the following meetings:

ASHE (Association of the Study of Higher Education) - November 2012 in Las Vegas

Dr. Brown and Daarel Burnette (Cohort 7 Graduate)

Johnny D. Jones (Educational Administration)

National Association of African American Studies - February 2013 in Baton Rouge

Dr. Brown and Kellei Bishop-Samuels (Cohort 8 Member)

Dr. Brown and Andrea Cunningham (Cohort 8 Member)

Dr. Brown and Brenda Dalton (Cohort 8 Member)

AERA (American Education Research Association) - April 2013 in San Francisco

Dr. Brown and Dr. Daarel Burnette (Cohort 7 Graduate)

Dr. Brown and Dr. Larissa Littleton-Steib (Cohort 7 Graduate)

Public Policy and Administration – Dr. Gilleylen

Two students, Jason Pope and Ed Sivak, participated in the 2012 Annual Southeastern Conference for Public Administration held on October 3rd thru 6th in Coral Springs, FL.

Dr. Gardner said that a graduate certificate program in enrollment management at the graduate level is being developed. Graduate program directors interested in developing the program should contact the Dean of Graduate Studies for more information.

The meeting adjourned at 11:55 p.m.