

GRADUATE COUNCIL MEEETING

April 9, 2013

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 Akombo, Department of Music
Dr. Millard Bingham, College of Life-Long Learning
Dr. Thomas Calhoun, Interim Associate Vice-President for Academic Affairs
Dr. Jean Chamberlain, Department of English
Dr. Stephanie Davidson, Department of Elementary and Early Childhood Education
Dr. Johnny Gilleylen, College of Public Service
Ms. Ella Holmes, Internal Auditor
Dr. Mukesh Kumar, Department of Urban and Regional Planning
Dr. Jeton McClinton, Department of Educational Leadership
Dr. Natarajan Meghanathan, Department of Computer Science
Dr. Lawrence Potter, Dean, College of Liberal Arts
Dr. Mohammad Shahbazi, Department of Behavioral and Environmental Health
Ms. Charlotte Wallace, Graduate School
Dr. P.C. Yuan, Department of Tecnology
Dr. Jeffrey Zubkowski, Graduate School
Ms. Regina Sutton, Graduate School, Recorder

Reports from Standing Committees

Graduate Curriculum Committee (GCC)

Dr. Gardner reported that there were no new curriculum proposals considered by the GCC. An interdisciplinary proposal for a twelve to fifteen hour certificate program in broadcast meteorology is being prepared by Meteorology and Mass Communications. WeatherVision attracts students from other universities to JSU for internships. This proposed certificate program seeks to provide enhanced opportunities for JSU students as well.

Graduate Faculty Status Committee (GFSC)

Dr. Gardner reported that several graduate faculty membership applications have been received and will be considered at an upcoming meeting of the GFSC.

Graduate Admissions Committee (GAC)

Dr. Zubkowski provided a Graduate Admissions report (as of April 9, 2013) for the 2013 Fall and Summer Semesters. (See Attachment 1 – Graduate Admissions Report) He noted the low return rate for transmittals (50.6%) as the deadline passed on April 1. The deadline for requesting transmittals for summer admission is the last working day in April and the last working day in May for Fall admission.

In addition, Dr. Zubkowski reported that the new student acceptance rate is currently at 55% whereas typically, at this point, there is a 75-80% acceptance rate. He gave kudos to the Department of Educational Administration which had a 917% increase in the acceptance rate (from 9 to 55 offers). The university goal is to increase enrollment by 7% for Fall 2013, therefore, departments should look at increasing acceptance rates. Dr. Calhoun added that deans now know which faculty lines they have available and should seek to fill those positions to meet increased enrollment needs.

A question was raised as to why the Graduate School's admission acceptance deadline is April 1 when national decision day by many colleges is April 15. Dr. Gardner said that even though national decision day is April 15, like JSU, most colleges try to send their notification letters out by April 1. Also, Dr. Zubkowski suggested that the Graduate School be notified of students who are not accepted into Graduate School so that denial letters can be mailed.

Dr. Zubkowski stated that changes to the 2013-2014 Graduate Catalog were due from the college deans on April 1. To date, corrections have been received from only two colleges.

Dr. Akombo inquired as to the minimum GPA accepted for entrance into Graduate School. Dr. Gardner explained that conditional GPAs vary by department from 3.0 down to 2.5. Any changes in departmental GPA requirements should be approved through the proper channels.

Graduate English Competency Examination (GECE) Final Report Graduate Area Comprehensive Examination (GACE) Final Report

Ms. Wallace reported that of 146 students who took the GECE, 107 passed, 24 were absent and 15 failed. Dr. Calhoun emphasized that a student is not eligible for graduation if the GECE has not been passed.

Ms. Wallace also said that GACE scores have been received from all departments except one.

Spring 2013 Commencement Activities

Dr. Zubkowski announced that the last day for On-Line Graduation Clearance by the Graduate School for Spring Commencement is April 26, 2013. Students enrolled in English 500 should make arrangements with the English Department to post the scores prior to April 26.

Other commencement activities announced by Dr. Gardner:

- Graduate Commencement Practice – May 3, 9:00 a.m., Athletics and Assembly Center
- Graduating Doctoral Reception – May 3, 4:00 p.m., School of Engineering Building Atrium
- Graduate Commencement – May 3, 2013, 9:00 p.m., Athletics and Assembly Center
- Dr. Hank Bounds, Institutions of Higher Learning Commissioner, will serve as graduate commencement speaker.
- Mr. Hill Harper, Actor and Youth Advocate, will serve as undergraduate commencement speaker.

Dr. Calhoun asked that deans remind faculty that part of their responsibility is to participate in both graduate and undergraduate exercises.

Spring 2012 Tentative Graduates

Dr. Zubkowski reported that approximately three hundred and eight students have applied for graduation. All doctoral students have cleared. Seventy-five master's students have not yet cleared. He emphasized that students should not be cleared until they have met all the requirements for the degree.

Graduate Newsletter

The Fall/Spring 2013 Graduate School newsletter was distributed. Dr. Gardner requested that student, faculty, and other college and departmental news be sent to the Graduate School for inclusion in the next newsletter.

Internal Auditing of Graduate Admission, Retention and Degree Requirements

Ms. Ella Holmes, JSU Internal Auditor, provided the following information:

- All policies and procedures printed in the graduate catalog must be followed and documented (e.g., transcript, GMAT, GRE).
- Changes in what is printed in the graduate catalog must be approved through the proper channels.
- Complete records for each student must be maintained for five to seven years.
- Non-degree and conditional students should be monitored and documented.
- Documentation and justification must be provided if a student is allowed to take a course but did not take the prerequisite.
- When infractions are noted, the internal auditor should be informed of how and when the corrective action occurs.

- Ms. Holmes is available to meet with college deans and department heads upon request.

Other Items Noted

- Effective July 1, 2013, the JSU Health Center will house immunization records. Policy regarding immunization records can be found on the Graduate School website (see prospective students section).
- JSU Chemistry Day, which includes an awards banquet, will be held on April 23. See Dr. Dalephine Davis for additional information.
- The Alpha Epsilon Lambda Honor Society induction was held on April 5. Dr. Gardner suggested that departments send notes of congratulations to the new inductees.
- A leadership development workshop for department chairs was held on April 2-4. The next planned activity in this series is a leadership development workshop for graduate program directors, tentatively scheduled for November 5-6, 2013. Dr. Don Chu, author of the book used in the chairs workshop, "The Department Chair Primer – What Chairs Need to Know and Do to make a Difference" will lead the workshop.

Departmental Reports

Educational Leadership – Dr. McClinton

- Students are being interviewed for entrance into the doctoral program.

English and Modern Foreign Languages – Dr. Chamberlain

- Faculty and students are involved in attending professional development meetings and making presentations.
- One scholar will make presentations in China.

Life-Long Learning – Dr. Bingham

- A recent review visit from a federal funding source went well.
- Funds have been received from the City of Jackson and Comcast which aids in purchase of computers and instructional material.

Computer Science – Dr. Meghanathan

- The Masters in Computer Science program had its course-only option approved in the later part of Fall 2012 and several graduate students started to enroll in this option from Spring 2013.
- Dr. Natarajan Meghanathan, Associate Professor of Computer Science, received a grant from Clarkson Aerospace, Inc., (sub contract through US Air Force Research Lab) to conduct Cyber Security research on Mobile Sensor Networks and Cloud Computing applications.

- Dr. April Tanner, Assistant Professor of Computer Science, recently presented and published an article entitled "On Developing A Conceptual Modeling Report Management Tool for Digital Forensic Investigations" in the proceedings of the 13th annual IEEE Conference on Technologies for Homeland Security which was held November 12-14, 2012 in Boston, Massachusetts.
- Soniael Duncan and Sheena Daniels, graduate student researchers for the Massie Chair Grant in Cyber Security in the Computer Science Department, were selected to participate in the *Days of Intrigue*, an intelligence operation simulation, which was held on April 11-13, 2013 at the University of Mississippi.

Urban and Regional Planning – Dr. Kumar

- *Four doctoral students from Urban and Regional Planning recently presented at the 43rd annual Urban Affairs Association Conference in San Francisco on April 3-6.*

School of Health Sciences – Dr. Shahbazi

- The Department of Communicative Disorders has been removed from probation.
- The School is seeking collaborative efforts with colleges in India and Iran.
- Dr. Shahbazi is available to provide advice on developing certificate programs in other departments.

Public Policy and Administration – Dr. Gilleylen

- Five students will attend upcoming national conferences.
- The GACE was passed by 12 of 16 students who took the examination.
- Orlando Kikcrease, a candidate for the Ph.D degree in Public Administration, is under consideration to be Undersecretary of Agriculture.

Music – Dr. Akombo

- The department is actively engaged in recruiting and interviewing potential students.
- Graduate faculty and students are engaged in artistic creation and concerts.
- An on-line degree program is under consideration
- Dr. Akombo has been selected to serve as a panelist with the Mississippi Arts Commission.

Quality of Journal Submissions

Dr. Kumar inquired if the Graduate School has considered the quality of journal submissions as related to open access journals. Dr. Gardner asked that he send his concerns to her in writing and she will form a committee to consider this matter.

In regards to plagiarism prevention tools, Dr. Gardner said that Safe Assignment and Turn It In are available. Also, 'Googling' passages in question may yield results. Dr. Calhoun suggested that departments take plagiarism prevention measures such as have qualified proctors in exam rooms and not allow cell phones.

Final Comments

Dr. Calhoun reported that the Office of the Provost is pleased with the efforts being made by the colleges and departments. Also, he is in the process of reviewing all promotion and tenure dossiers. Only accomplishments since the last promotion should be submitted. Plans are to request that colleges have external reviews of dossiers (research components only) in addition to departmental judges. Finally, Dr. Calhoun stated that no on-line or hybrid courses will be given at the JSU Madison campus.

The meeting adjourned at 11:15 a.m.